



April 15, 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. <u>CALL TO ORDER</u>                                                                         |       |
| Chairs for this meeting: Mayor Krantz and Councillor Tesser Derksen                             |       |
| 2. <u>MOMENT OF SILENT REFLECTION / O' CANADA / TRADITIONAL LAND ACKNOWLEDGEMENT</u>            |       |
| 3. <u>AGENDA ANNOUNCEMENTS / AMENDMENTS</u>                                                     |       |
| 4. <u>DISCLOSURE OF PECUNIARY INTEREST &amp; GENERAL NATURE THEREOF</u>                         |       |
| 5. <u>CONSENT ITEMS</u>                                                                         |       |
| 5.1 Minutes of the Special Council Meeting held on March 25, 2024                               | 5     |
| 5.2 Confidential Minutes of Special Council Meeting held on March 25, 2024                      |       |
| 5.3 Minutes of the Council meeting held on March 25, 2024                                       | 7     |
| 5.4 2023 Transit Services Annual Report                                                         | 19    |
| THAT the 2023 Transit Services Annual Report be received.                                       |       |
| 5.5 2023 Treasurer's Statement of Development Charges and Cash-in-Lieu of Parkland Reserve Fund | 31    |
| THAT report CORS-016-24 be received for information.                                            |       |
| 5.6 Notice of Intention to Designate - 2737, 30 Side Road- Henry Burrows House                  | 47    |
| THAT Staff Report DS-025-24 entitled: "Notice of Intention to Designate                         |       |

2737 30 Side Road be received;

**THAT** Council recognizes the historic house at 2737 30 Side Road 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.

## **6. DELEGATIONS**

- |             |                                                                                                                                                                                                                                |           |
|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| <b>6.1</b>  | <b>Item for Consideration #9.5</b>                                                                                                                                                                                             | <b>86</b> |
|             | <b>Subject:</b> Official Plan Amendment and Zoning By-law Amendment Applications by Milteron Developments Ltd., applicable to lands known municipally as 8010-8150 Derry Road West, Milton. (Town Files: LOPA 02/23 & Z-07/23) |           |
|             | <b>Name:</b> Wayne Coutinho - Milteron Developments Limited                                                                                                                                                                    |           |
| <b>*6.2</b> | <b>Presentations Item #8.1</b>                                                                                                                                                                                                 | <b>89</b> |
|             | <b>Subject:</b> Zero-Emission Bus Feasibility Strategy and Fleet Transition Plan                                                                                                                                               |           |
|             | <b>Name:</b> Ibrahim Baig                                                                                                                                                                                                      |           |

## **7. PUBLIC MEETING**

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| <b>7.1</b> | <b>Additional Residential Units in the Urban Area - OPA &amp; ZBLA Public Meeting</b> | <b>91</b> |
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## **8. PRESENTATIONS**

- |            |                                                                         |            |
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| <b>8.1</b> | <b>Zero-Emission Bus Feasibility Strategy and Fleet Transition Plan</b> | <b>126</b> |
|            | <b>Name:</b> Tony D'Alessandro, Director, Transit Services              |            |

## **9. ITEMS FOR CONSIDERATION**

- |            |                                                                                                                                                                                                                                             |            |
|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| <b>9.1</b> | <b>Technical Report: Official Plan Amendment and Zoning By-law Amendment Applications by Milteron Developments Ltd., applicable to lands known municipally as 8010-8150 Derry Road West, Milton. (Town Files: LOPA 02/23 &amp; Z-07/23)</b> | <b>246</b> |
| <b>9.2</b> | <b>Update to the Land Conveyance for Park or Other Public Recreational Purposes By-law 055-2022</b>                                                                                                                                         | <b>271</b> |
| <b>9.3</b> | <b>Housing Accelerator Fund Initiatives</b>                                                                                                                                                                                                 | <b>286</b> |



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| 9.4  | Housing Accelerator Fund Initiative #1                                                                                                                                                                                                                                                                                                                                                                                                                                   | 294 |
| 9.5  | Purchasing Various – April 2024                                                                                                                                                                                                                                                                                                                                                                                                                                          | 298 |
| 9.6  | 2023 Year End Capital Variances                                                                                                                                                                                                                                                                                                                                                                                                                                          | 309 |
| 9.7  | 2023 Year End Operating Variance and Journal Entries                                                                                                                                                                                                                                                                                                                                                                                                                     | 339 |
| 9.8  | Milton Small Grant Program – Pilot Program Update                                                                                                                                                                                                                                                                                                                                                                                                                        | 369 |
| *9.9 | Notice of Motion - Harrison House - Best                                                                                                                                                                                                                                                                                                                                                                                                                                 | 379 |
| 10.  | <u>INTRODUCTION OF NOTICE OF MOTION</u>                                                                                                                                                                                                                                                                                                                                                                                                                                  |     |
| 11.  | <u>REGIONAL COUNCIL UPDATE</u>                                                                                                                                                                                                                                                                                                                                                                                                                                           |     |
| 12.  | <u>STATEMENT BY MEMBERS</u>                                                                                                                                                                                                                                                                                                                                                                                                                                              |     |
| 13.  | <u>CONFIDENTIAL SESSION</u><br>Milton Council will convene into confidential session to discuss personal matters about an identifiable individual, including municipal or local board employees related to CAO Performance Objectives                                                                                                                                                                                                                                    |     |
| 14.  | <u>OPEN SESSION</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                      |     |
| 15.  | <u>BY-LAWS</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                           |     |
| 15.1 | <b>030-2024 Uniform Traffic By-law 1984-1, Schedules 1 and 23</b><br>BEING A BY-LAW TO AMEND BY-LAW NO. 1984-1, AS AMENDED,<br>BEING A BY-LAW TO REGULATE TRAFFIC AND PARKING ON<br>HIGHWAYS UNDER THE JURISDICTION OF THE TOWN OF MILTON                                                                                                                                                                                                                                | 381 |
| 15.2 | <b>031-2024 Regulating the Conveyance of Land of Park and other<br/>Recreational Purposes and Amend By-law 055-2022</b><br>BEING A BY-LAW TO AMEND BY-LAW 055-2022 FOR THE<br>CONVEYANCE OF LAND TO THE TOWN FOR PARK AND OTHER<br>PUBLIC RECREATIONAL PURPOSES, OR THE PAYMENT IN LIEU<br>THEREOF                                                                                                                                                                       | 387 |
| 15.3 | <b>032-2024 Removal of Holding - 7472 Fifth Line (Menkes) - (File Z-04-24)</b><br>BEING A BY-LAW TO AMEND THE TOWN OF MILTON<br>COMPREHENSIVE ZONING BY-LAW 016-2014, AS AMENDED,<br>PURSUANT TO SECTION 36 OF THE PLANNING ACT IN RESPECT<br>OF THE LANDS DESCRIBED AS 7472 FIFTH LINE, PART OF LOT 13,<br>CONCESSION 5, FORMER GEOGRAPHIC TOWNSHIP OF<br>TRAFALGAR, TOWN OF MILTON, REGIONAL MUNICIPALITY OF<br>HALTON (MENKES MILTON INDUSTRIAL INC.) – FILE: Z-04-24 | 396 |
| 15.4 | <b>033-2024 OPA 81 Milteron Dev - 8010 - 8150 Derry Road W, LOPA 02-</b>                                                                                                                                                                                                                                                                                                                                                                                                 | 398 |

**23, Z-07-23**

BEING A BY-LAW TO ADOPT AN AMENDMENT TO THE TOWN OF MILTON OFFICIAL PLAN PURSUANT TO SECTIONS 17 AND 21 OF THE PLANNING ACT IN RESPECT OF THE LANDS KNOWN MUNICIPALLY AS 8010-8150 DERRY ROAD WEST AND LEGALLY DESCRIBED AS PART OF LOT 10, CONCESSION 3, FORMER GEOGRAPHIC TOWNSHIP OF TRAFALGAR, TOWN OF MILTON, REGIONAL MUNICIPALITY OF HALTON (MILTERON DEVELOPMENTS LTD.) – FILE: LOPA-02/23

- 15.5     034-2024 ZBA Milteron Dev - 8010 - 8150 Derry Road W, LOPA 20-23, Z-07-23** **403**

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 10, CONCESSION 3 FORMER GEOGRAPHIC TOWNSHIP OF TRAFALGAR, TOWN OF MILTON, REGIONAL MUNICIPALITY OF HALTON (MILTERON DEVELOPMENTS LIMITED – FILE: Z-07/223

- 15.6     035-2024 General Signing - April 2024** **407**

BEING A BY-LAW TO AUTHORIZE THE EXECUTION OF DOCUMENTS

- 15.7     036-2024 Confirm Proceedings By-law - April 15, 2024** **409**

BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL OF THE CORPORATION OF THE TOWN OF MILTON AT ITS MEETING HELD APRIL 15, 2024

**16.     ADJOURNMENT**



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

**March 25, 2024, 6:00 p.m.**

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

Members Absent: Councillor Best

**The Council for the Corporation of the Town of Milton met in special session at 6:00 p.m. in the Fallingbrook Room at the Town Hall West with Mayor G. A. Krantz in the Chair.**

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**1. CALL TO ORDER**

**Chair for this meeting:** Mayor Krantz

**2. AGENDA ANNOUNCEMENTS / AMENDMENTS**

None

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

None.

**4. CONFIDENTIAL SESSION**

Council convened into confidential session at 6:00 p.m.

**Res. 033-24**

**THAT** Milton Council convene into confidential session to discuss litigation or potential litigation affecting the municipality or local board, including matters before administrative tribunals with respect to a CN Rail update.

**Carried**

**5. OPEN SESSION**

Council resumed in open session at 6:50 p.m. and passed the following resolutions:

**Res. 034-24**

**THAT** Council resume in open session.

**Carried**

**Res. 035-24**

**THAT** the presentation be received for information.

**Carried**

**6. ADJOURNMENT**

There being no further business to discuss the Chair adjourned the meeting at 6:50 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  
COUNCIL MINUTES**

**March 25, 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 7:06 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**

**Chairs for this meeting:** Mayor Krantz and Councillor Khalqi

**2. MOMENT OF SILENT REFLECTION / O' CANADA / TRADITIONAL LAND ACKNOWLEDGEMENT**

**3. AGENDA ANNOUNCEMENTS / AMENDMENTS**

A revised agenda was posted on Friday, March 22, 2024, with the inclusion of staff reports DS-021-24 related to Halton Region Allocation Program; and confidential staff report DS-024-24.

On tonight's agenda, we have three statutory public meetings scheduled. The first is with regard to a local Official Plan Amendment and Zoning By-law Amendment application by CMCC Derry Limited Partnership, applicable to lands located at 11801 Derry Road. The second public meeting is with regard to a Town initiated House Keeping Amendment to Zoning by-law 144-2023, as amended, and the third public meeting is with regard to a plan of subdivision, Local Official Plan Amendment and Zoning by-law amendment by Anatolia Real Estate Corp, with respect to the lands know as 6728 Sixth Line.

During the course of the live Meetings, members of the public in attendance will be given the opportunity to speak to the application. Instructions will be provided again at that point in the agenda that we will be holding the public meetings.

Staff received a delegation request for this evenings meeting from Muhammad Jabber, with respect to the procedure by-law review. This delegation is relating to a deferred matter that has been previously considered by Council. Staff have also received a delegation request from Ibrahim Baig that was within the registration deadline, but is related to a deferred matter that has been previously considered by Council.

A motion to waive procedures will be required with a two thirds majority.

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

**4.1 Councillor Best - Z-01/24 – 1000337795 Ontario Inc. (245 Commercial Street) – Technical Report**

Councillor Best disclosed a pecuniary interest on Item # 9.2 under Section 9 – Items for Consideration, because he has a family member who owns property in the circulated area.

**4.2 Councillor Best - Halton Region 2023 Allocation Program – Recommended Unit Distribution**

Councillor Best disclosed a pecuniary interest on Item # 9.7 under Section 9 – Items for Consideration, as a family member owns property adjacent to a parcel of land noted with the report.

**4.3 Gordon A. Krantz - CONFIDENTIAL SESSION**

Mayor Krantz disclosed a pecuniary interest on Item # 13 under Section 13 – Confidential Session, because he owns property within the circulated area of one of the applications discussed within the report.

**5. CONSENT ITEMS**

**Res. 036-24**

**THAT** Consent Items 5.1 to 5.8 be approved.

**Carried**

**5.1 Minutes of the Council Workshop held on February 26, 2024**

**5.2 Minutes of the Council meeting held on March 4, 2024**

**5.3 Confidential Minutes of the Council meeting held on March 4, 2024**

**5.4 2023 Year End Report on Investments**

**THAT** report CORS-007-24 be received for information.

**5.5 2023 Annual Statement of Remuneration and Expenses**

**THAT** the 2023 Annual Statement of Remuneration and Expenses be received for information.

**5.6 2024 Halton Court Services Business Plan and Budget**

**THAT** the 2024 Business Plan and Budget for Halton Court Services (attached as Appendix A), including the transfers to/from reserve as presented, be approved.

**5.7 Annual Development Charge Indexing**

**THAT** the indexing of the Town's development charges be received for information.

**5.8 Notice of Intention to Designate 93 Victoria Street - David Watson Campbell House**

**THAT** Staff Report DS-020-24 entitled "Notice of Intention to Designate - 93 Victoria Street – David Watson Campbell House be received and;

**THAT** Milton Council recognizes the historic house at 93 Victoria Street in the Town of Milton as being of heritage significance;

**THAT** Milton 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.

**6. DELEGATIONS**

**Res. 037-23**

**THAT** the rules of procedure be waived to allow the delegations of Muhammad Jabber and Ibrham Baig.

**Carried**

## **6.1 Items for Consideration # 9.6**

Ibrahim Baig and Muhammad Jabber, addressed Council with respect to Staff Report CORS-006-24.

## **7. PUBLIC MEETING**

Council recessed at 7:42 p.m. and reconvened at 7:53 p.m.

### **7.1 LOPA-02-24 & Z-03-24 – 11801 Derry Road (Takol CMCC Derry Limited Partnership) – Initial Report and Public Meeting**

Joseph P. Plutino, MCIP, RPP, Mainline Planning Services Inc, representative for the applicant, and Takashi Yamashita, Owner, Takol CMMC Derry Limited Partnership, addressed Council with respect to Staff Report DS-014-24.

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

#### **Res. 038-2024**

**THAT** Development Services Report DS-014-24 be received for information.

**Carried**

### **7.2 Public Meeting and Technical Report: Town-initiated Housekeeping Amendment to Zoning By-law 144-2003, as amended (Town File HKA-01/24).**

Jessica Tijani, Senior Planner, addressed Council with respect to Staff Report DS-017-24.

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

#### **Res. 039-24**

**THAT** Staff Report DS-017-24 outlining the Town-initiated Housekeeping Amendment to Zoning By-law 144-2003, as amended, to update the zoning for the Century Grove subdivision 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 Staff Report DS-017-24 for Council adoption;



**AND THAT** the Commissioner of Development Services forward this report to the Provincial Ministers of Health, Education, Transportation and Infrastructures and Metrolinx with a request to review and plan for future Milton District Hospital, school and transportation expansions;

**AND FURTHER THAT** the Commissioner of Development Services forward a copy of the report and Decision to the Region of Halton for their information.

**Carried**

**7.3 Public Meeting and Information Report: Plan of Subdivision, Local Official Plan Amendment and Zoning By-law Amendment by Anatolia Real Estate Corp. for the lands known as 6728 Sixth Line (Files: 24T-24001/M, LOPA-01/24, and Z-02/24)**

Herman Wessels, Planner, Glen Schnarr & Associates, representative for the applicant, and Takashi Yamashita, Takol CMMC Derry Limited Partnership, addressed Council with respect to Staff Report DS-019-24.

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

**Res. 040-24**

**THAT** Report DS-019-24, be received for information.

**Carried**

**8. PRESENTATIONS**

**9. ITEMS FOR CONSIDERATION**

**9.1 Update Report: Reid Road Reservoir Quarry – Aggregate Resources Act Licence Application and the Environmental Assessment Process (James Dick Construction Limited)**

**Res. 041-24**

**THAT** the motion be amended to include the following:

**AND THAT** the Council of the Town of Milton reaffirms its opposition to the Campbellville Quarry Application and requests the Premier to honour his promise to stop the quarry and reprocessing facility through whatever action is necessary;

**AND THAT** this resolution be circulated to Honourable Doug Ford, Premier of Ontario, Honourable Graydon Smith, Ontario Minister of Natural Resources and Forestry, Honourable Andrea Khanjin, Ontario Minister of the Environment, Conservation and Parks, Halton Region, the Town of Oakville, the City of Burlington and the Town of Halton Hills.

In Favour (9): Gordon A. Krantz, Councillor Ali, Councillor Best, Councillor Challinor, Councillor Malboeuf, Councillor Tesser Derksen, Councillor Ijaz, Councillor Marshall, and Councillor Khalqi

**Carried (9 to 0)**

**Res. 042-24**

**THAT** Development Services Report DS-018-24 Update Report: Reid Road Reservoir Quarry – Aggregate Resources Act Licence Application and the Environmental Assessment Process (James Dick Construction Limited) BE RECEIVED for information.

**AND THAT** *the Council of the Town of Milton reaffirms its opposition to the Campbellville Quarry Application and requests the Premier to honour his promise to stop the quarry and reprocessing facility through whatever action is necessary;*

**AND THAT** *this resolution be circulated to Honourable Doug Ford, Premier of Ontario, Honourable Graydon Smith, Ontario Minister of Natural Resources and Forestry, Honourable Andrea Khanjin, Ontario Minister of the Environment, Conservation and Parks, Halton Region, the Town of Oakville, the City of Burlington and the Town of Halton Hills.*

*\*This recommendation varies from the recommendation contained in Staff Report DS-018-24.*

**Carried**

**9.2 Z-01/24 – 1000337795 Ontario Inc. (245 Commercial Street) – Technical Report**

Councillor Best declared a conflict on this item. (Councillor Best disclosed a pecuniary interest on Item # 9.2 under Section 9 – Items for Consideration, because he has a family member who owns property in the circulated area.)

**Res. 043-24**

**THAT** Staff Report DS-015-24 outlining an amendment to the Town Recommendation: of Milton Zoning By-law 016-2014, as amended, to introduce Medical Clinic use on the subject lands BE APPROVED;

**THAT** staff be authorized to bring forward an amending Zoning Bylaw in accordance with the draft By-law attached as Appendix 1 to Report DS-015-24 for Council adoption;

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

**AND FURTHER THAT** the Commissioner of Development Services forward a copy of the Report and Decision to the Region of Halton for their information.

**Carried**

**9.3 Technical Report – Official Plan Amendment and Zoning By-law Amendment Applications by Orlando Corporation, Heartland (Seven) Ltd and Quarre Properties Inc. to permit the development of two industrial subdivisions (Files: LOPA-09/21, Z-26/21, Z-27/21)**

**Res. 044-24**

**THAT** Staff Report DS-016-24 outlining applications for amendments to the Town of Milton Official Plan, Zoning By-law 016-2014, as amended and Zoning By-law 144-2003, as amended, to facilitate the construction of two industrial subdivisions, BE APPROVED;

**AND THAT** staff be authorized to bring forward Official Plan Amendment No. 79 in accordance with the draft Official Plan Amendment attached as Appendix 1 to Report DS-016-24 for Council adoption;

**AND THAT** staff be authorized to bring forward amending Zoning Bylaws in accordance with the draft By-laws attached as Appendix 2, 3 and 4 to Report DS-016-24 for Council adoption; **AND THAT** Town of Milton Council support the granting of Draft Plan Approval by the Commissioner of Development Services for the proposed plans of subdivision (24T-21007/M and 24T-21008/M);

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

**AND FURTHER THAT** the Commissioner of Development Services forward a copy of the report and Decision to the Region of Halton for their information.

**Carried**

#### **9.4 Administrative Penalty System (APS) Program Expansion**

##### **Res. 045-24**

**THAT** staff be directed to proceed with the expansion of the Town's Administrative Penalty System (APS);

**AND THAT** staff be directed to bring forward the necessary by-law for consideration at a future Council meeting, following consultation on the draft proposed by-law, included as Schedule A to this report;

**AND THAT** the policies attached to this report in Schedules B to G be adopted, upon enactment of the APS by-law, and be incorporated into the Town's Corporate Policy Manual;

**AND THAT** the necessary additional staffing resources be approved to implement and successfully maintain the program outlined in this report and to support future programs such as License Plate Recognition Software and Automated Speed Enforcement;

**AND THAT** a new funding transfer from the Tax Stabilization Reserve to the operating budget be approved for 2024 in an estimated amount of \$94,102 in order to implement the program, and that the estimated annual net annual cost of \$108,636 be considered as part of the 2025 Budget process.

**AND THAT** the new administration fees as set out in this report be approved and included in the Town's User Fee By-law at the next available opportunity.

**Carried**

## **9.5 Purchasing Various – March 2024**

### **Res. 046-24**

**THAT** Council approve the budget amendments and related funding sources as outlined on Schedule A.

**THAT** Council approve the budget amendment for the rural drainage study and stormwater master plan as outlined on Schedule B.

**THAT** the single source award to Johnson Controls for the supply and delivery of the Metasys user interface building automation system software upgrade in the total amount of \$54,555 (excl. HST) be approved as outlined in Schedule C.

**THAT** the contract renewal for the joint micro paving program to Duncor Enterprises Inc. in the estimated amount of \$900,000 (excl. HST) be approved as outlined on Schedule D.

**THAT** the contract extension for animal licensing services to DocuPet be approved as outlined on Schedule E.

**THAT** the contract increase for implementation of license plate recognition (LPR) technology and programming changes within the parking enforcement software solution to ACCEO Solutions in the amount of \$225,000 (excl. HST) be approved as outlined on Schedule F.

**THAT** the contract increase for Fifth Line grade crossing and widening project management consulting services to Canadian Pacific Railway in the amount of \$26,850 (excl. HST) be approved as outlined on Schedule G.

**THAT** the contract increase for Fifth Line grade crossing and widening construction work to Canadian Pacific Railway in the amount of \$319,883 (excl. HST) be approved as outlined on Schedule H.

**THAT** the contract increase for Bronte Street grade crossing and widening project to Canadian Pacific Railway in the amount of \$156,591 (excl. HST) be approved as outlined on Schedule I.

**THAT** the single source award to Town of Halton Hills, Halton Hills Fire Service for the purchase of a Motorola MCC 7500 dispatch console and accessories in the amount of \$50,000 (excl. HST) be approved as outlined on Schedule J.

**THAT** the single source award to Federal Engineering for consulting services to assist the Town with migration to a Next Generation 911 call handling solution in the total amount of \$112,252 (excl. HST) be approved as outlined on Schedule K.

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

**Carried**

#### **9.6 Procedure By-law Review**

##### **Res. 047-24**

**THAT** the Procedure By-law, included on the March 25, 2024 agenda be considered for approval.

**Carried**

#### **9.7 Halton Region 2023 Allocation Program – Recommended Unit Distribution**

Councillor Best declared a conflict on this item. (Councillor Best disclosed a pecuniary interest on Item # 9.7 under Section 9 – Items for Consideration, as a family member owns property adjacent to a parcel of land noted with the report.)

##### **Res. 048-24**

**THAT** Halton Region be requested to allocate servicing to lands in Milton, in accordance with this report;

**AND THAT** the Commissioner of Development Services be authorized to endorse minor changes to the distribution of servicing allocation and the transfer of allocation units between other Milton properties;

**AND THAT** Halton Region give strong consideration to the allocation of “Special Purpose Pool” units to properties within the Milton Education Village Secondary Plan and the Agerton Secondary Plan.

**AND FURTHER THAT** the Commissioner of Development Services forward a copy of this report and Council’s resolution to Halton Region, the City of Burlington, the Town of Halton Hills and the Town of Oakville.

**Carried**

**10. INTRODUCTION OF NOTICE OF MOTION**

**11. REGIONAL COUNCIL UPDATE**

**12. STATEMENT BY MEMBERS**

**13. CONFIDENTIAL SESSION**

Gordon A. Krantz declared a conflict on this item. (Mayor Krantz disclosed a pecuniary interest on Item # 13 under Section 13 – Confidential Session, because he owns property within the circulated area of one of the applications discussed within the report.)

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

**14. OPEN SESSION**

Mayor Krantz disclosed a pecuniary interest and refrained from discussion and voting on Resolution # 050-24:

**Res. 049-24**

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

**Carried**

**Res. 050-24**

**THAT** the recommendations contained in Staff Report DS-024-24 be approved.

**Carried**

**15. BY-LAWS**

**Res. 051-24**

**THAT** By-law Numbers 014-2024, 019-2024 through to and including Bylaw 029-2024, 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.

**Carried**

- 15.1 014-2024 Procedure By-law - Repeal 007-2019**
- 15.2 019-2024 Uniform Traffic Control By-law Schedules 1, 7 and 23**
- 15.3 020-2024 Century Grove Housekeeping Amendment HKA-01-24**
- 15.4 021-2024 TR - 245 Commercial Street File Z-01-24**
- 15.5 022-2024 OPA 79 North Porta Orlando Z-26-21, Z-27-21, LOPA-09-21**
- 15.6 023-2024 ZBA North Porta Orlando Rural East Lands, LOPA-09-21, Z-26-21, 24T-21007M**
- 15.7 024-2024 ZBA North Porta Orlando Urban East Lands, LOPA-09-21, Z-26-21, 24T-21007M**
- 15.8 025-2024 ZBA North Porta Orlando West Lands, Z-27-21, 24T-21008M**
- 15.9 026-2024 Designation By-law - 71 Mill Street, Thomas Davidson Hume**
- 15.10 027-2024 Designation By-law - 346 Pearl Street, Kenney Family House**
- 15.11 028-2024 General Signing March 2024**
- 15.12 029-2024 Confirm Proceedings By-law - March 25, 2024**

**16. ADJOURNMENT**

There being no further business to discuss the Acting Chair adjourned the meeting at 8:41 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: Tony D'Alessandro, Director, Transit Services

Date: April 15, 2024

Report No: COMS-001-24

Subject: 2023 Transit Services Annual Report

Recommendation: **THAT the 2023 Transit Services Annual Report be received.**

## EXECUTIVE SUMMARY

- A return to pre-COVID ridership levels was realized sooner than anticipated in 2023, predicated on the continued execution of a multi-pronged delivery approach that focused on:
  - Maintaining service levels on key corridors
  - Rightsizing/expanding service with Alternative Service Deliveries (ASDs) and Milton Transit OnDemand
  - Adding service capacity, when and where warranted
- Milton Transit achieved record annual ridership in 2023, surpassing pre-pandemic levels in September, with full recovery achieved in Q4.
- Comparing 2023 to 2022, annual ridership has:
  - Increased by 89% on conventional (fixed-route) and OnDemand services; 619,927 revenue passenger trips
  - Increased by 60% on specialized (door-to-door paratransit) services; 24,215 revenue passenger trips
- 2023 financial performance was driven by external and service-related factors, including:
  - Inflationary contract costs
  - Static Provincial Gas Tax allocation
  - School-related service additions/adjustments, expansion of OnDemand
  - Annualization of cross-boundary services to Mississauga
  - Increased fare media (ticket and pass) sales and mobile e-ticket adoption

## EXECUTIVE SUMMARY

- Ridership outlook for 2024 is projected to surpass 2023 levels, influenced by community and post-secondary market growth.
- Milton Transit OnDemand has continued to demonstrate increased productivity, efficiency and effectiveness, where currently applied.
- The 2024 Transit Division Work Plan focuses on the following strategic initiatives:
  - Completion of 5-Year Transit Service Review and Master Plan Update
  - Completion of Transit Fleet Electrification Feasibility Strategy
  - Launch of Diesel-to-Battery Electric Bus (BEB) Conversion Pilot Project
  - Procurement of Transit Fleet (replacement and growth)
  - Further development of the Transit Garage Facility

## REPORT

### Background

A strategic theme to the Milton 2051 Vision and Strategic Plan, Milton Transit continues to deliver a safe, reliable and integrated transportation option for residents and visitors, as they navigate the community defined by smart density, placemaking, mobility and economic developments. Milton Transit offers mobility access to employment, retail, community resources, medical care and social/recreational opportunities across the town. Free connections with GO Transit, Brampton Transit, MiWay and Halton Hills Activan services provide customers with additional access to a broader service area in the GTHA, comprised of many trip generators and destinations.

The 2023 Transit Services Annual Report provides an overview of key accomplishments, operational performance and outlook for the coming year. The report includes the following sections:

1. 2023 System Performance (using indicators as outlined in Appendix 1)
2. Ridership Recovery from COVID-19 and 2024 Outlook
3. OnDemand Service Update
4. 2024 Transit Division Work Plan

On the heels of relaxed travel restrictions from the latest COVID-19 variant in winter of 2022, transit systems across Ontario continued to balance service levels with demand throughout

## Background

2023. For Milton, a return to pre-COVID ridership levels was realized sooner than anticipated, with the implementation of new and adjusted services that recognized changes in travel patterns, travel demand and ridership composition. This result was predicated on the continued execution of a multi-pronged delivery approach with the following objectives:

- Maintaining service levels on key corridors
- Rightsizing/expanding service with Alternative Service Deliveries (ASDs); OnDemand
- Adding capacity, when and where warranted

Some transit initiatives launched in 2022 were maturing in 2023, including the cross-boundary service to Mississauga, delivered under a cost share agreement with the Town of Halton Hills. Working with our transit service provider, staff have also been able to adjust services in light of variable demand and capacity needs.

The Federal and Provincial governments concluded the COVID-19 relief funding via the Safe Restart Agreement (SRA), Phase 4 and Top-Up funding by the end of 2022. As a result, the Provincial Gas Tax program was the sole, dedicated, external funding source received for transit by the Town in 2023.

## Discussion

Milton Transit achieved record annual ridership in 2023. Monthly conventional ridership surpassed pre-pandemic levels in September with full recovery reached in Q4 (Appendix 2). While in-school learning has sustained youth ridership throughout the year, remote/hybrid work policies continue to influence the long-distance commuter market. As a result, GO Transit has yet to reintroduce pre-pandemic service levels to the Milton rail corridor. Staff continue to work with Metrolinx to advance strategic interests and integrate bus and rail services, where practicable.

Key policy decisions and service additions adopted by Council over the last few years have been influential to support ridership recovery in 2023. Previous service initiatives include:

- Changes to Fare Policy; fare products
  - Introduction of universal two (2) hour transfer, Sept 2020
  - Introduction of No-Fare Child concession for ages 12 and under, Sept 2020
  - Launch of mobile e-ticketing with Token Transit, Sept 2020
- Adoption and expansion of Alternative Service Deliveries (ASDs)

## Discussion

- Launch of Milton Transit OnDemand, Sept 2021
- Additional capacity for school-related trips, Sept 2022, 2023
- Adjustment to GO Transit Fare Integration Program (Metrolinx initiative)
  - Elimination of co-fare for trips connecting with GO services, March 2022; annualized in 2023
- Introduction and annualization of cross-boundary services
  - Service connection with Halton Hills Activan, March 2022
  - Service connection with Peel TransHelp, Sept 2022
- Service and fare integration with MiWay, Brampton Transit, GO Transit, Sept 2022; annualized in 2023
- Growth of OnDemand services
  - Service expansion into Boyne and Derry Green, Sept 2022
  - Service expansion into Mattamy National Cycling Centre, Sept 2023

These directives have broadened the reach of transit to diversified markets, contributing to ridership growth.

### 1. 2023 System Performance

Table 1 provides a summary of 2023 conventional (includes OnDemand) and specialized (Milton access+) service KPIs compared to 2022 annuals. Milton Transit delivered 58,256 service hours in 2023, representing a 26% growth in services compared to the previous year. The amount of service provided in 2023 can be attributed to annualized cross-boundary services implemented in the fall of 2022, as well as the reintroduction and addition of secondary-school trips. Conventional ridership (revenue passenger trips) surpassed 619,000 representing an increase of 89% compared to 2022 levels. Service utilization performance followed a similar positive trajectory, in line with pre-COVID productivity.

Consistent with the conventional service, specialized service (Milton access+) continued to operate throughout 2023, ensuring mobility to registrants who rely on the service for access to the community. Specialized ridership grew by 60% to 24,215 revenue passenger trips in 2023, representing an increase of approximately 8,000 trips compared to 2022. Capacity available on specialized services continues to support the delivery of comingled, OnDemand

## Discussion

services in key areas of town. Staff will continue to monitor capacity on specialized transit should ridership maintain a similar growth rate throughout 2024.

**Table 1. KPIs - Conventional (includes OnDemand), Specialized Services, 2022-2023**

| Indicator                                                | 2022    | 2023    | % Change<br>2022-2023 |
|----------------------------------------------------------|---------|---------|-----------------------|
| <b>Conventional + OnDemand Services</b>                  |         |         |                       |
| <b>Amount of Service</b>                                 |         |         |                       |
| • Contracted Service Hours                               | 46,400  | 58,256  | +26%                  |
| <b>Ridership</b>                                         |         |         |                       |
| • Boardings                                              | 356,872 | 681,199 | +91%                  |
| • Revenue Passenger Trips                                | 328,742 | 619,927 | +89%                  |
| <b>Service Utilization</b>                               |         |         |                       |
| • Boardings per<br>Contracted Service Hour               | 7.7     | 11.7    | +52%                  |
| • Revenue Passenger Trips per<br>Contracted Service Hour | 7.1     | 10.6    | +49%                  |
| <b>Specialized Services</b>                              |         |         |                       |
| <b>Ridership</b>                                         |         |         |                       |
| • Revenue Passenger Trips                                | 15,177  | 24,215  | +60%                  |

Table 2 provides a summary of 2023 financial performance compared to 2022. The rate of revenue generated by accelerated ridership recovery outpaced the rate of expenditure. As a result, the revenue/cost ratio increased by 7% in 2023 to 32.3%.

**Table 2. Financial Performance (all services), 2022-2023**

| Indicator            | 2022        | 2023        | % Change<br>2022-2023 |
|----------------------|-------------|-------------|-----------------------|
| • Expenditure        | \$8,333,422 | \$9,916,440 | +19%                  |
| • Revenue            | \$2,506,439 | \$3,205,988 | +28%                  |
| • Net Expenditure    | \$5,826,983 | \$6,710,452 | +15%                  |
| • Revenue/Cost Ratio | 30.1%       | 32.3%       | +7%                   |

Financial performance on Milton Transit Services in 2023 was driven by the following factors:

- External Pressures
  - Inflationary contract costs

## Discussion

- Static Provincial Gas Tax allocation
- Service Reintroduction and Growth
  - Incremental reintroduction of services
  - School-related service additions/adjustments
  - Expansion of OnDemand services
  - Annualization of cross-boundary services to Mississauga, under a cost-share agreement with the Town of Halton Hills
- Fare Revenue Growth
  - Increased fare media sales
  - High adoption rate (74%) for mobile e-ticketing (Token Transit)

## 2. Ridership Recovery from COVID-19 and 2024 Outlook

A return to pre-COVID ridership levels was realized sooner than anticipated, with month-to-month ridership recovering in September and continuing throughout Q4 (Appendix 2). Table 3 provides a summary of 2023 KPIs compared to 2019 pre-pandemic levels.

**Table 3. KPIs - Conventional (includes OnDemand), Specialized Services, 2019 vs 2023**

| Indicator                                             | 2019<br>(Pre-COVID) | 2023    | % of 2019<br>(Pre-COVID Level) |
|-------------------------------------------------------|---------------------|---------|--------------------------------|
| <b>Conventional + OnDemand Services</b>               |                     |         |                                |
| <b>Amount of Service</b>                              |                     |         |                                |
| • Contracted Service Hours                            | 50,031              | 58,256  | 116%                           |
| <b>Ridership</b>                                      |                     |         |                                |
| • Boardings                                           | 647,301             | 681,199 | 105%                           |
| • Revenue Passenger Trips                             | 604,205             | 619,927 | 103%                           |
| <b>Service Utilization</b>                            |                     |         |                                |
| • Boardings per Contracted Service Hour               | 12.9                | 11.7    | 91%                            |
| • Revenue Passenger Trips per Contracted Service Hour | 12.1                | 10.6    | 88%                            |
| <b>Specialized Services</b>                           |                     |         |                                |
| <b>Ridership</b>                                      |                     |         |                                |
| • Revenue Passenger Trips                             | 19,025              | 24,215  | 127%                           |

## Discussion

Staff have continued to monitor recovery trends at a local, regional and industry-wide level. The following provides a summary of findings in the local context:

- All service hours have been reintroduced via conventional and/or OnDemand delivery programs; annualized cross-boundary services in 2023.
- 2023 conventional and specialized ridership averaged 103% and 127% of pre-COVID levels respectively.
- A measurement of how often service is used, service utilization performance (revenue passenger trips per contracted service hour) is trending favourably at 81% to pre-COVID levels, affected by changing ridership composition and variable trip patterns (e.g. higher proportion of youth compared to other demographics).
- Cross-boundary transit service has helped facilitate a broader labour market for local and regional employers.

While ridership levels and demand have returned, the travel patterns and priorities for Milton Transit riders have changed due in part to the continued existence of remote/hybrid working environments, as well as the launch of post-secondary programs at satellite campuses in town. These transformational changes, coupled with planned community growth, will continue to accelerate ridership demand throughout the coming years. As such, staff anticipate double-digit percentage ridership growth by the end of 2024. Further assessment of demand and capacity requirements in the short, medium and long term will be reviewed through the 5-Year Transit Service Plan and Master Plan Update, currently in progress.

### 3. OnDemand Service Update

In an effort to improve service productivity and efficiency, Milton Transit OnDemand was launched in 2021, replacing existed-conventional route(s), or introducing service in low demand, transitional areas. OnDemand service is currently provided in parts of Boyne, Derry Green and the 401 Industrial Park using criteria defined in the Alternative Service Delivery Strategy (COMS-005-21).

Table 4 provides a comparison of OnDemand and conventional services, during the same four-month time period and associated service area. In summary:

- OnDemand has carried 59% more revenue trips than conventional routes, with 17% additional service hours

## Discussion

- OnDemand service utilization was 33% higher than conventional routes (increased vehicle productivity)
- OnDemand service was 33% more cost effective (on a per revenue passenger trip basis) than conventional routes

**Table 4. Comparison of Previous Conventional-Fixed Route and OnDemand Services**

| Indicator                                                | Previous<br>Conventional Routes<br>(May-Aug 2021) | Replaced with<br>OnDemand<br>(May-Aug 2023) | %<br>Change |
|----------------------------------------------------------|---------------------------------------------------|---------------------------------------------|-------------|
| <b>Amount of Service</b>                                 |                                                   |                                             |             |
| • Contracted Service Hours                               | 2,345                                             | 2,746                                       | +17%        |
| <b>Ridership</b>                                         |                                                   |                                             |             |
| • Boardings                                              | 5,456                                             | 9,899                                       | +81%        |
| • Revenue Passenger Trips                                | 4,839                                             | 7,689                                       | +59%        |
| <b>Service Utilization</b>                               |                                                   |                                             |             |
| • Boardings per<br>Contracted Service Hour               | 2.3                                               | 3.6                                         | +57%        |
| • Revenue Passenger Trips<br>per Contracted Service Hour | 2.1                                               | 2.8                                         | +33%        |
| <b>Financial Expenditure</b>                             |                                                   |                                             |             |
| • 2023 Contract Rate                                     | \$49.99                                           | \$45.22                                     | -10%        |
| • Expenditure                                            | \$117,227                                         | \$124,174                                   | +6%         |
| • Expenditure Per Revenue<br>Passenger Trip              | \$24.23                                           | \$16.15                                     | -33%        |

It is important to note that while there is evidence of operational savings at a 1:1 rate, other considerations for determining the optimal service delivery model (whether conventional or OnDemand), shall continue to recognize the following:

- Meeting strategic and/or value-based objectives
- Complexities of replacing routes that are integrated with other services and/or - routes
- Propensity of transit use in growth areas
- Uniformity/irregularity of development



## Discussion

### 4. 2024 Transit Division Work Plan

Table 6 summarizes Transit Division work plan initiatives for 2024 that align with the 2023-2027 Town Strategic Plan.

**Table 6. 2024 Work Plan Initiatives**

| Key Projects/Deliverables                                                  | Strategic Themes                                            | Timing   |
|----------------------------------------------------------------------------|-------------------------------------------------------------|----------|
| a. Completion of 5-Year Transit Service Review and Master Plan Update      | Connected Transit and Mobility;<br>Planned Community Growth | Q2-Q3    |
| b. Completion of Transit Fleet Electrification Feasibility Strategy        | Innovate in Technology and Process                          | Q2-Q3    |
| c. Launch of Diesel-to-Battery Electric Bus (BEB) Conversion Pilot Project | Innovate in Technology and Process                          | Q2-Q3    |
| d. Procurement of transit fleet: replacement and growth - place order      | Connected Transit and Mobility;<br>Planned Community Growth | Q1-Q2    |
| e. Further development of the Transit Garage Facility                      | Connected Transit and Mobility                              | On-going |

A significant project currently in progress is the Transit Garage Facility. The 2020 and 2021 Capital Budget approved land acquisition, design and construction commencement for a Transit Operations Facility. Staff are currently evaluating land acquisition opportunities that satisfy program requirements recommended in the Transit Operations Facility Feasibility and Functional Design Study (ENG-022-19). The Town was successful in acquiring funding through ICIP - Public Transit Stream to an upset allocation of \$7,187,583 in combined Federal and Provincial funding to support project costs. Staff will provide Council with an update upon further developments.

### Summary

Demonstrated by an 89% growth in 2023 ridership, the Milton Transit system is meeting objectives to promote safe and sustainable mobility options for residents and visitors of all abilities. Transformational ridership composition changes, coupled with planned community growth, will continue to accelerate ridership demand throughout the coming years.



## Financial Impact

The net cost of providing transit service in 2023 was favourable to budget by \$652,189 which was largely driven by revenues associated with increased GO Transit fare integration subsidies and fare media sales, combined with savings in fleet costs, particularly vehicle maintenance and fuel.

Respectfully submitted,

Kristene Scott  
Commissioner, Community Services

For questions, please contact:    Tony D'Alessandro, MCIP, RPP    Phone: Ext. 2548  
Director, Transit Services

## Attachments

Appendix 1. Key Performance Indicators Definitions  
Appendix 2: 2019-2023 Month-to-Month Ridership Recovery

Approved by CAO  
Andrew M. Siltala  
Chief Administrative Officer

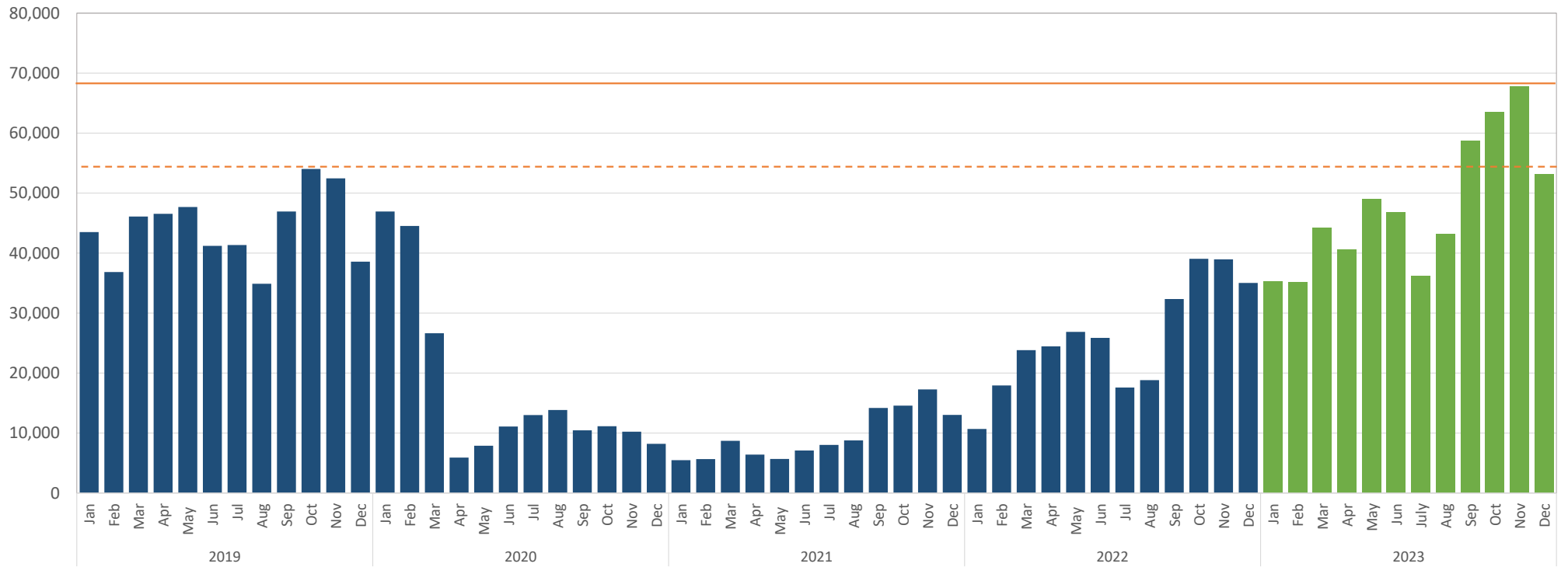
## Recognition of Traditional Lands

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.

## Appendix 1. Key Performance Indicators Definitions

|                                                                                                                                                                                                                                                                                                            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Amount of Service</b>                                                                                                                                                                                                                                                                                   |
| <ul style="list-style-type: none"> <li>• Service Hours (total amount of contracted revenue service hours operated)</li> </ul>                                                                                                                                                                              |
| <b>Ridership</b>                                                                                                                                                                                                                                                                                           |
| <ul style="list-style-type: none"> <li>• Boardings (all trips recorded, including transfers)</li> <li>• Revenue Passenger Trips (number of fare-paying trips recorded, less transfers)</li> </ul>                                                                                                          |
| <b>Service Utilization</b>                                                                                                                                                                                                                                                                                 |
| <ul style="list-style-type: none"> <li>• Boardings per Contracted Service Hour (a measure of how well the service is used; all trips including transfers)</li> <li>• Revenue Passenger Trips per Contracted Service Hour (a measure of how well the service is used; fare-paying, linked-trips)</li> </ul> |
| <b>Financial Performance</b>                                                                                                                                                                                                                                                                               |
| <ul style="list-style-type: none"> <li>• Revenue/Cost Ratio (a measure of overall system cost recovery from external revenue sources; e.g. fares, advertising, Provincial Gas Tax contributions, etc.)</li> </ul>                                                                                          |

**Appendix 2. 2019-2023 Month-to-Month Ridership Recovery**  
 (Conventional services only, excludes OnDemand)





# The Corporation of the Town of Milton

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Report To: Council

From: Glen Cowan, Chief Financial Officer / Treasurer

Date: April 15, 2024

Report No: CORS-016-24

Subject: 2023 Treasurer's Statement of Development Charges and Cash-in-Lieu of Parkland Reserve Fund

Recommendation: **THAT report CORS-016-24 be received for information.**

## EXECUTIVE SUMMARY

- The Town collected \$22.6 million in development charges (DCs) in 2023, along with \$1.5 million in cash-in-lieu of parkland.
- \$34.0 million of those funds were utilized in 2023, leaving balances of \$12.0 million and \$23.1 million in the DC and parkland reserve funds respectively.
- The Town continues to experience an upward trend in the cost of DC exemptions, with the 2023 amount exceeding \$5.2 million for the first time. This increasing trend is largely attributable to secondary dwelling units and is expected to continue with the recent legislative changes introduced through Bills 108 and 23.
- At 2023 year end, Milton held \$193.1 million in financial securities that are intended to protect the Town's financial interest with development-related approval processes or agreements.

## REPORT

### Background

This report is being submitted in compliance with the requirements of the Development Charges Act, 1997 (the "DCA") and the Planning Act. Section 43 of the DCA requires the Treasurer of a municipality to provide a financial statement relating to the development charge by-laws and reserve funds established under section 33 of the DCA. Similarly, section 42 of the Planning Act requires the Treasurer to provide a financial statement relating to the special account for cash-in-lieu of parkland monies.

## Background

This report also includes a summary of the financial securities held by the Town in accordance with Financial Policy No. 117 Financial Management - Development Finance, as well as some activity level indicators for the Development Finance area for 2023.

## Discussion

Development charge (DC) revenues collected in accordance with the Town's DC By-law 045-2021 are deposited in the DC reserve funds and subsequently applied to eligible growth-related costs once those costs have been incurred. Cash-in-lieu of parkland (CIL Parkland) revenues are collected pursuant to the Planning Act and are deposited into a special cash-in-lieu of parkland reserve fund as required under the Act until such time as they are used for the acquisition of land for park or other recreational purposes. This report provides both summary level and transaction information by reserve fund and detailed funding information by project as required under the DCA and the Planning Act.

Appendix 1 illustrates the breakdown of the reserve fund activity for DCs and CIL Parkland from January 1, 2023 to December 31, 2023. During this period, the total DC reserve balances, before accounting for outstanding commitments, decreased from \$22.6 million to \$12.0 million. When the Town's contributions to DC revenues through the funding of DC Exemptions as well as outstanding commitments to capital projects are considered, the net balance at year end is a deficit of \$57.9 million.

This projected deficit is largely driven by the services related to a highway development charge for which the Town has secured interim financing through various financial agreements. This interim financing, known as cash flow assistance, is held through letters of credit that will be drawn upon in accordance with the underlying financial agreements and as necessary to manage the Town's cash flow requirements. As approved through CORS-064-20, amending agreements were executed during 2022 and the letters of credit were reduced by 50% to align with projected needs. Although the services related to a highway development charge reserve fund is in a deficit at the end of 2023, no draws against the \$33.9 million of cash flow assistance letters of credit were processed during 2023. Based on current cash flow projections and the timeframe for draws outlined in the Amending Agreement, the Town is actively drawing on these letters of credit during the first quarter of 2024, with their eventual repayment funded with future development charge collections no later than June 30, 2028.

## Discussion

The balance in the CIL Parkland reserve fund increased from \$20.8 million to \$23.1 million. The current capital forecast anticipates an investment in parkland funded from the reserve mid-way through the ten year forecast.

Appendix 2 identifies the capital projects to which the \$34.0 million of DC funds was transferred. No transfers from the CIL Parkland reserve fund were made during 2023. DCs are transferred to capital projects as expenses are incurred, effectively matching funding with expenditures. The schedule also identifies DC debt and exemption funding, post-period/interim funding as well as the non-DC funding associated with these capital projects, as required under the DCA and Planning Act.

Appendix 3 provides a list of required disclosures as outlined in O.Reg 82/98.

Appendix 4 provides a summary of the development charge exemptions of \$5.3 million funded by the Town during 2023. Under the DCA, the Town is required to ensure that a higher development charge rate is not imposed to fund the share of growth costs that are related to the development of land that is exempt in the DC By-law. This includes growth resulting from both mandatory and discretionary exemptions.

## Financial Securities:

Through Financial Policy No. 117 Financial Management - Development Finance, the Town requires the submission of financial securities to ensure compliance with the Town's standards and/or to protect the Town's financial interests with development-related approval processes or agreements. The following table summarizes the Town's financial security holdings activity categorized by approval process/agreement type for 2023. The net increase of \$23.9 million is largely attributable to an increase in securities collected under new subdivision/servicing agreements.

| Approval Process/Agreement Type        | Opening Balance<br>January 1, 2023 | New/<br>Increases    | Releases/<br>Reductions | Ending Balance<br>December 31, 2023 |
|----------------------------------------|------------------------------------|----------------------|-------------------------|-------------------------------------|
| Subdivision/Servicing Agreement        | \$ 59,247,056                      | \$ 45,371,621        | \$ (12,815,673)         | \$ 91,803,005                       |
| Cash Flow Assistance                   | 33,925,720                         | -                    | -                       | 33,925,720                          |
| Site Plan Agreement/Undertaking        | 49,772,720                         | 10,179,266           | (19,896,262)            | 40,055,724                          |
| Development Agreement                  | 6,498,440                          | -                    | (405,750)               | 6,092,690                           |
| Engineering Permit                     | 9,783,691                          | 3,170,597            | (2,230,437)             | 10,723,851                          |
| Local Environmental Monitoring Program | 5,366,919                          | 752,600              | -                       | 6,119,519                           |
| Other                                  | 4,479,353                          | 500,000              | (581,000)               | 4,398,353                           |
| <b>Total Cash Securities</b>           | <b>\$ 169,073,898</b>              | <b>\$ 59,974,084</b> | <b>\$ (35,929,121)</b>  | <b>\$ 193,118,861</b>               |

Letters of credit constitute the majority of the Town's financial security holdings with just over \$187 million held at year end 2023. By comparison, the Town held \$5.9 million in cash

## Discussion

securities. The overall securities held by type and purpose is summarized in the following table.

| Approval Process/Agreement Type        | Letters of Credit     | Cash                | Total Financial Securities Held |
|----------------------------------------|-----------------------|---------------------|---------------------------------|
| Subdivision/Servicing Agreement        | \$ 91,605,068         | \$ 197,936          | \$ 91,803,005                   |
| Cash Flow Assistance                   | 33,925,720            | -                   | 33,925,720                      |
| Site Plan Agreement/Undertaking        | 37,570,690            | 2,485,034           | 40,055,724                      |
| Development Agreement                  | 5,984,777             | 107,913             | 6,092,690                       |
| Engineering Permit                     | 8,591,723             | 2,132,128           | 10,723,851                      |
| Local Environmental Monitoring Program | 6,119,519             | -                   | 6,119,519                       |
| Other                                  | 3,391,020             | 1,007,333           | 4,398,353                       |
| <b>Total</b>                           | <b>\$ 187,188,517</b> | <b>\$ 5,930,344</b> | <b>\$ 193,118,861</b>           |

## Annual Activity Summary:

The Development Finance area supports the financial management of development within the Town through the provision of numerous services including:

- the administration and/or calculation of development charges and financial securities;
- coordinating the growth forecast and guiding budget staff in forecasting financial impacts of growth;
- liaising with the development community and the Development Services department to support and administer development and financial agreements, including subdivision agreements;
- providing financial support and review of various growth-related financial agreements and corporate studies, including secondary plans, tertiary plans and master plans; and
- leading the development of fiscal impact analyses and financial policies that guide the financial management of growth.

The following table highlights activity levels for Development Finance in 2023 compared against 2022:

| Metric                                    | 2023  | 2022 | Change |
|-------------------------------------------|-------|------|--------|
| No. of Building Permits - Residential     | 1,125 | 879  | +30%   |
| No. of Building Permits - Non-Residential | 187   | 129  | +45%   |
| No. of Active Subdivisions                | 57    | 57   | 0%     |



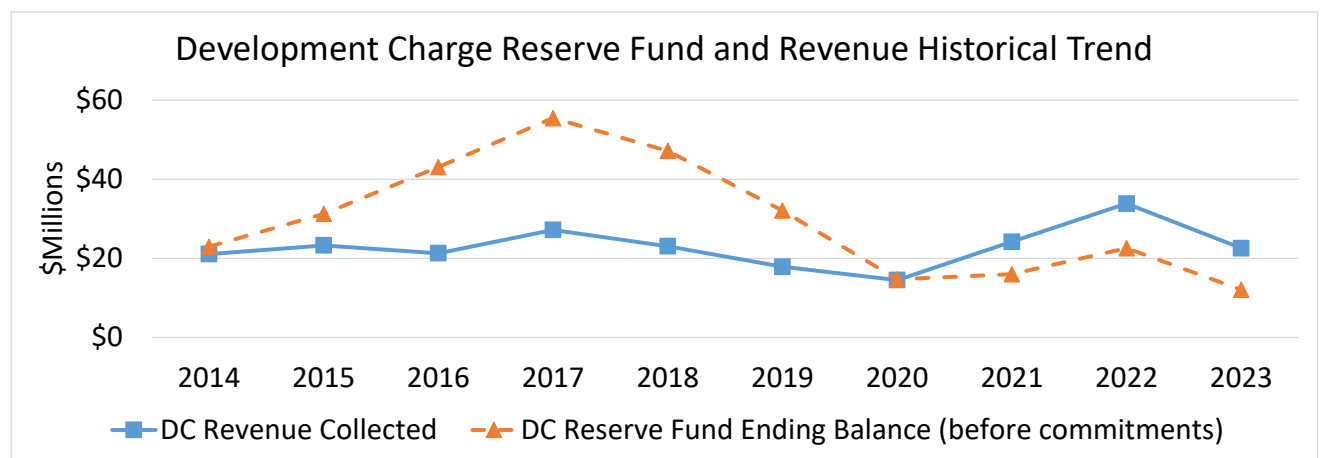
## Discussion

|                              |               |               |      |
|------------------------------|---------------|---------------|------|
| <b>Financial Securities:</b> |               |               |      |
| • Quantity Held              | 396           | 409           | -3%  |
| • No. of Transactions        | 194           | 305           | -36% |
| • \$ Value                   | \$193,118,861 | \$169,073,898 | +14% |

## Financial Impact

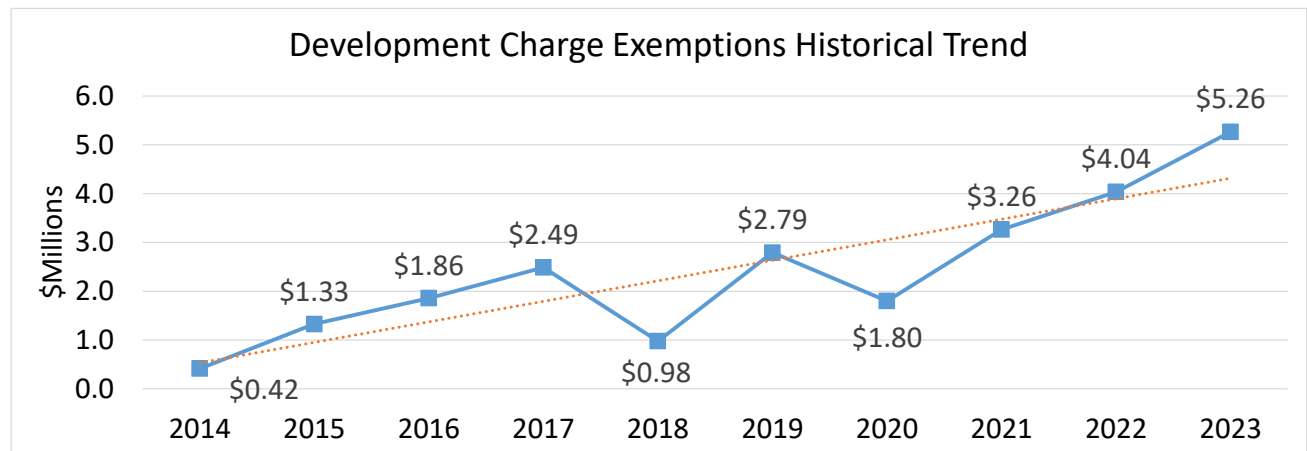
This report provides legislated reporting on the Town's DC and CIL Parkland reserve funds as required under the DCA and Planning Act. The funds collected through DCs and CIL Parkland form an important part of the Town's capital financing, as approximately 82% of the 2024-2033 Capital Budget and Forecast are funded from these sources (inclusive of post period benefit and DC debt).

The table below presents a ten-year historical continuity of DC revenue collections and reserve fund balances in order to add some additional context to the 2023 DC activity. The balance in the DC reserve funds will fluctuate with, amongst other factors, the timing of the growth related projects that DCs are collected to fund. The Town's DC revenues decreased from the ten-year high achieved in 2022 to more average levels. An upward movement in DC revenues is anticipated in future years as the Town's growth is projected to increase. The reserve fund balances decreased in 2023 largely driven by the funding of capital expenditures focused on the continued investment in roads infrastructure including the reconstruction and widening of both Fifth Line from Hwy 401 to Derry Road and Main Street East from James Snow Parkway to 5th Line as well as the redevelopment of Bronte Street from Main Street to Steeles Avenue.



## Financial Impact

The following graph further depicts the historical DC exemption values that the Town is required to fund in accordance with the DCA. Although the annual values vary as a result of the activity levels related to exempt development (such as public entities and industrial expansions), the Town continues to experience an upward trend in DC exemptions, with 2023 exemptions topping \$5 million for the first time ever; representing an increase of over 30% of the previous year's record high of \$4 million. Exemptions for secondary dwelling units showed an increase of 84% over 2022 and the Town continues to anticipate high levels of secondary dwelling unit development and associated exemptions as the Province continues to remove barriers and increase incentives for this type of growth in an effort to address the housing supply shortage.



Respectfully submitted,

Glen Cowan  
Chief Financial Officer / Treasurer

For questions, please contact: Melanie Wallhouse  
Manager, Development Finance  
& Financial Consulting

Phone: Ext. 2314



## Attachments

- Appendix 1: Annual Treasurer's Statement of Development Charges and Cash-in-Lieu of Parkland Reserve Funds
- Appendix 2: Capital Fund Transactions
- Appendix 3: Treasurer's Statement
- Appendix 4: Summary of Development Charge Exemptions

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.

**Appendix 1**  
**Municipality of the Town of Milton**  
**Annual Treasurer's Statement of Development Charge and Cash-in-Lieu of Parkland Reserve Funds**  
**For the period January 1, 2023 to December 31, 2023**

| Description                                   | Opening Balance   | Collections       | Accrued Interest | Amount Transferred to Capital (or Other) Funds <sup>1</sup> | Debenture Payments <sup>2</sup> | Ending Balance    | Balance in DC Exemptions Funded by Town <sup>3</sup> | Outstanding Commitments Against Reserve Funds | Adjusted Closing Balance |
|-----------------------------------------------|-------------------|-------------------|------------------|-------------------------------------------------------------|---------------------------------|-------------------|------------------------------------------------------|-----------------------------------------------|--------------------------|
| <b>Development Charge Reserve Funds</b>       |                   |                   |                  |                                                             |                                 |                   |                                                      |                                               |                          |
| Services Related to a Highway                 | (15,476,348)      | 8,003,192         | (1,136,583)      | (28,563,643)                                                | -                               | (37,173,382)      | -                                                    | (43,117,645)                                  | (80,291,027)             |
| Fire Protection                               | (10,519,284)      | 544,416           | (473,541)        | (30,368)                                                    | -                               | (10,478,776)      | 69,881                                               | (68,797)                                      | (10,477,692)             |
| Public Works Operations                       | 3,200,242         | 1,038,249         | 147,919          | (1,902,325)                                                 | -                               | 2,484,084         | 657,557                                              | (1,626,188)                                   | 1,515,453                |
| Stormwater Derry Green                        | 194,919           | 22,257            | 7,468            | (140,877)                                                   | -                               | 83,767            | 50                                                   | (117,193)                                     | (33,376)                 |
| Stormwater Boyne                              | (184,462)         | 66,837            | (8,573)          | (135,588)                                                   | -                               | (261,786)         | -                                                    | (210,276)                                     | (472,062)                |
| Stormwater Sherwood                           | (246,987)         | -                 | (12,500)         | (27,365)                                                    | -                               | (286,852)         | 2,854                                                | (246,805)                                     | (530,803)                |
| Stormwater Trafalgar                          | (3,612)           | -                 | (167)            | -                                                           | -                               | (3,779)           | -                                                    | -                                             | (3,779)                  |
| Stormwater MEV                                | (3,671)           | 17,304            | (848)            | (77,758)                                                    | -                               | (64,973)          | -                                                    | (174,453)                                     | (239,426)                |
| Library                                       | 7,537,958         | 994,834           | 375,200          | (116,444)                                                   | -                               | 8,791,548         | 707,406                                              | (3,008,068)                                   | 6,490,887                |
| Transit                                       | 1,598,854         | 857,725           | 97,599           | (122,160)                                                   | -                               | 2,432,018         | 679,462                                              | (20,672,861)                                  | (17,561,381)             |
| Growth Studies                                | (3,113,700)       | 537,032           | (146,298)        | (792,872)                                                   | -                               | (3,515,839)       | -                                                    | (2,194,373)                                   | (5,710,212)              |
| Parks and Recreation                          | 39,581,576        | 10,473,325        | 2,098,018        | (2,127,759)                                                 | -                               | 50,025,160        | 6,151,545                                            | (6,736,257)                                   | 49,440,448               |
| Parking <sup>4</sup>                          | -                 | -                 | -                | -                                                           | -                               | -                 | -                                                    | -                                             | -                        |
| <b>Total Development Charge Reserve Funds</b> | <b>22,565,484</b> | <b>22,555,171</b> | <b>947,694</b>   | <b>(34,037,158)</b>                                         | <b>-</b>                        | <b>12,031,191</b> | <b>8,268,755</b>                                     | <b>(78,172,916)</b>                           | <b>(57,872,970)</b>      |
| <b>Cash-in-Lieu of Parkland</b>               | <b>20,792,349</b> | <b>1,452,007</b>  | <b>863,405</b>   | <b>-</b>                                                    | <b>-</b>                        | <b>23,107,760</b> | <b>-</b>                                             | <b>-</b>                                      | <b>23,107,760</b>        |

<sup>1</sup> See Appendix 2 for details

<sup>2</sup> No DC debenture payments were incurred in 2023

<sup>3</sup> DC Exemptions funded by the Town of Milton are carried in a separate reserve

The Town of Milton has not imposed, directly or indirectly, a charge related to a development or a requirement to construct a service related to development, except as permitted by the *Development Charges Act, 1997*.

**Appendix 2**  
**Municipality of the Town of Milton**  
**Amount Transferred to Capital (or Other) Funds - Capital Fund Transactions**  
**For the period January 1, 2023 to December 31, 2023**

| Capital Fund Transactions                                     | Current Year<br>Net Capital<br>Expenditure | DC Recoverable Cost Share |                      |                                 |                                             |                                                             |                                                | Non-DC Recoverable Cost Share              |                                                        |                                                      |                   |                                                |
|---------------------------------------------------------------|--------------------------------------------|---------------------------|----------------------|---------------------------------|---------------------------------------------|-------------------------------------------------------------|------------------------------------------------|--------------------------------------------|--------------------------------------------------------|------------------------------------------------------|-------------------|------------------------------------------------|
|                                                               |                                            | DC Forecast Period        |                      |                                 |                                             | Post DC Forecast Period                                     |                                                | Other<br>Reserve/<br>Reserve<br>Fund Draws | Tax<br>Supported<br>Operating<br>Fund<br>Contributions | Cash-in-Lieu<br>of Parkland<br>Reserve<br>Fund Draws | Debt<br>Financing | Grants,<br>Subsidies<br>Other<br>Contributions |
|                                                               |                                            | DC Reserve<br>Fund Draw   | DC Debt<br>Financing | Reserve for<br>DC<br>Exemptions | Grants,<br>Subsidies Other<br>Contributions | Post-Period<br>Benefit/<br>Capacity<br>Interim<br>Financing | Grants,<br>Subsidies<br>Other<br>Contributions |                                            |                                                        |                                                      |                   |                                                |
| <b>Services Related to a Highway</b>                          |                                            |                           |                      |                                 |                                             |                                                             |                                                |                                            |                                                        |                                                      |                   |                                                |
| C330108 Bronte Street (Main Street to Steeles Avenue)         | 5,912,794                                  | (4,769,092)               | -                    | -                               |                                             | -                                                           |                                                | (35,733)                                   | -                                                      | -                                                    | -                 | 202,223                                        |
| C330146 Nipissing Road Reconstruction                         | 138,594                                    | (75,930)                  | -                    | -                               |                                             | -                                                           |                                                | 35,822                                     | -                                                      | -                                                    | -                 | (54,227)                                       |
| C330148 Bronte Street (Heslop to S. of Main)                  | 922                                        | (72)                      | -                    | -                               |                                             | -                                                           |                                                | -                                          | -                                                      | -                                                    | -                 | -                                              |
| C339000/01 Asphalt Overlay Program                            | 8,137,959                                  | (811,198)                 | -                    | -                               |                                             | -                                                           |                                                | (1,377,886)                                | -                                                      | -                                                    | -                 | (3,474,997)                                    |
| C340012 Main Street (Scott Blvd to Bronte St)                 | 9,630                                      | (8,639)                   | -                    | -                               |                                             | -                                                           |                                                | -                                          | -                                                      | -                                                    | -                 | -                                              |
| C340020 Thompson Road (Louis St Laurent to Derry Rd)          | 52,793                                     | (52,793)                  | -                    | -                               |                                             | -                                                           |                                                | -                                          | -                                                      | -                                                    | -                 | -                                              |
| C340021 Thompson Road (Britannia Rd To Louis St. Laurent Ave) | 22,270                                     | (20,043)                  | -                    | -                               |                                             | -                                                           |                                                | -                                          | -                                                      | -                                                    | -                 | -                                              |
| C340036 Louis St Laurent Avenue (Thompson Rd to 4th Ln)       | 1,118,914                                  | (1,389,866)               | -                    | -                               |                                             | -                                                           |                                                | -                                          | -                                                      | -                                                    | -                 | -                                              |
| C340037 Louis St Laurent Avenue (4th Ln to James Snow Pkwy)   | 15,345                                     | (15,345)                  | -                    | -                               |                                             | -                                                           |                                                | -                                          | -                                                      | -                                                    | -                 | -                                              |
| C340038 Louis St Laurent (James Snow Parkway to 5th Line)     | 2,578,450                                  | -                         | -                    | -                               |                                             | (2,578,450)                                                 |                                                | -                                          | -                                                      | -                                                    | -                 | -                                              |
| C340046 5th Line (Hwy 401 to Derry Rd)                        | 22,841,336                                 | (17,589,356)              | -                    | (3,558,218)                     |                                             | -                                                           |                                                | (116,852)                                  | -                                                      | -                                                    | -                 | (178)                                          |
| C340047 5th Line (Derry Rd to Britannia Rd)                   | 315,341                                    | (302,727)                 | -                    | -                               |                                             | -                                                           |                                                | -                                          | -                                                      | -                                                    | -                 | -                                              |
| C340050 Main Street (James Snow Pkwy to 5th Ln)               | 2,792,876                                  | (2,653,542)               | -                    | -                               |                                             | -                                                           |                                                | -                                          | -                                                      | -                                                    | -                 | (700)                                          |
| C340054 Main Street (Fifth Line to Sixth Line)                | 110,196                                    | (110,196)                 | -                    | -                               |                                             | -                                                           |                                                | -                                          | -                                                      | -                                                    | -                 | -                                              |
| C340091 Peru Road (Bridge Removal and Cul de Sac)             | 114,713                                    | (103,242)                 | -                    | -                               |                                             | -                                                           |                                                | (18,436)                                   | -                                                      | -                                                    | -                 | -                                              |
| C340092 Boulevard Works                                       | 57,179                                     | (57,179)                  | -                    | -                               |                                             | -                                                           |                                                | -                                          | -                                                      | -                                                    | -                 | -                                              |
| C350005 Appleby Line                                          | 3,354,334                                  | (335,433)                 | -                    | -                               |                                             | -                                                           |                                                | (3,217,961)                                | -                                                      | -                                                    | -                 | -                                              |
| C380108 Boyne Pedestrian Railway Crossing                     | 105,622                                    | (105,621)                 | -                    | -                               |                                             | -                                                           |                                                | -                                          | -                                                      | -                                                    | -                 | -                                              |
| C400113 New Traffic Signals                                   | 42,877                                     | (28,025)                  | -                    | -                               |                                             | -                                                           |                                                | 19,220                                     | -                                                      | -                                                    | -                 | (11,738)                                       |
| C400114 Preemption Traffic Control System                     | 176,905                                    | (98,049)                  | -                    | -                               |                                             | -                                                           |                                                | 31,145                                     | -                                                      | -                                                    | -                 | -                                              |
| C400115 Signal Interconnect Program                           | 41,438                                     | (37,294)                  | -                    | -                               |                                             | -                                                           |                                                | 528                                        | -                                                      | -                                                    | -                 | -                                              |
| <b>SubTotal Services Related to a Highway</b>                 | <b>47,940,487</b>                          | <b>(28,563,643)</b>       | <b>-</b>             | <b>(3,558,218)</b>              |                                             | <b>(2,578,450)</b>                                          |                                                | <b>(4,680,151)</b>                         | <b>-</b>                                               | <b>-</b>                                             | <b>-</b>          | <b>(3,339,616)</b>                             |
| <b>Fire Protection</b>                                        |                                            |                           |                      |                                 |                                             |                                                             |                                                |                                            |                                                        |                                                      |                   |                                                |
| C710107 Pumper/Rescue - Growth                                | 28,841                                     | (0)                       | -                    | (28,840)                        |                                             | -                                                           |                                                | -                                          | -                                                      | -                                                    | -                 | -                                              |
| C730104 Bunker Gear and Recruit Package - Growth              | 42,803                                     | (30,368)                  | -                    | (12,435)                        |                                             | -                                                           |                                                | -                                          | -                                                      | -                                                    | -                 | -                                              |
| C730138 Vehicle Extrication Equipment - Growth                | 92,360                                     | 1                         | -                    | (92,360)                        |                                             | -                                                           |                                                | -                                          | -                                                      | -                                                    | -                 | -                                              |
| <b>SubTotal Fire Protection</b>                               | <b>164,004</b>                             | <b>(30,368)</b>           | <b>-</b>             | <b>(133,635)</b>                |                                             | <b>-</b>                                                    |                                                | <b>-</b>                                   | <b>-</b>                                               | <b>-</b>                                             | <b>-</b>          | <b>-</b>                                       |

**Appendix 2**  
**Municipality of the Town of Milton**  
**Amount Transferred to Capital (or Other) Funds - Capital Fund Transactions**  
**For the period January 1, 2023 to December 31, 2023**

| Capital Fund Transactions                       | Current Year<br>Net Capital<br>Expenditure | DC Recoverable Cost Share |                      |                                 |                                             |                                                             |                                                | Non-DC Recoverable Cost Share              |                                                        |                                                      |                   |                                                |
|-------------------------------------------------|--------------------------------------------|---------------------------|----------------------|---------------------------------|---------------------------------------------|-------------------------------------------------------------|------------------------------------------------|--------------------------------------------|--------------------------------------------------------|------------------------------------------------------|-------------------|------------------------------------------------|
|                                                 |                                            | DC Forecast Period        |                      |                                 |                                             | Post DC Forecast Period                                     |                                                | Other<br>Reserve/<br>Reserve<br>Fund Draws | Tax<br>Supported<br>Operating<br>Fund<br>Contributions | Cash-in-Lieu<br>of Parkland<br>Reserve<br>Fund Draws | Debt<br>Financing | Grants,<br>Subsidies<br>Other<br>Contributions |
|                                                 |                                            | DC Reserve<br>Fund Draw   | DC Debt<br>Financing | Reserve for<br>DC<br>Exemptions | Grants,<br>Subsidies Other<br>Contributions | Post-Period<br>Benefit/<br>Capacity<br>Interim<br>Financing | Grants,<br>Subsidies<br>Other<br>Contributions |                                            |                                                        |                                                      |                   |                                                |
| <b>Public Works Operations</b>                  |                                            |                           |                      |                                 |                                             |                                                             |                                                |                                            |                                                        |                                                      |                   |                                                |
| C460101 1 Ton Dump Trucks - Growth              | 273,976                                    | (273,975)                 | -                    | -                               |                                             | -                                                           |                                                | -                                          | -                                                      | -                                                    | -                 | -                                              |
| C460103 Tandem Axle Trucks - Growth             | 597,645                                    | (597,645)                 | -                    | -                               |                                             | -                                                           |                                                | -                                          | -                                                      | -                                                    | -                 | -                                              |
| C460104 Tractors, Loaders & Back Hoes - Growth  | 623,625                                    | (623,625)                 | -                    | -                               |                                             | -                                                           |                                                | -                                          | -                                                      | -                                                    | -                 | -                                              |
| C460105 Trailers/Water Tanks - Growth           | 16,872                                     | (16,871)                  | -                    | -                               |                                             | -                                                           |                                                | -                                          | -                                                      | -                                                    | -                 | -                                              |
| C460122 Zero Radius Mowers - Growth             | 52,508                                     | (52,508)                  | -                    | -                               |                                             | -                                                           |                                                | -                                          | -                                                      | -                                                    | -                 | -                                              |
| C460141 General Mowers and Attachments - Growth | 101,591                                    | (101,591)                 | -                    | -                               |                                             | -                                                           |                                                | -                                          | -                                                      | -                                                    | -                 | -                                              |
| C460145 Fleet Mechanic Equipment - Growth       | 39,591                                     | (39,591)                  | -                    | -                               |                                             | -                                                           |                                                | -                                          | -                                                      | -                                                    | -                 | -                                              |
| C460146 Haul All/Packer - Growth                | 98,569                                     | (98,569)                  | -                    | -                               |                                             | -                                                           |                                                | -                                          | -                                                      | -                                                    | -                 | -                                              |
| C460149 Facility Maintenance Pick-up - Growth   | 64,426                                     | (64,426)                  | -                    | -                               |                                             | -                                                           |                                                | -                                          | -                                                      | -                                                    | -                 | -                                              |
| C594105 Civic Operations Centre                 | 33,523                                     | (33,524)                  | -                    | -                               |                                             | -                                                           |                                                | -                                          | -                                                      | -                                                    | -                 | -                                              |
| <b>SubTotal Public Works Operations</b>         | <b>1,902,325</b>                           | <b>(1,902,325)</b>        | -                    | -                               |                                             | -                                                           |                                                | -                                          | -                                                      | -                                                    | -                 | -                                              |
| <b>Stormwater Derry Green</b>                   |                                            |                           |                      |                                 |                                             |                                                             |                                                |                                            |                                                        |                                                      |                   |                                                |
| C440107 Stormwater Monitoring - Derry Green     | 140,877                                    | (140,877)                 | -                    | -                               |                                             | -                                                           |                                                | -                                          | -                                                      | -                                                    | -                 | -                                              |
| <b>SubTotal Stormwater Derry Green</b>          | <b>140,877</b>                             | <b>(140,877)</b>          | -                    | -                               |                                             | -                                                           |                                                | -                                          | -                                                      | -                                                    | -                 | -                                              |
| <b>Stormwater Boyne</b>                         |                                            |                           |                      |                                 |                                             |                                                             |                                                |                                            |                                                        |                                                      |                   |                                                |
| C440106 Stormwater Monitoring - Boyne           | 151,802                                    | (135,588)                 | -                    | (16,213)                        |                                             | -                                                           |                                                | -                                          | -                                                      | -                                                    | -                 | -                                              |
| <b>SubTotal Stormwater Boyne</b>                | <b>151,802</b>                             | <b>(135,588)</b>          | -                    | (16,213)                        |                                             | -                                                           |                                                | -                                          | -                                                      | -                                                    | -                 | -                                              |
| <b>Stormwater Sherwood</b>                      |                                            |                           |                      |                                 |                                             |                                                             |                                                |                                            |                                                        |                                                      |                   |                                                |
| C440105 Stormwater Monitoring - Sherwood        | 79,701                                     | (27,365)                  | -                    | (52,337)                        |                                             | -                                                           |                                                | -                                          | -                                                      | -                                                    | -                 | -                                              |
| <b>SubTotal Stormwater Sherwood</b>             | <b>79,701</b>                              | <b>(27,365)</b>           | -                    | (52,337)                        |                                             | -                                                           |                                                | -                                          | -                                                      | -                                                    | -                 | -                                              |
| <b>Stormwater MEV</b>                           |                                            |                           |                      |                                 |                                             |                                                             |                                                |                                            |                                                        |                                                      |                   |                                                |
| C440109 Stormwater Monitoring - MEV             | 77,758                                     | (77,758)                  | -                    | -                               |                                             | -                                                           |                                                | -                                          | -                                                      | -                                                    | -                 | -                                              |
| <b>SubTotal Stormwater MEV</b>                  | <b>77,758</b>                              | <b>(77,758)</b>           | -                    | -                               |                                             | -                                                           |                                                | -                                          | -                                                      | -                                                    | -                 | -                                              |
| <b>Library</b>                                  |                                            |                           |                      |                                 |                                             |                                                             |                                                |                                            |                                                        |                                                      |                   |                                                |
| C598000 Library - New Branch Buildings          | 44,503                                     | (40,053)                  | -                    | -                               |                                             | -                                                           |                                                | -                                          | -                                                      | -                                                    | -                 | -                                              |
| C800103 Collection - New                        | 74,046                                     | (66,641)                  | -                    | -                               |                                             | -                                                           |                                                | -                                          | -                                                      | -                                                    | -                 | -                                              |
| C800104 Shelving - New                          | 2,336                                      | (2,102)                   | -                    | -                               |                                             | -                                                           |                                                | -                                          | -                                                      | -                                                    | -                 | -                                              |
| C800123 New Branch Equipment                    | 10,547                                     | (7,647)                   | -                    | -                               |                                             | -                                                           |                                                | -                                          | -                                                      | -                                                    | -                 | -                                              |
| <b>SubTotal Library</b>                         | <b>131,433</b>                             | <b>(116,444)</b>          | -                    | -                               |                                             | -                                                           |                                                | -                                          | -                                                      | -                                                    | -                 | -                                              |

**Appendix 2**  
**Municipality of the Town of Milton**  
**Amount Transferred to Capital (or Other) Funds - Capital Fund Transactions**  
**For the period January 1, 2023 to December 31, 2023**

| Capital Fund Transactions                                  | Current Year<br>Net Capital<br>Expenditure | DC Recoverable Cost Share |                      |                                 |                                             |                                                             |                                                | Non-DC Recoverable Cost Share              |                                                        |                                                      |                   |                                                |
|------------------------------------------------------------|--------------------------------------------|---------------------------|----------------------|---------------------------------|---------------------------------------------|-------------------------------------------------------------|------------------------------------------------|--------------------------------------------|--------------------------------------------------------|------------------------------------------------------|-------------------|------------------------------------------------|
|                                                            |                                            | DC Forecast Period        |                      |                                 |                                             | Post DC Forecast Period                                     |                                                | Other<br>Reserve/<br>Reserve<br>Fund Draws | Tax<br>Supported<br>Operating<br>Fund<br>Contributions | Cash-in-Lieu<br>of Parkland<br>Reserve<br>Fund Draws | Debt<br>Financing | Grants,<br>Subsidies<br>Other<br>Contributions |
|                                                            |                                            | DC Reserve<br>Fund Draw   | DC Debt<br>Financing | Reserve for<br>DC<br>Exemptions | Grants,<br>Subsidies Other<br>Contributions | Post-Period<br>Benefit/<br>Capacity<br>Interim<br>Financing | Grants,<br>Subsidies<br>Other<br>Contributions |                                            |                                                        |                                                      |                   |                                                |
| <b>Transit</b>                                             |                                            |                           |                      |                                 |                                             |                                                             |                                                |                                            |                                                        |                                                      |                   |                                                |
| C550104 Transit Bus Pads                                   | 2,700                                      | (2,700)                   | -                    | -                               |                                             | -                                                           |                                                | -                                          | -                                                      | -                                                    | -                 | -                                              |
| C570101 Transit Bus                                        | 53,428                                     | (53,428)                  | -                    | -                               |                                             | -                                                           |                                                | -                                          | -                                                      | -                                                    | -                 | -                                              |
| C570112 Conventional Transit - 8 Metre Bus - Growth        | 30,330                                     | (15,259)                  | -                    | -                               |                                             | (6,515)                                                     |                                                | 334                                        | -                                                      | -                                                    | -                 | -                                              |
| C595001 Transit Operations Centre                          | 32,432                                     | (19,886)                  | -                    | -                               |                                             | (67)                                                        |                                                | -                                          | -                                                      | -                                                    | -                 | -                                              |
| C570113 Non-Fixed Route Bus (6M) - Growth                  | 44,316                                     | (30,888)                  | -                    | -                               |                                             | (2,114)                                                     |                                                | (102,769)                                  | -                                                      | -                                                    | -                 | -                                              |
| <b>SubTotal Transit</b>                                    | <b>163,206</b>                             | <b>(122,160)</b>          | <b>-</b>             | <b>-</b>                        |                                             | <b>(8,696)</b>                                              |                                                | <b>(102,435)</b>                           | <b>-</b>                                               | <b>-</b>                                             | <b>-</b>          | <b>-</b>                                       |
| <b>Growth Studies</b>                                      |                                            |                           |                      |                                 |                                             |                                                             |                                                |                                            |                                                        |                                                      |                   |                                                |
| C100102 Corporate Strategic Plan                           | 38,598                                     | (17,369)                  | -                    | -                               |                                             | -                                                           |                                                | (122,659)                                  | -                                                      | -                                                    | -                 | -                                              |
| C100128 Strategic Plan Implementation                      | 45,994                                     | (21,274)                  | -                    | -                               |                                             | -                                                           |                                                | (8,157)                                    | -                                                      | -                                                    | -                 | -                                              |
| C260002 Impact on Regulatory Framework                     | 2,448                                      | (2,203)                   | -                    | -                               |                                             | -                                                           |                                                | (8,405)                                    | -                                                      | -                                                    | -                 | -                                              |
| C300109 Transportation Master Plan                         | 130,011                                    | (97,508)                  | -                    | -                               |                                             | -                                                           |                                                | (70,516)                                   | -                                                      | -                                                    | -                 | -                                              |
| C300110 Development Engineering and Parks Standards Manual | 70,363                                     | (70,362)                  | -                    | -                               |                                             | -                                                           |                                                | -                                          | -                                                      | -                                                    | -                 | -                                              |
| C420109 Downtown Parking Study                             | 384                                        | (173)                     | -                    | -                               |                                             | -                                                           |                                                | -                                          | -                                                      | -                                                    | -                 | -                                              |
| C500105 Parks Master Plan Update                           | -                                          | (0)                       | -                    | -                               |                                             | -                                                           |                                                | 24,244                                     | -                                                      | -                                                    | -                 | -                                              |
| C500106 Recreation Master Plan                             | 2,402                                      | (2,007)                   | -                    | -                               |                                             | -                                                           |                                                | (47,629)                                   | -                                                      | -                                                    | -                 | -                                              |
| C500115 Service Strategy - Youth                           | -                                          | 7,732                     | -                    | -                               |                                             | -                                                           |                                                | 19,336                                     | -                                                      | -                                                    | -                 | -                                              |
| C510139 Urban Forestry Management                          | -                                          | 0                         | -                    | -                               |                                             | -                                                           |                                                | 20,150                                     | -                                                      | -                                                    | -                 | -                                              |
| C520101 Jannock Property Master Plan                       | 849                                        | (764)                     | -                    | -                               |                                             | -                                                           |                                                | -                                          | -                                                      | -                                                    | -                 | -                                              |
| C540004 Trails Master Plan Update                          | -                                          | (1)                       | -                    | -                               |                                             | -                                                           |                                                | 2,767                                      | -                                                      | -                                                    | -                 | -                                              |
| C550100 Transit Study                                      | 108,883                                    | (81,662)                  | -                    | -                               |                                             | -                                                           |                                                | (55,288)                                   | -                                                      | -                                                    | -                 | -                                              |
| C900110 Official Plan Review                               | 308,652                                    | (208,340)                 | -                    | -                               |                                             | -                                                           |                                                | (117,000)                                  | -                                                      | -                                                    | -                 | -                                              |
| C900150 UR SP PH4 - Water & Wastewater Servicing           | 88                                         | (87)                      | -                    | -                               |                                             | -                                                           |                                                | -                                          | -                                                      | -                                                    | -                 | -                                              |
| C900151 UR SP PH4 - FSEMS (SWM & Enviro Mgmt Strategy)     | 314,123                                    | (183,921)                 | -                    | (130,202)                       |                                             | -                                                           |                                                | -                                          | -                                                      | -                                                    | -                 | -                                              |
| C900152 URSP PH4 - Transportation Plan                     | 3,828                                      | (3,827)                   | -                    | -                               |                                             | -                                                           |                                                | -                                          | -                                                      | -                                                    | -                 | -                                              |
| C900154 UR SP PH4 - Secondary Plan                         | 92,344                                     | (83,110)                  | -                    | -                               |                                             | -                                                           |                                                | (9,942)                                    | -                                                      | -                                                    | -                 | -                                              |
| C900156 UR SP PH4 - Parks/Recreation/Trails Master Plan    | 128                                        | (115)                     | -                    | -                               |                                             | -                                                           |                                                | -                                          | -                                                      | -                                                    | -                 | -                                              |
| C900157 URSP PH4 - Urban Design Guidelines                 | 292                                        | (262)                     | -                    | -                               |                                             | -                                                           |                                                | -                                          | -                                                      | -                                                    | -                 | -                                              |
| C900170 MEV Secondary Planning/Site Specific Zoning        | 30,787                                     | (27,619)                  | -                    | -                               |                                             | -                                                           |                                                | (5,382)                                    | -                                                      | -                                                    | -                 | -                                              |
| C900175 Sustainable Halton Subwatershed Study              | 18,501                                     | -                         | -                    | -                               |                                             | (18,501)                                                    |                                                | -                                          | -                                                      | -                                                    | -                 | -                                              |
| C900190 Britannia E/W - Water & Wastewater Servicing       | 15,675                                     | -                         | -                    | -                               |                                             | (15,675)                                                    |                                                | -                                          | -                                                      | -                                                    | -                 | -                                              |
| C900192 Britannia E/W - Transportation Plan                | 1,801                                      | -                         | -                    | -                               |                                             | (1,801)                                                     |                                                | -                                          | -                                                      | -                                                    | -                 | -                                              |
| C900194 Britannia E/W - Secondary Plan                     | 86,565                                     | -                         | -                    | -                               |                                             | (86,565)                                                    |                                                | -                                          | -                                                      | -                                                    | -                 | -                                              |
| C900195 Britannia E/W - Parks & Open Space Study           | 177                                        | -                         | -                    | -                               |                                             | (177)                                                       |                                                | -                                          | -                                                      | -                                                    | -                 | -                                              |
| C900197 Britannia E/W - MESP                               | 154,590                                    | -                         | -                    | -                               |                                             | (154,590)                                                   |                                                | -                                          | -                                                      | -                                                    | -                 | -                                              |
| <b>SubTotal Growth Studies</b>                             | <b>1,427,481</b>                           | <b>(792,872)</b>          | <b>-</b>             | <b>-</b>                        |                                             | <b>(277,308)</b>                                            | <b>-</b>                                       | <b>(378,482)</b>                           | <b>-</b>                                               | <b>-</b>                                             | <b>-</b>          | <b>-</b>                                       |

**Appendix 2**  
**Municipality of the Town of Milton**  
**Amount Transferred to Capital (or Other) Funds - Capital Fund Transactions**  
**For the period January 1, 2023 to December 31, 2023**

| Capital Fund Transactions                                             | Current Year<br>Net Capital<br>Expenditure | DC Recoverable Cost Share |                      |                                 |                                             |                                                             |                                                | Non-DC Recoverable Cost Share              |                                                        |                                                      |                   |                                                |
|-----------------------------------------------------------------------|--------------------------------------------|---------------------------|----------------------|---------------------------------|---------------------------------------------|-------------------------------------------------------------|------------------------------------------------|--------------------------------------------|--------------------------------------------------------|------------------------------------------------------|-------------------|------------------------------------------------|
|                                                                       |                                            | DC Forecast Period        |                      |                                 |                                             | Post DC Forecast Period                                     |                                                | Other<br>Reserve/<br>Reserve<br>Fund Draws | Tax<br>Supported<br>Operating<br>Fund<br>Contributions | Cash-in-Lieu<br>of Parkland<br>Reserve<br>Fund Draws | Debt<br>Financing | Grants,<br>Subsidies<br>Other<br>Contributions |
|                                                                       |                                            | DC Reserve<br>Fund Draw   | DC Debt<br>Financing | Reserve for<br>DC<br>Exemptions | Grants,<br>Subsidies Other<br>Contributions | Post-Period<br>Benefit/<br>Capacity<br>Interim<br>Financing | Grants,<br>Subsidies<br>Other<br>Contributions |                                            |                                                        |                                                      |                   |                                                |
| <b>Parks and Recreation</b>                                           |                                            |                           |                      |                                 |                                             |                                                             |                                                |                                            |                                                        |                                                      |                   |                                                |
| C521114 Community Park Detailed Development                           | 50,640                                     | (45,576)                  | -                    | -                               |                                             | -                                                           |                                                | 2,606                                      | -                                                      | -                                                    | -                 | -                                              |
| C521139 Community Park - External to Boyne                            | 80,958                                     | (72,862)                  | -                    | -                               |                                             | -                                                           |                                                | -                                          | -                                                      | -                                                    | -                 | -                                              |
| C522132 Sherwood District Park                                        | 46,473                                     | (41,825)                  | -                    | -                               |                                             | -                                                           |                                                | (1,740)                                    | -                                                      | -                                                    | -                 | -                                              |
| C522133 District Park West - Boyne                                    | 43,707                                     | (41,264)                  | -                    | -                               |                                             | -                                                           |                                                | -                                          | -                                                      | -                                                    | -                 | -                                              |
| C524001 Walker Neighbourhood Park - Boyne                             | 1,457,008                                  | (1,457,008)               | -                    | -                               |                                             | -                                                           |                                                | -                                          | -                                                      | -                                                    | -                 | -                                              |
| C524003 Cobban Neighbourhood Park - Cobban                            | 105,410                                    | (105,410)                 | -                    | -                               |                                             | -                                                           |                                                | -                                          | -                                                      | -                                                    | -                 | -                                              |
| C525087 Boyne Village Square #3                                       | 6,401                                      | (5,760)                   | -                    | -                               |                                             | -                                                           |                                                | -                                          | -                                                      | -                                                    | -                 | -                                              |
| C381000 Boyne Multi-use (Asphalt Trls in Greenlands) LIT - W. 16Mile  | 250,533                                    | (250,533)                 | -                    | -                               |                                             | -                                                           |                                                | -                                          | -                                                      | -                                                    | -                 | -                                              |
| C381001 Boyne Limeston Trails in Greenlands Sys (W. Tremne to 16Mile) | 14,661                                     | (14,661)                  | -                    | -                               |                                             | -                                                           |                                                | -                                          | -                                                      | -                                                    | -                 | -                                              |
| C381002 Boyne Pedestrian Bridge - Minor Crossing                      | 1,141                                      | (1,141)                   | -                    | -                               |                                             | -                                                           |                                                | -                                          | -                                                      | -                                                    | -                 | -                                              |
| C381003 Boyne Limestone Trails in Greenlands System (E. 16M to JSP)   | -                                          | 0                         | -                    | -                               |                                             | -                                                           |                                                | -                                          | -                                                      | -                                                    | -                 | -                                              |
| C381004 Boyne Multi-use (Asphalt Trails in Greenlands System -Lit)    | 9,995                                      | (9,908)                   | -                    | -                               |                                             | -                                                           |                                                | -                                          | -                                                      | -                                                    | -                 | -                                              |
| C540117 Boyne Limestone Trails (W Tremaine Rd to 16 Mile Creek)       | 34,125                                     | (30,714)                  | -                    | -                               |                                             | -                                                           |                                                | -                                          | -                                                      | -                                                    | -                 | -                                              |
| C592208 Sherwood Community Centre                                     | 47,645                                     | (42,876)                  | -                    | -                               |                                             | -                                                           |                                                | -                                          | -                                                      | -                                                    | -                 | -                                              |
| C592212 Indoor Soccer - Air Supported                                 | -                                          | 3                         | -                    | -                               |                                             | -                                                           |                                                | 21,816                                     | -                                                      | -                                                    | -                 | -                                              |
| C521139 Escarpment View Lands (Formerly CMHL Property)                | 8,224                                      | (8,224)                   | -                    | -                               |                                             | -                                                           |                                                | -                                          | -                                                      | -                                                    | -                 | -                                              |
| <b>SubTotal Parks and Recreation</b>                                  | <b>2,156,921</b>                           | <b>(2,127,759)</b>        | -                    | -                               |                                             | -                                                           |                                                | <b>22,681</b>                              | -                                                      | -                                                    | -                 | -                                              |
| <b>Total Capital Fund Transactions</b>                                | <b>54,335,994</b>                          | <b>(34,037,158)</b>       | -                    | <b>(3,890,604)</b>              | -                                           | <b>(2,864,453)</b>                                          | -                                              | <b>(5,138,387)</b>                         | -                                                      | -                                                    | -                 | <b>(3,339,616)</b>                             |



**Appendix 3**  
**Development Charge Reserve Fund**  
**Treasurer's Statement**  
**January 1, 2023 to December 31, 2023**

1. Description of the Service for which each development charge reserve fund was established:

| <b>Service Area</b>                | <b>Description</b>                                                                                                                                                         |
|------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Services Related to a Highway      | The fund is used for growth-related projects for roads, bridges, structures, active transportation, streetlights and other related road services.                          |
| Fire Protection                    | The fund is used for growth-related projects supporting the fire service including fire facilities, vehicles and equipment.                                                |
| Public Works Operations            | The fund is used for growth-related projects including operations facilities, vehicles and equipment.                                                                      |
| Stormwater Derry Green             | The fund is used for stormwater management monitoring in the Derry Green Corporate Business Park and is funded by an area specific development charge.                     |
| Stormwater Boyne                   | The fund is used for stormwater management monitoring in the Boyne Survey Secondary Plan development area and is funded by an area specific development charge.            |
| Stormwater Sherwood                | The fund is used for stormwater management monitoring in the Sherwood Survey Secondary Plan development area and is funded by an area specific development charge.         |
| Stormwater Trafalgar               | The fund is used for stormwater management monitoring in the Trafalgar Secondary Plan development area and is funded by an area specific development charge.               |
| Stormwater Agerton                 | The fund is used for stormwater management monitoring in the Agerton Secondary Plan development area and is funded by an area specific development charge.                 |
| Stormwater MEV                     | The fund is used for stormwater management monitoring in the MEV Secondary Plan development area and is funded by an area specific development charge.                     |
| Stormwater Britannia               | The fund is used for stormwater management monitoring in the Britannia Secondary Plan development area and is funded by an area specific development charge.               |
| Stormwater MEV Supplementary Lands | The fund is used for stormwater management monitoring in the MEV Supplementary Lands Secondary Plan development area and is funded by an area specific development charge. |
| Library                            | The fund is used for growth-related projects including library facilities, shelving and collection materials.                                                              |
| Transit                            | The fund is to finance the cost of growth-related transit services including facilities, vehicles, and equipment.                                                          |
| Growth Studies                     | The fund is to finance the cost of growth-related studies.                                                                                                                 |
| Parks and Recreation               | The fund is used for growth-related parkland and recreation facility infrastructure.                                                                                       |

**Appendix 3**  
**Development Charge Reserve Fund**  
**Treasurer's Statement**  
**January 1, 2023 to December 31, 2023**

2. For Credits (ex. Pre-payments, front-ended projects) in relation to the service or service category for which the fund was established:

No credits have been received, used or are outstanding for the previous year.

3. The amount of any money borrowed from the DC reserve fund during the previous year and the purpose for which it was borrowed:

No money was borrowed.

4. The amount of interest accrued during the previous year on money borrowed from the fund by the municipality:

No interest was accrued as no money was borrowed.

5. The amount and source of any money used by the municipality to repay, in the previous year, money borrowed from the fund, or interest on such money:

No source of money to repay as no money was borrowed.

6. A schedule that identifies credits recognized under section 17 and for each credit organized, sets out the value of the credit, the service against which the credit is applied and the source of the funds used to finance the credit:

No schedule has been prepared as there are no credits to recognize per section 17.

7. Statement respecting additional levies under Section 59.1(1) and (2) of the Development Charges Act, 1977, as amended.

In accordance with Section 59.1(1) and (2), the Town of Milton has not imposed any additional payments nor required the construction of a service not authorized, except as permitted by the Development Charges Act, 1997, as amended.

8. Whether the municipality expects to incur the amount of capital costs that were estimated during the term of the applicable development charge by-law and if no, the amount the municipality now expects to incur and why this amount is expected.

Table 6-13 of the Town's 2021 Development Charges Background Study provided a summary of the anticipated gross expenditure and sources of revenue for costs anticipated to be incurred over the life of the by-law. Through the annual capital budget and forecast process, the Town reforecasts the expected growth in residential and non-residential growth and uses these projections to determine the timing of growth-related infrastructure investment. As a result of slower projected growth than assumed in the DC Background Study analysis, the capital program

**Appendix 3**  
**Development Charge Reserve Fund**  
**Treasurer's Statement**  
**January 1, 2023 to December 31, 2023**

funded by development charges has been adjusted and fewer costs are expected within the five-year life of the by-law. Additionally, the timing of several growth-related projects have been delayed as the Town is faced with additional requirements for environmental studies and continues to adjust for pandemic related influences. The overall investment in infrastructure is still required to support growth in the community and is currently projected just beyond the five-year by-law timeframe, in years six (6) through eight (8). The shift in timing of infrastructure investment beyond the life of the current DC by-laws represents a reduction of 32% of the projected gross costs during the term of the by-laws. The reduction in costs aligns with lower than anticipated development charge revenue to be collected over the same time period.

## Appendix 4

### Summary of Development Charge Exemptions For the period January 1, 2023 to December 31, 2023

| Authority for Exemption | Type of Exemption | Category of Exemption      | Total Exempted   |
|-------------------------|-------------------|----------------------------|------------------|
| DCA                     | Non-Residential   | Public Entity Projects     | 697,022          |
| DCA                     | Non-Residential   | 50% Industrial Expansion   | 4,881            |
| DC By-law               | Non-Residential   | Agricultural               | 389,412          |
| DC By-law               | Non-Residential   | Place of Worship/ Cemetery | 38,625           |
| DCA and DC By-law       | Residential       | Additional Dwelling Unit   | 4,134,504        |
| <b>TOTAL</b>            |                   |                            | <b>5,264,443</b> |



# The Corporation of the Town of Milton

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Report To: Council

From: Jill Hogan, Commissioner, Development Services

Date: April 15, 2024

Report No: DS-025-24

Subject: Recommendation Report - Notice of Intention to Designate - 2737, 30 Side Road- Henry Burrows House

**Recommendation:** THAT Staff Report DS-025-24 entitled: "Notice of Intention to Designate 2737 30 Side Road be received;

THAT Council recognizes the historic house at 2737 30 Side Road 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

- 2737, 30 Side Road is a one-and-a-half storey Ontario Cottage Style stone building with a medium cross gable roof. It is well maintained and retains many of the original exterior and interior elements. Lady Joan Roberts, the second wife and widow of Sir Charles G.D. Roberts who is known as the "Father of Canadian Poetry," owned this house from 1964 to 1972.
- The property's current owner has voluntarily responded to the heritage designation program and desires that their property be designated.
- Staff has 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

## EXECUTIVE SUMMARY

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 one-and-a-half-storey Ontario Cottage Style stone house was built by Henry Burrows around 1854-56. Its cultural heritage value lies in its physical, historical and contextual value. Physically, it is a contributing example of a one-and-a-half-storey Ontario Cottage Style stone house. It has historical significance, as the house of Lady Robert, widow of the renowned "Father of Canadian Poetry," Sir Charles G.D. Roberts. It is of contextual importance as this property contributes significantly to the history of the first settlement for the early settlers of this rural community.

### Discussion

Historically, the original land grant of 100 acres was granted to Henry Burrow in 1858. The Burrows family owned the property until 1886. Henry Burrows was one of the first settlers in the County of Halton, taking up land near Eden Mills, Lot 31, Concession 3, corner of Guelph Line and 30th Sideroad. He was born in Nassagaweya Township in 1831 and died at 76 in June 1907.

From 1908 to 1929, John and Henrietta Wright owned the property. They are buried in the Eden Mills Cemetery. John finished the basement floor in cement, as attested by an inscription that reads "JLWRIGHT 1913". John Wright was a Foreman at Auto Electric. The property was passed on to their children, Wilbert and George Wright, who farmed the property from 1929. George and Wilbert sold their parts of the property in 1945 and 1946.

The most notable owner and resident of this property was Lady Joan Roberts. She was the second wife and widow of Sir Charles G.D. Roberts. G.D. Roberts is sometimes known as the "Father of Canadian Poetry." As such, he inspired the works of other poets of his generation, including Bliss Carman, Archibald Lampman, and Duncan Campbell Scott. Lady Roberts bought the property in 1964 and lived here until 1972. She sold it to Robert and Dorothy Wood in 1972 who then sold it to Robert and Mary Carley in 1978.

The house was named Tantrammar when the current owners first moved here in 1978. While still a university undergraduate, Robert Carley took a course in Canadian Literature. He

## Discussion

studied several Canadian poets and writers, such as Bliss Carmen and G.D. Roberts. G.D. Robert's poem "Tantramar Revisited" resonated with him. The poem spoke about how one can return to a place of their youth. At first glance, nothing has changed; however, a further look reveals that change has occurred. The poem speaks of the marshes of Tantramar, which is likened to the pond and marshy area of this property. The description of the Tantramar marshes in the poem was perfect; hence, the Carleys decided to call their place Tantramar. Subsequently they found out (some years later) that Sir Charles G.D. Robert's widow, Lady Joan Roberts, the widow of the poet who wrote Tantramar Revisited, lived at this house. She was well known in the community for her love of animals and cared for quite a menagerie while she was here

Physically, the one-and-a-half-storey building has a random rubble stone exterior, medium cross-gable cedar roof, and three stone chimneys. A stone date indicates the built date as 1856. The gable and gothic window on the tail end of the house were added around 1984. The open porch on the northwest side was constructed in 1996. In 2014, a new cedar shingle roof on the entire house was completed and the central gable and gothic window were added. The wood siding on the existing closed-in porch and rear entrance was built approximately in 2016. Many of the windows on the first floor are original. All new windows are two-sash wood, six over six, to match the original ones. All new exterior wood and trim were made to match the existing trim. The five-panel front door was reproduced with a new pediment surround.

The interior heritage elements include the original splayed windows with decorative wood mouldings and panels. The pine floors in the front and maple floors in the tail of the house are originals. This house retains the original baseboards, the dado rail in the tail end of the house, and the storage pantry. The interior walls are plastered, and some original plasterwork is still evident.

Contextually, the original house contributes to the heritage character of the early settlements and agricultural history of Nassagaweya. The property is depicted as one of the earliest houses that was built in this area as shown in the 1877 Historical Atlas of Halton.

2737, 30 Side Road 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 2737, 30 Side Road are the following (see also Appendix 3: Photos of Heritage Attributes):

- One-and-a-half-storey random stone Ontario Cottage Style building.
- Medium cross gable roof with projecting eaves and plain fascia
- Three single-stack stone chimneys

## Discussion

- Original two sash, six-over-six windows with plain wood trim, stone lintels and stone lug sills
- Single leaf five, panels wood entrance door with decorated wood pediment
- Interior splayed windows with wood trim, decorative mouldings, and panels
- Original pine floors are in the front of the house, and original Maple floors are in the tail.
- Original baseboards and the dado rail in the tail and storage pantry.
- 1856 Date Stone
- Basement Floor inscription that reads "JLWRIGHT 1913".

## Financial Impact

There is no financial impact associated with this report.

Respectfully submitted,

Jill Hogan  
Commissioner, Development Services

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

## Attachments

Appendix '1'\_Reasons for Designation for 2737 30 Side Road \_ Henry Burrows House  
Appendix '2'\_CHVI Evaluation\_ 2737 30 Side Road  
Appendix '3'\_Photographic Record Heritage Attributes\_ 2737 30 Side Road

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**

Lot 31, Concession 3, NE ½, Nassagaweya

**Description of Property**

This one-and-a-half-story Ontario Cottage Style stone house was built around 1854-56 by Henry Burrows. The original stone house has been well maintained, with many of the original details still intact. The entire masonry joints of the house were repointed in 2023 with historically accurate lime mortar.

**Statement of Cultural Heritage Value and Interest**

**Physical Value**

Physically, the one-and-a-half-storey building has a random rubble stone exterior, medium cross-gable cedar roof, and three stone chimneys. A stone date indicates the built date as 1856. The gable and gothic window on the tail end of the house were added around 1984. The open porch on the northwest side was constructed in 1996. In 2014, a new cedar shingle roof on the entire house was completed and the central gable and gothic window were added. The wood siding on the existing closed-in porch and rear entrance was built approximately in 2016. Many of the windows on the first floor are original. All new windows are two-sash wood, six over six, to match the original ones. All new exterior wood and trim were made to match the existing trim. The five-panel front door was reproduced with a new pediment surround.

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**Historical Value**

Historically, the original land grant of 100 acres was granted to Henry Burrow in 1858. The Burrows family owned the property until 1886. Henry Burrows was one of the first settlers in the County of Halton, taking up land near Eden Mills, Lot 31, Concession 3, corner of Guelph Line and 30th Sideroad. He was born in Nassagaweya Township in 1831 and died at 76 in June 1907.

From 1908 to 1929, the property was owned by John and Henrietta Wright. They are buried in the Eden Mills Cemetery. John finished the basement floor in cement, as attested by an inscription that reads "JLWRIGHT 1913". John Wright was a Foreman at Auto Electric. The property was passed on to their children, Wilbert and George Wright, who farmed the property from 1929. George and Wilbert sold their parts of the property in 1945 and 1946.

The most notable owner and resident of this property was Lady Joan Roberts. She was the second wife and widow of Sir Charles G.D. Roberts. G.D. Roberts is sometimes known as the "Father of Canadian Poetry." As such, he inspired the works of other poets of his generation, including Bliss Carman, Archibald Lampman, and Duncan Campbell Scott. Lady Roberts bought the property in 1964 and lived here until 1972. She sold it to Robert and Dorothy Wood in 1972 who then sold it to Robert and Mary Carley in 1978.

The house was named Tantramar when the current owners first moved here in 1978. While still a university undergraduate, Robert Carley, took a course in Canadian Literature. He studied several Canadian poets and writers, such as Bliss Carmen and G.D. Roberts. G.D. Robert's poem "Tantramar Revisited" resonated with him. The poem spoke about how one can return to a place of their youth. At first glance, nothing has changed; however, a further look reveals that change has occurred. The poem speaks of the marshes of Tantramar, which is likened to the pond and marshy area of this property. The description of the Tantramar marshes in the poem was perfect; hence, the Carleys decided to call their place Tantramar. Subsequently they found out (some years later) that Sir Charles G.D. Robert's widow, Lady Joan Roberts, the widow of the poet who wrote Tantramar Revisited, lived at this house. She was well known in the community for her love of animals and cared for quite a menagerie while she was here

### **Contextual Value**

Contextually, the original house contributes to the heritage character of the early settlements and agricultural history of Nassagaweya. The property is depicted as one of the earliest houses that was built in this area as shown in the 1877 Historical Atlas of Halton.

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

- One-and-a-half-storey random stone Ontario Cottage Style building.
- Medium cross gable roof with projecting eaves and plain fascia
- Three single-stack stone chimneys
- Original two sash, six-over-six windows with plain wood trim, stone lintels and stone lug sills
- Single leaf five, panels wood entrance door with decorated wood pediment
- Interior splayed windows with wood trim, decorative mouldings, and panels
- Original pine floors are in the front of the house, and original Maple floors are in the tail.
- Original baseboards and the dado rail in the tail and storage pantry.
- 1856 Date Stone
- Basement Floor inscription that reads "JLWRIGHT 1913".

### 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 2737 30 Side Road**

| 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 and a half storey Ontario Cottage Style stone house                                                                                                                                                                                                                                                                                                                        |
| ii                                                                 | displays a high degree of craftsmanship or artistic merit                                                                              | The property does not displays a high degree of craftsmanship or artistic merit but have been carefully maintained by the owner                                                                                                                                                                                                                                                                                          |
| 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, | The most notable owner and resident of this property was Lady Joan Roberts. She was the second wife and widow of Sir Charles G.D. Roberts. G.D. Roberts is sometimes known as the "Father of Canadian Poetry." As such, he inspired the works of other poets of his generation, including Bliss Carman, Archibald Lampman, and Duncan Campbell Scott. Lady Roberts bought the property in 1964 and lived here until 1972 |
| 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 settlers' community of Milton and their contributions to this rural 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     | The context and location of the original house contribute to the heritage character of the early settlements and agricultural history of Nassagaweya. |
| ii                                            | is physically, functionally, visually or historically linked to its surroundings | The property is depicted as one of the earliest houses built in this area, as shown in the 1877 Historical Atlas of Halton.                           |
| 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 \_ 2737 30 Side Road







# Contextual Attributes

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

## NASSAGAWEYA CON 3 PT LOT 31

Map of  
Nassagaweya  
Historical Atlas of  
Halton County  
Ontario Illustrated  
Walker and Miles  
Toronto 1877 Map



2737 30 Side Road  
NASSAGAWEYA  
CON 3 PT LOT 31

## Story of “Tantramar”

The Lot, East Half of Concession 3 was first granted to Henry Burrows in 1858 and the property remained with the Burrow family until 1886. The house was likely built around 1855-56 for the Henry Burrows family and possibly by John Scott, who owned the West half of this Lot. The property also includes a bank barn that is thought to have been built in the 1850s. The Front rectangular part of the house was built first, and the rear section was added shortly after 1856. The Farm is also known as "Tantramar" because of the present owner tribute to the poem “**The Tantramar Revisited**” and coincidentally the house of the widow of the Poet Sir G.D. Roberts , Margaret Joan Maude Montgomery or Lady Roberts.

## Charles G.D. Roberts’ “The Tantramar Revisted”

by William Strong

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“The Tantramar Revisited” is Charles G.D. Roberts’ poetic masterpiece, and it has generally been acknowledged as such.”<sup>1</sup> As early as 1905, in his study of *Roberts and the Influence of His Time*, James Cappon not only quotes twenty-eight of the poem’s sixty four lines, but also characterizes it as “a true whole” which, “amongst all the varieties of [the] Canadian idyll” theretofore attempted by Roberts “leaves the strongest impression of originality in tone and treatment.”<sup>2</sup> The feat accomplished by Roberts in “The Tantramar Revisited,” Cappon thought in 1905, “could not easily be repeated.”<sup>3</sup> Nearly half a century later, in *Creative Writing in Canada* (1952), Desmond Pacey refers to Roberts’ poem as “undoubtedly one of the best . . . ever written in Canada.”<sup>4</sup> In *Ten Canadian Poets* (1958) and in a later paper on “Charles G.D. Roberts” (1961) Pacey would go on to describe “The Tantramar Revisited” as “descriptive poetry of a high order”<sup>5</sup> and as a poem which, for him, exhibits a “definite and satisfying structure.”<sup>6</sup> Even more recently, W.J. Keith, while allowing as, in some measure, both Cappon and Pacey had done, that in “thought,” “situation,” “diction,” and “verse form”, “The Tantramar Revisited” is not absolutely original or especially remarkable, admits that the poem provides the reader with a “compelling experience and, moreover, stands alone amongst Roberts’ poems repaying “detailed attention.”<sup>7</sup> Some five years after making these remarks in his 1969 monograph on *Charles G.D. Roberts* Keith would go further; “The Tantramar Revisited,” he says in his “Introduction” to Roberts’ *Selected Poetry and Critical Prose* (1974) shows the poet “at the height of his power,” and it transcends the poetry of mere “nostalgia and rural description” to be “a sensitive and intelligent inquiry into the nature of memory and change.”<sup>8</sup> It is not the aim of the present discussion to dispute any of the claims made by Cappon, Pacey, Keith and others on behalf of “The Tantramar Revisited.” On the contrary, the purpose of the following essay is to expand upon the necessarily brief examinations of the poem offered by these critics in an attempt to show that it attains to a fine and complex unity of form and language, imagery and thought, that “The Tantramar Revisited” is, indeed, Charles G.D. Roberts’ poetic masterpiece.

4



# Tantramar Revisited

Poem by Sir Charles GD Roberts

Summers and summers have come, and gone with the flight of the swallow;  
Sunshine and thunder have been, storm, and winter, and frost;  
Many and many a sorrow has all but died from remembrance,  
Many a dream of joy fall'n in the shadow of pain.  
Hands of chance and change have marred, or moulded, or broken,

Busy with spirit or flesh, all I most have adored;  
Even the bosom of Earth is strewn with heavier shadows, --  
Only in these green hills, aslant to the sea, no change!  
Here where the road that has climbed from the inland valleys and woodlands,

Dips from the hill-tops down, straight to the base of the hills, --  
Here, from my vantage-ground, I can see the scattering houses,  
Stained with time, set warm in orchards, meadows, and wheat,  
Dotting the broad bright slopes outspread to southward and eastward,  
Wind-swept all day long, blown by the south-east wind.

Skirting the sunbright uplands stretches a riband of meadow,  
Shorn of the labouring grass, bulwarked well from the sea,  
Fenced on its seaward border with long clay dykes from the turbid

Surge and flow of the tides vexing the Westmoreland shores.  
Yonder, toward the left, lie broad the Westmoreland marshes, --

Miles on miles they extend, level, and grassy, and dim,  
Clear from the long red sweep of flats to the sky in the distance,  
Save for the outlying heights, green-rampired Cumberland Point;  
Miles on miles outrolled, and the river-channels divide them, --  
Miles on miles of green, barred by the hurtling gusts.

Miles on miles beyond the tawny bay is Minudie.  
There are the low blue hills; villages gleam at their feet.  
Nearer a white sail shines across the water, and nearer  
Still are the slim, grey masts of fishing boats dry on the flats.

Ah, how well I remember those wide red flats, above tide-mark  
Pale with scurf of the salt, seamed and baked in the sun!  
Well I remember the piles of blocks and ropes, and the net-reels  
Wound with the beaded nets, dripping and dark from the sea!  
Now at this season the nets are unwound; they hang from the rafters  
Over the fresh-stowed hay in upland barns, and the wind  
Blows all day through the chinks, with the streaks of sunlight,  
and sways them  
Softly at will; or they lie heaped in the gloom of a loft.

Now at this season the reels are empty and idle; I see them  
Over the lines of the dykes, over the gossiping grass.  
Now at this season they swing in the long strong wind, thro' the lonesome  
Golden afternoon, shunned by the foraging gulls.  
Near about sunset the crane will journey homeward above them;

Round them, under the moon, all the calm night long,  
Winnowing soft grey wings of marsh-owls wander and wander,  
Now to the broad, lit marsh, now to the dusk of the dike.  
Soon, thro' their dew-wet frames, in the live keen freshness of morning,  
Out of the teeth of the dawn blows back the awakening wind.  
Then, as the blue day mounts, and the low-shot shafts of the sunlight  
Glance from the tide to the shore, gossamers jewelled with dew  
Sparkle and wave, where late sea-spoiling fathoms of drift-net  
Myriad-meshed, uploomed sombrely over the land.

Well I remember it all. The salt, raw scent of the margin;  
While, with men at the windlass, groaned each reel, and the net,  
Surging in ponderous lengths, uprose and coiled in its station;  
Then each man to his home, -- well I remember it all!

Yet, as I sit and watch, this present peace of the landscape, --  
Stranded boats, these reels empty and idle, the hush,  
One grey hawk slow-wheeling above yon cluster of haystacks, --  
More than the old-time stir this stillness welcomes me home.  
Ah, the old-time stir, how once it stung me with rapture, --  
Old-time sweetness, the winds freighted with honey and salt!  
Yet will I stay my steps and not go down to the marshland, --  
Muse and recall far off, rather remember than see, --  
Lest on too close sight I miss the darling illusion,  
Spy at their task even here the hands of chance and change.

## Historical Books record

### Land Registry Office

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- NASSAGAWEYA
- Book 3
- Concession 3
- Lot 31

PAGE NO. \_\_\_\_\_

LOT 31 CONCESSION 3 NASSAGAWEYA

| REGISTRATION NUMBER | INSTRUMENT                 | DATE OF INSTRUMENT | REGISTRATION DATE | GRANTOR                                          | GRANTEE                                 | CONVEYANCE ETC. | LAND AND REMARKS                                                                                                                             |
|---------------------|----------------------------|--------------------|-------------------|--------------------------------------------------|-----------------------------------------|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------|
|                     | Patent                     | 16 Dec 1848        |                   | Crown                                            | John Scott                              |                 | 100 ac. W $\frac{1}{2}$                                                                                                                      |
|                     | Patent                     | 07 Jul 1858        |                   | Crown                                            | Henry Burrows                           |                 | 100 ac. E $\frac{1}{2}$                                                                                                                      |
| 291 B               | B & Sale                   | 27 Nov 1858        | 04 Dec 1858       | Henry Burrows & wife                             | William Burrows                         |                 | 1 ac. Pt. E $\frac{1}{2}$                                                                                                                    |
| 559 B               | B & Sale                   | 22 Jun 1861        | 25 Jun 1861       | Henry Burrows & wife                             | William Burrows                         |                 | $\frac{1}{2}$ ac. Pt. E $\frac{1}{2}$                                                                                                        |
| 606 B               | B & Sale                   | 23 Sep 1862        | 26 Sep 1862       | Henry Burrows & wife                             | George Burrows                          |                 | 100 ac. NE $\frac{1}{4}$ except $\frac{1}{4}$ ac.                                                                                            |
| 722 B               | B & Sale                   | 11 Feb 1863        | 16 Feb 1863       | George Burrows                                   | Henry Burrows                           |                 | 100 ac. NE $\frac{1}{4}$ except $\frac{1}{4}$ ac.                                                                                            |
| 940 F               | B & Sale                   | 17 Sep 1864        | 08 Jan 1873       | Henry Burrows & wife                             | William Burrows & George Burrows        |                 | 100 ac. NE $\frac{1}{4}$ except $\frac{1}{4}$ ac.                                                                                            |
| 545 E               | Annuity Deed               | 19 Sep 1864        | 08 Jan 1873       | William Burrows & George Burrows                 | Henry Burrows & Anne Burrows            |                 | 100 ac. NE $\frac{1}{4}$ except $\frac{1}{4}$ ac. annuity or yearly rent charge also use of dwelling house & garden with certain covenants   |
| 659 E               | B & Sale                   | 07 Mar 1873        | 09 Jul 1873       | William Burrows & wife George Burrows            | William Davidson                        |                 | 100 ac. NE $\frac{1}{4}$ with exception                                                                                                      |
| 660 E               | B & Sale                   | 07 Mar 1873        | 09 Jul 1873       | William Davidson                                 | William Burrows                         |                 | 48 $\frac{1}{2}$ ac. SE $\frac{1}{4}$ of NE $\frac{1}{4}$ exclusive of $\frac{1}{4}$ ac. at E corner Subj. to certain payments               |
| 682 B               | B & Sale                   | 07 Mar 1873        | 13 Sep 1873       | William Davidson                                 | George Burrows                          | \$2,000.        | 50 ac. NW $\frac{1}{4}$ of NE $\frac{1}{4}$ subj. to certain payments                                                                        |
| 864 E               | B & Sale                   | 17 Feb 1875        | 11 Mar 1875       | George Burrows & wife                            | Amos S. Gillet                          | \$700.          | NW $\frac{1}{4}$ of NE $\frac{1}{4}$ & OL Subj. to certain payments                                                                          |
| 865 E               | B & Sale                   | 17 Feb 1875        | 11 Mar 1875       | Amos S. Gillet                                   | Jane Burrows                            | \$700.          | NW $\frac{1}{4}$ of NE $\frac{1}{4}$ & OL Subj. to certain payments                                                                          |
| 1078 F              | B & Sale                   | 04 Mar 1876        | 13 Jun 1876       | John Scott                                       | Samuel Scott                            | \$4,000.        | 100 ac. W $\frac{1}{2}$ Subj. to provisions & conditions expressed in Annuity Deed, made by party of second part to party of 1st part hereto |
| 1079 F              | Annuity Deed & Agreement   | 04 Mar 1876        | 13 Jun 1876       | Samuel Scott                                     | John Scott                              |                 | 100 ac. W $\frac{1}{2}$                                                                                                                      |
| 1185 F              | Certificate of Lis Pendens | 13 Mar 1877        | 14 Mar 1877       | Edmond Gunther Anton Gunther & others Plaintiffs | George Burrows Jane Burrows, Defendants |                 | 50 ac. NW $\frac{1}{4}$ of NE $\frac{1}{4}$                                                                                                  |
| 1452 F              | B & Sale                   | 25 Feb 1878        | 14 Mar 1879       | Jane Burrows George Burrows                      | Edmond Gunther                          |                 | 50 ac. NW $\frac{1}{4}$ of NE $\frac{1}{4}$                                                                                                  |

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| REGISTRATION NUMBER | INSTRUMENT | DATE OF INSTRUMENT | REGISTRATION DATE | GRANTOR                                                                                                                                                                               | GRANTEE                  | CONSIDERATION ETC. | LAND AND REMARKS                                                                                          |
|---------------------|------------|--------------------|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------|-----------------------------------------------------------------------------------------------------------|
| 1453 P              | B & Sale   | 01 Mar 1879        | 14 Mar 1879       | Edmund Gunther & wife                                                                                                                                                                 | Robert Laing             | \$2,500.           | 50 ac. NW $\frac{1}{4}$ of NE $\frac{1}{4}$ & OL<br>Subj. to certain Annuity Charge                       |
| 2179 H              | Probate    | 25 Mar 1881        | 17 Mar 1884       | Robert Laing                                                                                                                                                                          | his wife, Isabella Laing |                    | NE $\frac{1}{4}$ of E $\frac{1}{4}$ & OL Subj. to certain payments & conditions                           |
| 2180 H              | B & Sale   | 08 Mar 1884        | 17 Mar 1884       | Isabella Laing, devisee & executrix of Robert Laing                                                                                                                                   | John Cameron             | \$3,500.           | 50 ac. NE $\frac{1}{4}$ of E $\frac{1}{4}$ & OL                                                           |
| 2511 I              | B & Sale   | 15 Feb 1886        | 27 Apr 1886       | William Burrows & wife                                                                                                                                                                | James Erwin              | \$4,000.           | 48 $\frac{1}{2}$ ac. Pt. SE $\frac{1}{4}$ of NE $\frac{1}{4}$<br>1 $\frac{1}{2}$ ac. Pt. NE $\frac{1}{4}$ |
| 3450 I              | QC         | 21 May 1892        | 13 Jan 1893       | Mary Ramsay<br>James Ramsay<br>Martha Coultas<br>Robert Coultas<br>Robert Scott<br>Eliza McConnell<br>James McConnell<br>Agnes Simpson<br>Thomas Simpson<br>John Scott<br>James Scott | Samuel Scott             | \$50.              | 100 ac. all theirs & each of theirs estate, right, title, interest in NE $\frac{1}{4}$                    |
| 3530 I              | B & Sale   | 05 Aug 1893        | 13 Nov 1893       | Colin Cameron & wife                                                                                                                                                                  | John Wright              | \$4,100.           | 50 ac. NE $\frac{1}{4}$ of E $\frac{1}{4}$ & OL Subj. to annuity                                          |
| 4326 M              | B & Sale   | 19 Mar 1901        | 09 Apr 1901       | Samuel Scott                                                                                                                                                                          | Walter R. Scott          | \$6,050.           | 100 ac. NE $\frac{1}{4}$                                                                                  |
| 4925 N              | B & Sale   | 14 Apr 1906        | 12 May 1906       | Walter R. Scott                                                                                                                                                                       | John Marshall            | \$5,500.           | 100 ac. NE $\frac{1}{4}$                                                                                  |
| 5028 N              | B & Sale   | 18 Mar 1907        | 06 Apr 1907       | James Erwin & wife                                                                                                                                                                    | William R. Kitching      | \$4,000.           | 50 ac. SE $\frac{1}{4}$ of NE $\frac{1}{4}$                                                               |
| 5196 N              | B & Sale   | 26 Mar 1908        | 18 Apr 1908       | William R. Kitching & wife                                                                                                                                                            | John Wright              | \$4,000.           | 50 ac. SE $\frac{1}{4}$ of E $\frac{1}{4}$                                                                |
| 7410 Q              | Grant      | 01 Nov 1923        | 29 Nov 1923       | John Marshall & wife                                                                                                                                                                  | Cameron H. Scott         | \$9,500.           | 100 ac. NE $\frac{1}{4}$                                                                                  |
| 7929 Q              | Grant      | 31 Jan 1929        | 21 Feb 1929       | Estate of John Wright<br>Henrietta Wright, 2nd part<br>Robert H. Wright<br>Margaret M. Turner<br>Etta F. Boughner<br>John L. Wright<br>Jessie E. Locker, Wilbert E.                   | George Wright            | \$5,500.           | 50 ac. NW $\frac{1}{4}$ of E $\frac{1}{4}$ & OL<br>Wright, 3rd part                                       |



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LOT 31 CONCESSION 3 NASSAGAWEYA

| REGISTRATION NUMBER | INSTRUMENT   | DATE OF INSTRUMENT | REGISTRATION DATE | GRANTOR                                                                                                                                                        | GRANTEE                                     | CONSIDERATION ETC. | LAND AND REMARKS                                      |
|---------------------|--------------|--------------------|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|--------------------|-------------------------------------------------------|
| 7931 Q              | Grant        | 31 Jan 1929        | 21 Feb 1929       | Estate of John Wright<br>Henrietta Wright<br>Robert W. Wright<br>Margaret M. Turner<br>Etta F. Soughner<br>John L. Wright<br>Jessie E. Locker<br>George Wright | Wilbert E. Wright                           | Prem. &<br>\$550.  | 50 ac. SE $\frac{1}{4}$ of E $\frac{1}{2}$ & OL       |
| 9195 R              | Grant        | 30 Mar 1944        | 01 Apr 1944       | Cameron Hill Scott & wife                                                                                                                                      | George W. Amos<br>Wanda F. Amos, jt.        | \$6250.            | W $\frac{1}{2}$ 100 ac.                               |
| 9208 R              | Grant        | 20 Mar 1945        | 31 Mar 1945       | George Wright & wife                                                                                                                                           | Wallace A. Lasby                            | \$5,000.           | SW $\frac{1}{4}$ of E $\frac{1}{2}$ & OL 50 acres     |
| 9420 S              | Grant        | 05 Apr 1946        | 13 Apr 1946       | George W. Amos<br>Wanda F. Amos                                                                                                                                | Gordon Blacklock<br>Phyllis Blacklock, jt.  | \$7,000.           | W $\frac{1}{2}$ 100 ac.                               |
| 9494 S              | Grant        | 25 May 1946        | 16 Sep 1946       | Wilbert E. Wright & wife                                                                                                                                       | The Director, The Veterans' Land Act        | \$5,000.           | SE $\frac{1}{4}$ of E $\frac{1}{2}$ & OL 50 ac.       |
| 10356 S             | Grant        | 07 Mar 1953        | 09 Mar 1953       | Kenneth G. Watson & wife                                                                                                                                       | Gilbert V. McKersie                         | \$7,600.           | SE $\frac{1}{4}$ of E $\frac{1}{2}$ & OL 50 ac.       |
| 10368 S             | Grant        | 09 Mar 1953        | 30 Mar 1953       | The Director, The Veterans' Land Act                                                                                                                           | Kenneth G. Watson                           | \$5,000.           | SE $\frac{1}{4}$ of E $\frac{1}{2}$ & OL 50 ac.       |
| 536                 | By-Law       | 28 Jul 1955        | 29 Jul 1955       | Re: Planning Act                                                                                                                                               |                                             |                    |                                                       |
| 44017               | Grant        | 18 Oct 1955        | 10 Nov 1955       | Wilbert V. McKersie & wife                                                                                                                                     | Adrian Jarvis                               | \$15,000.          | SE $\frac{1}{4}$ of E $\frac{1}{2}$ & OL 50 ac.       |
| 94001               | Certificate  | 18 Feb 1959        | 25 Nov 1959       | James N. Allen, Treasurer of Ontario                                                                                                                           | Estate of Wallace<br>Alexander Lasby        |                    | NW $\frac{1}{4}$ of E $\frac{1}{2}$ & OL              |
| 96346               | Grant        | 06 Apr 1959        | 23 Apr 1959       | Estate of Wallace A. Lasby deceased &<br>Joseph W. A. Lasby in his personal capacity                                                                           | Charles W. Lasby                            | Prem &<br>\$2.00   | NW $\frac{1}{4}$ of E $\frac{1}{2}$ & OL 50 ac.       |
| 115468              | Grant to use | 19 Jul 1960        | 16 Sep 1960       | Gordon S. Blacklock<br>Phyllis G. Blacklock                                                                                                                    | Reginald J. T. Tuck                         | \$12,000.          | W $\frac{1}{2}$ lot & OL 100 ac.                      |
| 126775              | Grant        | 19 Jul 1961        | 01 Aug 1961       | Adrian Jarvis & wife                                                                                                                                           | Ivan Richardson<br>Annie Richardson, jt.    | \$13,000.          | SE $\frac{1}{4}$ of E $\frac{1}{2}$ & OL See recitals |
| 141888              | Grant        | 06 Jul 1962        | 30 Aug 1962       | Ivan Richardson<br>Annie Richardson                                                                                                                            | Alton J. Becker, Jr.<br>Mary A. Becker, jt. | \$2,500.           | 1/4 NE $\frac{1}{4}$ lot 10 ac.<br>see plan attached  |
| 145211              | Grant        | 18 Oct 1962        | 03 Dec 1962       | Ivan Richardson<br>Annie Richardson                                                                                                                            | Laverne Secord                              | \$2. & c           | 1/4 lot 10.004 acres                                  |

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| PAGE NO.            |                  | LOT 31             |                   | CONCESSION 3                                  |                                                   | NASSAGAWEYA              |                                                                                                |
|---------------------|------------------|--------------------|-------------------|-----------------------------------------------|---------------------------------------------------|--------------------------|------------------------------------------------------------------------------------------------|
| REGISTRATION NUMBER | INSTRUMENT       | DATE OF INSTRUMENT | REGISTRATION DATE | GRANTOR                                       | GRANTEE                                           | CONSIDERATION ETC.       | LAND AND REMARKS                                                                               |
| 166430              | Grant            | 15 Apr 1964        | 30 Apr 1964       | Laverne Secord & wife                         | Lady Joan Roberts                                 | \$1. & c                 | Pt. lot See recital                                                                            |
| 182108              | Grant            | 30 Mar 1965        | 15 Apr 1965       | Ivan Richardson<br>Annie Richardson           | George Arthur Lee                                 | \$4,500.                 | Pt. NE $\frac{1}{4}$ see sketch attached.                                                      |
| 187920              | Grant            | 22 Jun 1965        | 04 Aug 1965       | Ivan Richardson<br>Annie Richardson, his wife | Engelbert W. Bormann<br>Liselotte W. Bormann, jt. | \$2. & c                 | Pt. NE $\frac{1}{4}$ lot 10.004 acres                                                          |
| 237972              | Grant            | 20 Sep 1967        | 05 Dec 1967       | Reginald J. T. Tuck & wife                    | Gordon K. Tuck<br>Lucille Tuck, jt.               | \$2. & c                 | W $\frac{1}{2}$ lot 100 acres<br>See Plan                                                      |
| 292243              | Grant            | 03 Mar 1970        | 01 May 1970       | Lady Joan Roberts                             | The Corporation Of The<br>County of Halton        | \$498.50                 | Pt. E $\frac{1}{2}$ lot 0.236 acres<br>Reserving right of way                                  |
| 305512              | Probate          | 22 Feb 1965        | 23 Dec 1970       | Estate of Charles<br>William Lasby            | his son, Joseph A. Lasby                          |                          | W $\frac{1}{2}$ of E $\frac{1}{2}$ lot & OL                                                    |
| 323848              | Certificate      | 15 Oct 1971        | 21 Oct 1971       | Eric A. Winkler, Minister<br>of Revenue       | Estate of Charles William<br>Lasby                |                          | NW $\frac{1}{4}$ of E $\frac{1}{2}$                                                            |
| 324339              | Grant            | 12 Oct 1971        | 29 Oct 1971       | Estate of Charles W.<br>Lasby, deceased       | Joseph A. Lasby<br>Shirley I. Lasby, jt.          | Prm &<br>\$1.            | NW $\frac{1}{4}$ of E $\frac{1}{2}$ See recitals<br>Subj. to life tenancy of<br>Florence Lasby |
| 344120              | Grant            | 21 Jun 1972        | 24 Aug 1972       | Lady Joan Roberts                             | Robert A. Wood<br>Dorothy L. Wood, jt.            | Mort Back<br>& \$10,000. | Pt. lot 10.004 acres<br>With exception                                                         |
| 344121              | Mort             | 16 Aug 1972        | 24 Aug 1972       | Robert A. Wood<br>Dorothy L. Wood             | Lady Joan Roberts                                 | \$40,000.                | With right of way<br>10.004 ac.<br>Pt. lot/ with exception and<br>right of way                 |
| 349384<br>#344121   | AM               | 03 Oct 1972        | 03 Nov 1972       | Lady Joan Roberts                             | Elizabeth Cera                                    | \$2. & c                 | Pt. lot 10.004 ac. with<br>exception and right of way                                          |
| 369288              | Grant            | 12 Jul 1973        | 01 Aug 1973       | Alton J. Becker, Jr.<br>Mary A. Becker        | Margaret R. McLaine                               | Mort &<br>\$25,000.      | Pt. NW $\frac{1}{4}$                                                                           |
| 376476              | Grant<br>to uses | 15 Oct 1973        | 31 Oct 1973       | Gordon K. Tuck<br>Lucille Tuck                | Paul R. Soles, to uses                            | \$100,000.               | W $\frac{1}{2}$ lot 100 ac.                                                                    |
| 376477              | Mort             | 23 Oct 1973        | 31 Oct 1973       | Paul R. Soles                                 | Victoria and Grey Trust<br>Company                | \$75,000.                | W $\frac{1}{2}$ lot (100 ac.) see recital                                                      |
| 378293              | Deposit          | 20 Nov 1973        | 27 Nov 1973       |                                               |                                                   |                          | W $\frac{1}{2}$ lot as in 376476                                                               |
| 435557              | Grant to<br>uses | 05 May 1976        | 28 Jun 1976       | Paul R. Soles                                 | William R. Sterne, to uses                        | \$2. & c                 | lot (100 ac.) W $\frac{1}{2}$                                                                  |
| 448808              | Mort             | 23 Jan 1977        | 25 Jan 1977       | William R. Sterne, to uses                    | The Royal Bank Of Canada                          | Prm & c                  | W $\frac{1}{2}$ lot (100 ac.)<br>With provision                                                |



# Historical Books record

## Land Registry Office

- HALTON COUNTY (20)
- NASSAGAWEYA
- Book 3
- Concession 3
- Lot 31

PAGE NO. 5

LOT 31 CONCESSION 3 NASSAGAWEYA

448808

| REGISTRATION NUMBER | INSTRUMENT            | DATE OF INSTRUMENT | REGISTRATION DATE         | GRANTOR                                                                        | GRANTEE                                       | CONSIDERATION ETC.                                        | LAND AND REMARKS                                                      |
|---------------------|-----------------------|--------------------|---------------------------|--------------------------------------------------------------------------------|-----------------------------------------------|-----------------------------------------------------------|-----------------------------------------------------------------------|
| 474693              | Agreement             | 15 Nov 1977        | 28 Feb 1978               | Elizabeth Cera                                                                 | Robert A. & Dorothy L.                        | Prem &                                                    | Pt. lot (10.004 ac.)                                                  |
|                     | Extending Mort 344121 |                    |                           |                                                                                | Wood                                          | \$1.                                                      | with exception (0.236 ac.)<br>with right of way see recital           |
| 475929              | Mtge                  | 20 Mar 1978        | 22 Mar 1978               | William R. Sterne                                                              | Mavis L. Rowland                              | \$10,000.                                                 | W $\frac{1}{2}$ lot (100 ac.)<br>With provisions                      |
| 492083              | Grant                 | 23 Oct 1978        | 15 Nov 1978               | Robert A. Wood<br>Dorothy L. Wood                                              | Robert J. & Mary E.<br>Carley, jt.            | \$2. & c                                                  | Pt. lot 10.004 ac.<br>with exception & right of way<br>subj. to mort. |
| 524141              | Mtge                  | 02 Jul 1980        | 03 Jul 1980               | William R. Sterne                                                              | Mavis L. Rowland                              | \$5,000.                                                  | W $\frac{1}{2}$ lot (100 ac.)                                         |
| 565528              | M                     |                    | day/month/yr.<br>29 10 82 | McLaine, Margaret E.<br>Hepburn, Donald J.,<br>spouse, 3rd part                | SINGER, Clara E.                              | \$16,000.                                                 | Pt. NW $\frac{1}{4}$ 10 acres                                         |
| 569006              | M                     |                    | 30 12 82                  | STERNE, William R.                                                             | Continental Trust Company                     | \$95,000.                                                 | W $\frac{1}{2}$ (100 acres)                                           |
| 577770              | Grant                 |                    | 31 05 83                  | LASBY, Joseph A.<br>LASBY, Shirley I.<br>LASBY, Florence, party of<br>3rd part | GEHR, Karl<br>GEHR, Karen, it.                | \$2. & c                                                  | NW $\frac{1}{4}$ of E $\frac{1}{2}$                                   |
| 580439              | M                     |                    | 06 07 83                  | CARLEY, Robert J.<br>CARLEY, Mary E.                                           | Scotia Mortgage<br>Corporation                | \$23,700.<br>DISCHARGED                                   | Pt. Description does not comply.<br>132674 ASST. DEP. LAND REG. 89    |
| 593646              | Agreement             |                    | 26 01 84                  | CARLEY, Robert J.<br>CARLEY, Mary E.                                           | Scotia Mortgage Corporation                   |                                                           | Amending Mort No. 580439                                              |
| 595406              | Court Order           |                    | 28 02 84                  | In The County Court of the<br>Judicial District of Halton                      |                                               |                                                           | W $\frac{1}{2}$ lot (100 ac.)<br>Re: 376477                           |
| 595407              | Deposit               |                    | 28 02 84                  |                                                                                |                                               |                                                           | as in #435557                                                         |
| 595408              | Grant                 |                    | 28 02 84                  | Victoria and Grey Trust<br>Company                                             | TOWNSEND, James A.<br>TOWNSEND, Linda E., jt. |                                                           | W $\frac{1}{2}$ 100 acres                                             |
| 595409              | Mort                  |                    | 28 02 84                  | TOWNSEND, James A.<br>TOWNSEND, Linda E.                                       | Victoria and Grey Trust<br>Company            | \$124,750.                                                | W $\frac{1}{2}$ lot (100 acres)                                       |
| 630884              | Mort                  |                    | 18 11 83                  | TOWNSEND, James A.<br>TOWNSEND, Linda E.                                       | The Royal Bank of Canada                      | \$10,000.<br>DISCHARGED BY 682400 ASST. DEP. LAND REG. 86 | W $\frac{1}{2}$ lot (100 acres)                                       |
| 680429              | Mort                  |                    | 17 11 87                  | TOWNSEND, James A.<br>TOWNSEND, Linda E.                                       | THE ROYAL BANK OF CANADA                      | \$100,000.                                                | W $\frac{1}{2}$ (100 acres) 639884                                    |

FORM A-3

Continued on Page 5

I was born March 13, 1935 at the Passageweysa farm. I was the fifth child in a family of 3 girls and 3 boys. The picture shows the house as it is today. The trees have grown so much it is hardly visible from the road. The sign at the road identifies it as "Salamah" built in 1856. I really don't remember much about life there. I do remember scraping frost off my bedroom wall with my finger nail. I was very frightened of thunder storms and spent many nights sitting outside my parents' bedroom door during storms. I knew if they heard me I would be quickly sent back to bed. I remember a Mrs. Nelson who lived across the road. She was a single career woman from Iowa and was there on weekends. She gave me a lot of attention which I soaked up like a sponge. Life on the farm with four children left little time for individual attention. This picture shows my eldest sister Helen, Mary (me) in the middle and my other sister Evelyn to the right. I'm not sure of the occasion but was probably taken about 1937.



2373 30 Side Road – Picture Taken circa 1937



This stone house on the right is located on Lot 30, Concession 3 of Nassagaweya in Halton County. It was built in the 1850's. John and Henrietta Knight moved to this property, which included Lot 31, in 1895. They lived in the house on Lot 31, the "upper place" as they called it, until my Dad was three or four years old. About 1908 they moved to this house and Dad grew up there. This picture was taken about 1912. It is presumed the people in front are Henrietta, my grandmother in the dark dress; Dad's sisters Mayme and Etta in the light dresses; Dad and Uncle George in front of the bush and possibly Uncle Homer and Uncle Jack with the dog. I was born in this house.



2373 30 Side Road – Picture taken circa 1912-1915



# MILTON L.A.C.A.C. HERITAGE INVENTORY

**BUILDING TYPE:** Rural Residential

**INVENTORY #:**

**ADDRESS:** 2737 No. 30 Side Road, NASSAGAWEYA (CON 3, LOT 31 E<sub>2</sub>)

**BUILDING NAME:** Tantramar

**CONSTRUCTION DATE:** 1856

**ORIGINAL USE:** Farmhouse

**SOURCE:** Records of Mary Carley.  
Registry Office

**PRESENT USE:** House

**DESIGNATION:**

## HISTORY

This house was built in 1854 for Henry Burrows and his family, possibly by John Scott who owned the W<sub>2</sub> of this lot. Henry acquired this land from the Crown in 1835 and it was in the Burrow family until 1886.

## ARCHITECTURAL COMMENTS

**WALLS:** A one and one half storey cut stone house, broken course, quoins, 3 bays rear addition.

**ROOF:** A peaked gable roof with cedar shakes, and centre gable, projecting eaves and verges, plain fascia, moulded soffit and frieze, returned eaves.

**WINDOWS:** Double hung windows with stone lintels, plain stone lug sills, plain wood trim.

**DOORWAYS:** A centre doorway with moulded wood trim and shaped panel.

**PORCHES:** A small closed board and batten porch, added by George Carley.

**OTHERS:** Front rectangular section of house was built first, rear section added shortly after 1856.



# MILTON L.A.C.A.C. HERITAGE INVENTORY

**BUILDING TYPE:** Agricultural

**INVENTORY #:**

**ADDRESS:** 2737 No. 30 Side Rd., NASSAGAWEYA (CON 3-LOT 31 E<sub>2</sub>)

**BUILDING NAME:** Farm name: "Tantramar"

**CONSTRUCTION DATE:** estimate 1850's

**ORIGINAL USE:** Barn

**SOURCE:** Oral source: Mary Carley

**PRESENT USE:** Barn (cattle & sheep pens & storage)

Registry Office

**DESIGNATION:**

Ontario Archives Land Record Index

## HISTORY

It is believed that this bank barn was built in the 1850's by Henry Burrows, land owner at that time.

## ARCHITECTURAL COMMENTS

**WALLS:** A large bank barn with vertical wood plank walls, stone foundation and wood date sign on gable

**ROOF:** A peaked metal roof with projecting verges and eaves and plain fascia

**WINDOWS:**

**DOORWAYS:**

**PORCHES:**

**OTHERS:** Wood frame driveshed with a stone foundation adjoins barnside.





**West Elevation \_ Porch added 1996**





**North Elevation \_ Cedar Roof Replacement, Cross Gable and Gothic Window added 1984**





**East Elevation\_ Cedar Roof reinstallation, Cross Gable and Gothic window added 2014**





South Elevation \_ Additions 2016





# Comparative Photographs



North East Elevation - Circa 1994



North Elevation - Circa 2006



North East Elevation - 2023



North Elevation 2023



# Comparative Photographs



South East Elevation 1994



East Elevation Circa 2006



View from Guelph Line Circa 1994



South East Elevation 2023



East Elevation 2023



View from Guelph Line 2023



- Physical Attributes:
  - . One and a half story random stone Ontario Cottage Style building.
  - . Medium cross gable roof with projecting eaves and plain fascia



North Elevation



North West Elevation



West Elevation



South Elevation



South East Elevation



West Elevation



- Physical Attributes:
  - . One and a half story random stone Ontario Cottage Style building.
  - . Medium cross gable roof with projecting eaves and plain fascia



South Elevation



South East Elevation



"Tantramar " Mailbox along No. 30 Side road



East Elevation



East Elevation



"Tantramar " Sign along Guelph Line



- Comparative Pictures\_ Non Heritage Attributes : Wood Barn and House



2011



2011



2011



2023



2023  
Page 76 of 409



2023



- Non Heritage Attributes : Wood barn built 2008



North Elevation



West Elevation



South West Elevation



South Elevation



South East Elevation



South East Elevation



## Physical or Design Attributes

- Single leaf five panels wood entrance door with decorated wood pediment
- 1856 Date Stone



- Date Stone

- Four panel door with moulded trims

## Physical or Design Attributes

- Two Sash, six-over-six windows with plain wood trim, stone lintels and stone lug sills



North Elevation Window



North Elevation Gothic Window 1984



North Elevation Window



## Physical or Design Attributes

- Two Sash, six-over-six windows with plain wood trim, stone lintels and stone lug sills



South Elevation Upper Window



South North Elevation



South Elevation Lower Window



## Physical or Design Attributes

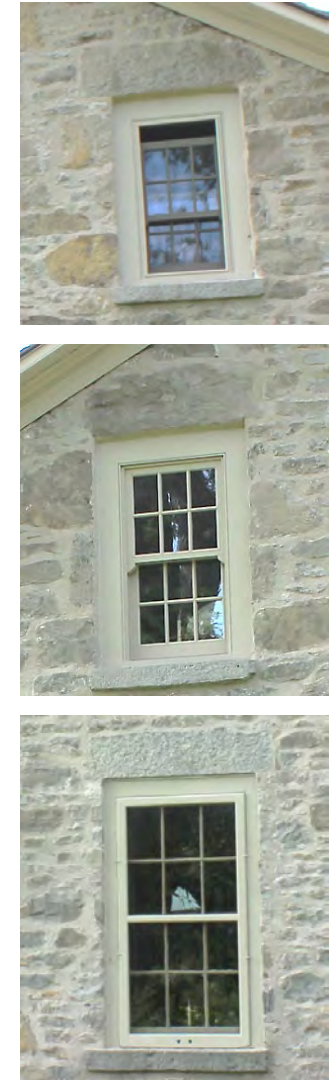
- Two Sash, six-over-six windows with plain wood trim, stone lintels and stone lug sills



East Elevation Gothic and  
Six over Six Windows



East Elevation



East Elevation Windows



## Physical or Design Attributes

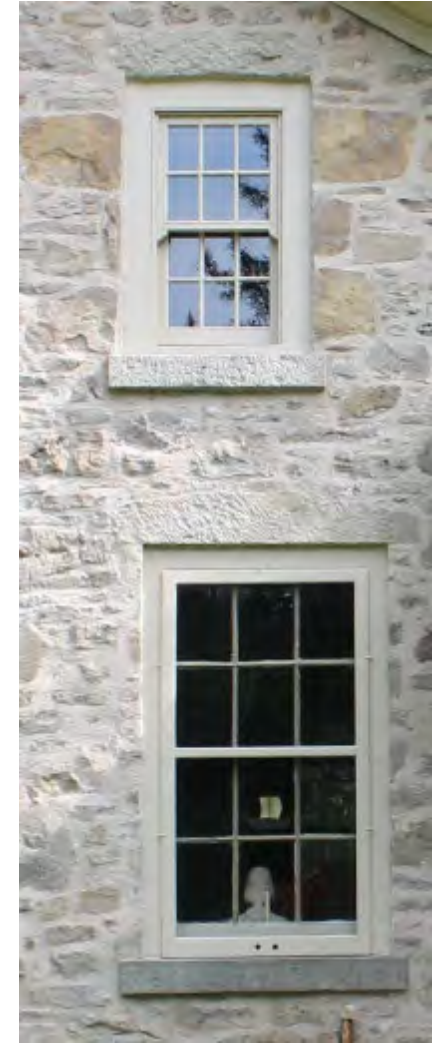
- Two Sash, six-over-six windows with plain wood trim, stone lintels and stone lug sills



Second Floor Window



West Elevation



1<sup>st</sup> and 2<sup>nd</sup> Floor Windows

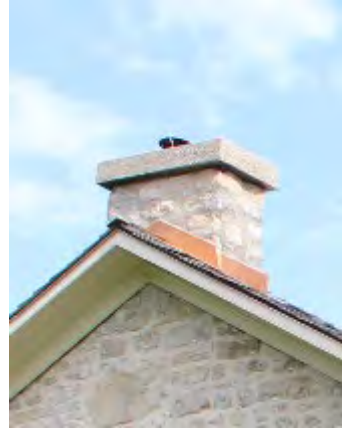


## Physical or Design Attributes

- Three single stack Stone Chimneys



Chimney East End



Chimneys at East and West End



Chimney West End



Chimney at South End



## Physical or Design Attributes

- Interior splayed windows with decorative mouldings and panels



Interior View of Windows



Interior View of Windows



Interior View of Windows



- **Physical or Design Attributes**
  - Original Pine floors in the front of the house and original Maple floors in the tail.
  - Original baseboards and the dado in the tail and storage pantry.



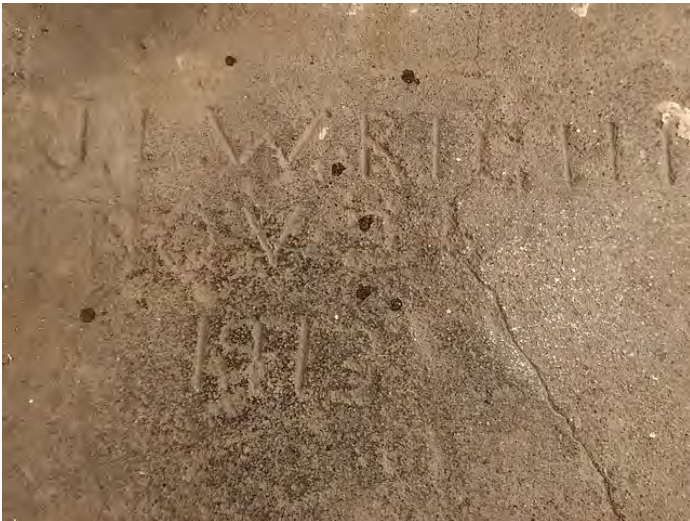
Original Pine Floor



Original Baseboard



Original Maple floor



"J.L.WRIGHT 1913" inscription



Original baseboard



Dado Detail





**Subject:** Website Delegation Request - Wayne Coutinho - Milteron Developments Limited

Hello Town Clerk's Staff,

Please note the following response to Delegate Request Application has been submitted at Thursday April 4th 2024 11:19 AM with reference number 2024-04-04-033.

<https://forms.milton.ca/Management/Response/View/ba26f291-2944-41df-a2d1-b148db58c8b1>

### Application Information

- **First Name:**  
Wayne
- **Last Name**  
Coutinho
- **Email Address:**
- **Phone number:**
- **Street Address:**
- **Town**  
Oakville
- **Postal Code:**
- **Are you representing a group?**  
Yes



- **Group Name**  
Milteron Developments Limited
- **Street Address:**  
3625 Dufferin Street, Suite 200
- **Town**  
Toronto
- **Postal Code:**  
M3K 1Z2
- **Council Meeting Date**  
4/15/2024
- **Please indicate how you intend to participate during the Council Meeting**  
In person
- **Please describe the issue you intend to present:**  
Applicant: Milteron Developments Limited  
Site Address: 8010-8030, 8110-8150 Derry Road West  
Files: LOPA-02/23 & Z-07/2

As the planner (agent) for the applicant, I am prepared to speak to the planning applications submitted and answer any questions Council may have.

- **Please describe specific actions you want Council to take:**  
Applicant: Milteron Developments Limited  
Site Address: 8010-8030, 8110-8150 Derry Road West  
Files: LOPA-02/23 & Z-07/2

As the planner (agent) for the applicant, I am prepared to speak to the planning applications submitted and answer any questions Council may have.

- **Staff Report Number (if known)**  
LOPA-02/23 & Z-07/2



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

Applicant: Milteron Developments Limited

Site Address: 8010-8030, 8110-8150 Derry Road West

Files: LOPA-02/23 & Z-07/2

As the planner (agent) for the applicant, I am prepared to speak to the planning applications submitted and answer any questions Council may have.

**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





## 8.1 - Presentations Zero Emission Bus Feasibility Strategy and Fleet Transition Plan

Hello Town Clerk's Staff,

Please note the following response to Delegate Request Application has been submitted at Thursday April 11th 2024 12:26 AM with reference number 2024-04-11-001.

<https://forms.milton.ca/Management/Response/View/5044bbfc-e720-47c3-8e32-b14fab863806>

### Application Information

- **First Name:**  
Ibrahim
- **Last Name**  
Baig
- **Email Address:**
- **Phone number:**
- **Street Address:**
- **Town**  
Milton
- **Postal Code:**
- **Are you representing a group?**  
No
- **Council Meeting Date**  
4/15/2024



## 8.1 - Presentations Zero Emission Bus Feasibility Strategy and Fleet Transition Plan

- **Please indicate how you intend to participate during the Council Meeting**  
In person
- **Please describe the issue you intend to present:**  
Zero-Emission Bus Feasibility Strategy and Fleet Transition Plan.
- **Please describe specific actions you want Council to take:**  
Provide detailed calculations of GHG emissions comparison between Diesel and BEB. Does the comparison include emissions during the manufacturing of BEBs vs Diesel buses?  
Consider in calculations and study, the environmental and social impacts of procuring battery metals for electric vehicles batteries, specifically Cobalt, which usually comes from Congo.  
Consider the life span of BEBs and potential disposal of batteries while comparing the two options.
- **Please provide your comments in support of or in opposition to the staff recommendation:**  
I am not in opposition to the staff recommendation. I would like the staff and the Council to make sure that the study is holistic and considers all the environmental impacts while comparing the do-nothing scenario with the BEB scenario.
- **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: April 15, 2024

Report No: DS-030-24

Subject: Additional Residential Units in the Urban Area - OPA & ZBLA Public Meeting

Recommendation: **THAT Report DS-030-24, with respect to Town initiated draft Official Plan and Urban Zoning By-law amendments regarding additional residential units in the Town's Urban Area, be received for information; and**

**THAT Council directs Staff to draft amendments to the Official Plan and the Rural Zoning By-law to allow additional/accessory residential units within the Town's Rural Area where permitted by provincial policies.**

## EXECUTIVE SUMMARY

- This report presents draft Official Plan and Urban Zoning By-law amendments to permit additional residential units (ARUs) in the Town's Urban Area. These amendments address the Ontario Planning Act and Federal Housing Accelerator Fund requirements. The proposed policies and regulation for ARUs are discussed.
- This report provides an update on the review of the potential for permitting ARUs in the Town's Rural Area.
- This report discusses the need for a new registry by-law for ARUs and other by-law amendments, to enable the Town to manage potential impacts to the community.

## REPORT

### Background

Through Bill 23, the More Homes Built Faster Act, the Ontario Planning Act was changed to require local municipalities to permit up to two additional residential units (ARUs) on urban detached, semi-detached and townhouse lots that are served by municipal water and sewage services.



## Background

Both ARUs may be located within the detached, semi-detached or townhouse. Alternatively, one ARU may be located in an accessory building on the same lot as the detached, semi-detached or townhouse and the other ARU may be located within the principal building.

The Town's existing Official Plan policies and Urban Zoning By-law regulations only permit a second residential unit within a detached or semi-link house. To achieve conformity with the updated Planning Act provisions, the Town's Official Plan and Urban Zoning By-law must be amended.

Staff initiated a review of the Town's Official Plan and Zoning By-law to update policies and regulations pertaining to ARUs in 2023. A background report ([DS-011-23](#)) regarding ARUs was presented to Council on March 06, 2023, which included a policy review, a municipal best practices review, policy and regulation considerations, and next steps.

On November 13, 2023, Council endorsed the Town's updated application to the federal Housing Accelerator Fund (HAF) through report [ES-011-23](#). The updated application included an initiative, as requested by the Federal Minister of Housing, Infrastructure and Communities, to permit four units as-of-right town-wide.

On January 22, 2024, it was announced that the Town was successful in its application for the HAF program. As noted in report [ES-011-23](#), should the Town be successful in its application for the HAF program, additional Council approvals will be sought in relation to the initiatives included in the Town's application.

## Discussion

### Consultations Undertaken

Staff started consultations for the additional residential units (ARUs) policies and regulations update in March 2023. Webpages providing information about the ARUs project were set up on the Town's website and the Let's Talk Milton engagement platform website. Two surveys, one regarding ARUs in the Urban Area and one regarding ARUs in the Rural Area, were conducted through the Let's Talk Milton webpage. The survey results are summarized in the Appendix D. Since the project's launch, Staff has also heard directly from residents who have contacted the Town about their thoughts on ARUs.

In addition to the consultations described above, Staff also held meetings with Conservation Halton, Habitat for Humanity Halton-Mississauga-Dufferin and land development firms to discuss policies and regulations for ARUs. Internally, various Town departments, including Building, Zoning, Fire Services, Development Engineering, Planning and By-law Enforcement met throughout the project process to discuss policies, regulations and implementation.

Based on the feedback received from the consultations described above, Staff have drafted an Official Plan Amendment (OPA) and a Zoning By-law Amendment (ZBLA) for Urban Zoning By-law 016-2014, attached to this report as Appendix A and B respectively.

## Discussion

The draft OPA and ZBLA were posted on the Town's ARU webpage on March 25, 2024. Staff held two public information centres (PICs) on April 08, 2024 and April 11, 2024 to present the draft policies and regulations, answer questions, engage in discussion and receive feedback.

### ARUs in the Rural Area

As part of the consultation program, Staff also held meetings with the Nassagaweya Community Consultation Committee, Destination Campbellville Community Association, the Halton Region Federation of Agriculture and Conservation Halton to discuss the potential for ARUs in the Town's Rural Area.

The majority of the Town's rural lands is within the Ontario Greenbelt. Additionally, the majority of the Town's Greenbelt lands is designated Natural Heritage System (NHS) in the provincial Greenbelt Plan. The Greenbelt Plan does not permit additional residential units (ARUs) within the Greenbelt's NHS. Municipal policies must be consistent with provincial policies. As such, the Town would not be able to permit ARUs on any lands within the Greenbelt designated NHS. The Greenbelt Plan's NHS policies do not apply within the existing boundaries of settlement areas including hamlets.

The Niagara Escarpment Plan (NEP) applies to the Niagara Escarpment Area. The NEP allows second dwelling units within lands designated Escarpment Rural Area and Escarpment Recreation Area, subject to the NEP's General Development Criteria. All lands identified by the NEP within Milton are within the NEP's Area of Development Control. Within the Development Control Areas, local municipal zoning by-laws have no effect and a development permit issued by the Niagara Escarpment Commission is required for any proposed second dwelling units.

Based on the survey results regarding ARUs in the rural area (Appendix D), the discussions with the stakeholder groups and what Staff has heard from residents, it is recommended that Council directs Staff to draft amendments to the Official Plan and the Rural Zoning By-law to allow additional/accessory residential units within:

- the hamlets;
- rural lands within the Greenbelt outside of the Natural Heritage System, subject to the policies of the Greenbelt Plan; and
- any rural lands not within the Greenbelt or the Niagara Escarpment Commission Area of Development Control.

If Council endorses this recommendation, a public meeting, public information centres and the recommendation report can be brought forward in fall 2024.

### Draft Official Plan Amendments for ARUs in the Urban Area

The draft Official Plan Amendment, attached as Appendix A, proposes to change the housing policies of the Town's Official Plan to permit additional residential units within the Urban Area. The definition for an additional residential unit (ARU) is proposed to be: "a

## Discussion

self-contained residential dwelling unit, with its own cooking facility, sanitary facility and sleeping area, that it is located either within a single detached, semi-detached or townhouse dwelling, or within an ancillary building or structure on the same lot as a single detached, semi-detached or townhouse dwelling. An ARU may also be referred to as an additional dwelling unit.”

This amendment also proposes to remove the Coach House definition and policies from the Bristol, Sherwood and Boyne Secondary Plans to remove redundancy. The new definition and policies for ARUs would allow the same housing form as the Coach House.

Within the Urban Area, ARUs would be permitted within the land use designations that permit single detached, semi-detached and townhouse dwellings, which include Residential Areas, and the Downtown Supportive Area and Low Density Residential Sub-Area within the Central Business District. ARUs would only be permitted on lands in the Urban Area that are served by municipal water and sewage services.

It is proposed that ARUs are permitted subject to conformity with policies that take into consideration public safety, servicing, stormwater management, community design and enforcement. Please see amendment number 4 in the table in Section 1.0 of the OPA. The policy directions of the Official Plan are to be implemented through the Zoning By-law and other applicable Town by-laws.

Since ARUs are now required by the province to be permitted on all urban lands with municipal servicing, the OPA proposes a policy that requires the potential for ARUs to be accounted for in the planning of new communities including infrastructure and community services capacity. It is also proposed that ARUs be encouraged to be created through the subdivision approval and construction process of new communities. These policies are intended to help facilitate the creation of ARUs in an efficient way.

### **ARU Registry and necessary regulatory by-law amendments**

It is recommended, and has been identified as critical, by Staff that property owners who operate an ARU register for a municipal license and agree to the terms of a licensing by-law. The license will ensure that the Town has a record of contact for the property owner and that the property is in compliance with the Fire Prevention and Protection Act, the Ontario Building Code Act and the Town’s zoning by-law requirements. The license will allow essential services and responders be informed about total number of units within a dwelling and the location of units within the interior of the dwelling. Establishing a licensing program for ARU’s would assist in mitigating the impacts to the community and would provide additional enforcement regulations in addition to the existing, applicable regulatory by-laws (i.e. noise and parking).

Also, to manage the impacts of ARU’s on the community, staff are reviewing the Town’s House Numbering By-law 026-2010. Amendments to this By-law will support emergency service needs and provide clarity to the external and internal numbering of accessory units. Through the development of these amendments, the Town’s enforcement team is



## Discussion

collaborating with Milton Fire to determine what would be required in order to support fire and emergency response for all units within a dwelling.

The necessary by-laws and by-law amendments to support the registry of ARUs and emergency services requirements will be brought forward at the time in which the planning technical report is considered by Council for the required Official Plan Amendment and Zoning By-law Amendment.

### Draft Zoning By-law Amendments for the Urban Zoning By-law

The draft amendment to Urban Zoning By-law 016-2014 (ZBL), attached as Appendix B, proposes revised zoning regulations pertaining to ARUs. A chart summarizing the draft zoning regulations is attached as Appendix C.

### *Terminology*

ARUs are referred to as additional dwelling units (ADU) in the proposed amendment to match the existing terminology in the ZBL. Similar to the ARU definition proposed in the Official Plan Amendment, an ADU is proposed to be defined as: “a self-contained dwelling unit that is subordinate to a principal dwelling unit in a detached dwelling, semi-detached dwelling, semi-link dwelling, or townhouse dwelling and is located within the same building, or within an accessory building on the same lot, as the principal dwelling unit.”

Some other definitions in the ZBL are also proposed to be amended to facilitate the ADU provisions and to distinguish between different dwelling types. For example, a single-detached dwelling with one or more ADUs would not be considered a duplex, triplex or quattroplex (fourplex) and would be subject to different regulations in the ZBL.

### *Where Permitted*

Within the Urban Area, ADUs are proposed to only be permitted on residential lots that are served by municipal water and wastewater services. Lands within the Urban Area that currently do not have municipal services would be permitted to have ADUs in the future if and when municipal services are extended.

ADUs would be permitted in any zone that permits detached, semi-detached, semi-link and townhouse dwellings. However, ADUs would not be permitted on lands identified by a Conservation Authority as hazard lands or as being within the regulatory flood plain, unless specifically permitted by the Conservation Authority having jurisdiction.

### *Number of Units and Configuration*

The amendment proposes to permit up to three (3) ADUs per lot, for a total of four dwelling units on a lot. This permission for up to four units fulfills the Planning Act requirement and the initiative committed to for the Town’s Housing Accelerator Fund.

All three ADUs may be located within the same building as the principal dwelling (the detached, semi-detached, semi-link or townhouse dwelling). Alternatively, one ADU may

## Discussion

be located within an accessory building on the same lot as the principal dwelling and the other two ADUs may be located within the same building as the principal dwelling. An ADU within an accessory building may be located within a back yard or an interior side yard.

Depending on the ability of a lot to meet the requirements of the Zoning By-law, such as parking, emergency access, lot coverage, etc., some lots may be able to accommodate four units on a lot while some may not.

### *Parking*

Since the background report for ARUs was presented to Council in March 2023, the Province has clarified the Planning Act provision regarding parking for ARUs. The Planning Act language passed through Bill 23 restricted municipalities' ability to require more than 1 parking space for each dwelling unit on a lot, including the principal dwelling unit. On June 8, 2023, the Province passed Bill 97, the Helping Homebuyers, Protecting Tenants Act, which further amended the Planning Act to clarify that the restriction of 1 parking space per dwelling unit does not apply to the principal dwelling unit.

The Town's current ZBL requires that a minimum of 2 parking spaces be provided for each principal dwelling unit plus a minimum of 1 parking space be provided for each ADU. For example, for a house to have a dwelling unit in the basement, 3 parking spaces total would be required.

Staff has heard from many residents that the Town's current parking requirements restrict their ability to add an ADU on their property. On the other hand, Staff is aware that some neighbourhoods in the Town already do not have enough parking spaces to meet the existing demand.

The development of a transitional neighbourhood parking strategy has been identified as a strategic imperative within the Town's 2023-2027 Strategic Plan. This plan will be presented in the coming months to Council with recommendations and pilot solutions to support the changing needs of the community.

In addition to the implementation of the parking strategy, the Town's current by-laws do not prevent residents from parking on their driveway aprons or on the lower part of their driveway that is Town-owned. Driveway aprons are the part of the boulevard between the sidewalk and the curb that is Town-owned.

Taking into consideration the Town's initiatives to enable more parking as well as the Town's housing objectives, Staff is proposing for a reduction in the number of parking spaces required for the principal dwelling unit if an ADU is being created on a lot. Whereas a minimum of 2 parking spaces for a detached, semi-detached or townhouse dwelling would be required on a lot that has no ADU(s), only 1 parking space for the principal dwelling unit would be required if a lot has an ADU. Each ADU would still be required to have a minimum of 1 parking space each in addition to the parking space required for the principal dwelling unit. For example, instead of 3 parking spaces total being required for a

## Discussion

single-detached house with a basement dwelling unit, 2 parking spaces total would be required.

Additionally, Staff is proposing that the minimum required width of a parking space located on a residential driveway be reduced from 2.75 metres to 2.55 metres. In 2023, the Town received 31 minor variance applications that included a reduction to the width of required parking spaces on residential driveways to facilitate the creation of an ADU. In all cases, the minor variance was approved by the Committee of Adjustment. Staff is not proposing to reduce the minimum required length of a parking space on a residential driveway to prevent the potential overhang of vehicles and the blocking of sidewalks.

### *Fire and Emergency Services Access*

Access for fire and emergency services to respond in the event of a fire and/or emergency need to be provided and maintained for ADUs. This amendment proposes a requirement for an unobstructed access, with a minimum width of 1.2 metres and minimum vertical clearance of 2.1 metres, from the street to the primary entrance of each ADU.

In addition to the access requirement noted above, the building setbacks proposed in this amendment also take into consideration fire and emergency services access to both the principal building and any accessory buildings on a lot containing an ADU. The proposed setbacks will be discussed below. ADUs must also meet provincial building code and fire code regulations.

### *Heights and Setbacks*

For ADUs located within the same building as a single-detached, semi-detached, semi-link or townhouse dwelling, the maximum heights and the minimum setbacks from lot lines currently established in the ZBL for those buildings would apply. No changes to the height and setback regulations are proposed for those principal dwellings. Any additions to accommodate an ADU within the same building as the principal dwelling must meet the maximum height and minimum setbacks required for the principal dwelling.

The Town's current ZBL does not permit ADUs in an accessory building on a residential lot. As such, new regulations need to be established for this type of built form. For compatibility and to manage impact on existing neighbourhoods, the maximum heights proposed for an accessory building containing an ADU are intended to limit these buildings to one-storey. The only exception is for accessory buildings where an ADU is located above a detached garage, in which case a two-storey building is permitted.

The proposed setbacks differ depending on whether the accessory building with an ADU contains a detached garage and whether it is one-storey or two-storeys. The magnitude of the setbacks is proposed based on considerations such as managing impact on neighbouring properties, and fire and emergency services access. Please see Appendix C for the heights and setbacks proposed for accessory buildings containing an ADU.

## Discussion

### *Lot Coverage*

Lot coverage refers to the amount of area on a lot that is covered by buildings. The existing definition for lot coverage in the ZBL excludes accessory buildings, with the exception of detached garages, from the lot coverage calculation. However, this amendment proposes that an accessory building containing an ADU be included in the lot coverage calculation.

For the low density residential zones (RLD, RLD1, RLD2, RLD3, RLD4, RLD5, RLD6 and RLD7), the Zoning By-law has existing maximum lot coverage regulations. These lot coverage regulations were established through the Mature Neighbourhoods Study, which was completed in 2022. To maintain the character of the mature neighbourhoods, the existing lot coverages for these zones are not proposed to be changed.

All of the single-detached, semi-detached, semi-link and townhouse lots within the “new community” areas of Bristol, Sherwood and Boyne are zoned Medium Density Residential (either RMD1 or RMD2). There are currently no lot coverage regulations for RMD1 and RMD2 zones in the ZBL. Instead, the amount of yard space on a lot is regulated by minimum setback requirements.

The subdivisions in the “new community” areas are designed based on standard assumptions for the amount of impermeable area on each lot. Impermeable area refers to areas where water cannot seep/infiltrate into the ground, such as areas covered by buildings and paved areas. Significantly increasing the amount of impervious area in a community increases the risk of flooding.

The new permissions for an ADU within an accessory building has the potential to significantly increase the amount of impervious area on a lot. As such, a regulation is proposed to ensure a minimum percentage of a lot remains permeable to allow the infiltration of water into the ground. On lots that propose to add an ADU in an accessory building in a RMD1 or RMD2 zone, a minimum 35% of a lot's area need to be permeable landscaping for detached, semi-detached and semi-link lots, and a minimum 25% for townhouse lots.

### *Floor Area*

ADUs are intended to be subordinate to the primary single-detached, semi-detached, semi-link or townhouse dwelling and integrate into existing neighbourhoods. As such, maximum floor area regulations are proposed to limit the size of ADUs. Generally, larger lots are permitted more floor area for ADUs. The amendment proposes the following floor area regulations:

For ADUs located within the same building as the principal dwelling, the floor area of each ADU located on the first storey or above shall not exceed 85 m<sup>2</sup>. In addition, the floor area of all ADUs located on the first storey or above shall not cumulatively exceed a maximum of 50% of the floor area of the principal dwelling unit. An ADU located in a basement may occupy the entire basement.



## Discussion

For an ADU located in an accessory building that does not include a detached garage, the gross floor area of the building shall not exceed 10% of the lot area or 110 m<sup>2</sup>, whichever is less. For example, a 350 m<sup>2</sup> lot would be permitted a maximum 35 m<sup>2</sup> accessory building that contains an ADU.

For an ADU located in the same accessory building as a detached garage, the floor area of an ADU shall not exceed the floor area of the principal dwelling unit or 110 m<sup>2</sup>, whichever is less. In addition to the maximum floor area for the ADU, the gross floor area of a one-storey building containing an ADU and a detached garage shall not exceed 10% of the lot area or 145 m<sup>2</sup>, whichever is less. And for a two-storey building containing an ADU and a detached garage, the gross floor area of the first storey of the building shall not exceed 10% of the lot area or 110 m<sup>2</sup>, whichever is less.

Any zoning regulations to establish a minimum size for an ADU is not permitted by the Planning Act. However, the minimum size required to accommodate Ontario Building Code requirements for a dwelling unit is 17.5 m<sup>2</sup> (188 ft<sup>2</sup>).

### *Other Regulations*

In addition to the proposed regulations discussed above, the amendment also includes the following provisions:

An ADU would be permitted within an accessory building containing an attached or detached garage accessed by a lane. The proposed regulations are mostly the same as street access accessory buildings containing a detached garage and an ADU, with the exception of the setback required from the rear lot line.

A deck that is accessory to an accessory building containing an ADU is proposed be limited to 0.6 m in height and no higher than the floor of the first storey. A porch/veranda is also proposed to not be permitted to be located above the floor of the first storey. Balconies are proposed to not be permitted on any wall of an accessory building containing an ADU that faces an abutting residential zone. Rooftop patios are proposed to not be permitted for any accessory buildings containing an ADU. Eaves and gutters that are 2.0 metres above grade on an accessory building containing an ADU may project a maximum of 0.45 metres into any required setback.

For a principal building on a lot, some amendments are proposed for permitted encroachments into required yard setbacks. Window wells would be permitted to encroach a maximum of 0.55 metres into a required interior side yard, no closer than 1.2 m to an exterior side lot line and no limit on encroachment into a rear yard. It should be noted that for ARUs with a side yard primary entrance, the 1.2 metre unobstructed access requirement from the street to the primary entrance would still apply. A window well would be considered an obstruction.



## Discussion

The amendment also proposes to allow below grade stairs accessing a principal building to be permitted to encroach into an exterior side yard, but no closer than 1.2 metres from the exterior side lot line.

One of the concerns about the addition of ADUs in Milton is about their potential use as short-term rentals. Additionally, in consideration of the current shortage of housing in Ontario, the creation of ADUs should contribute primarily to providing long-term accommodations. As such, it is proposed that only one dwelling unit on a lot may be used as a short-term rental.

## Financial Impact

With respect to financial considerations for an ARU Registry and necessary regulatory by-law amendments, staff will report back to Council with further implementation details including the projected financial implications, user fees, as well as the required implementing By-laws.

Respectfully submitted,

Jill Hogan  
Commissioner, Development Services

For questions, please contact: Wendy Chen

Phone: Ext. 2296

## Attachments

Appendix A: Draft Official Plan Amendment  
Appendix B: Draft Zoning By-law Amendment  
Appendix C: Summary of the Draft Zoning Regulations  
Appendix D: Summary of Survey Results

Approved by CAO  
Andrew M. Siltala  
Chief Administrative Officer

## Recognition of Traditional Lands

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

THE CORPORATION OF THE TOWN OF MILTON

BY-LAW XXX-2024

BEING A BY-LAW TO ADOPT AN AMENDMENT TO THE TOWN OF MILTON OFFICIAL PLAN PURSUANT TO SECTIONS 17 AND 21 OF THE *PLANNING ACT* IN RESPECT OF ALL LANDS WITHIN THE URBAN AREA OF THE TOWN OF MILTON, REGIONAL MUNICIPALITY OF HALTON - FILE: LOPA-03/24.

The Council of the Corporation of the Town of Milton, in accordance with the provisions of Sections 17 and 21 of the *Planning Act* R. S. O. 1990, c. P.13, as amended, hereby enacts as follows:

1. THAT Amendment No. 80 to the Official Plan of the Town of Milton, attached hereto, is hereby adopted.
2. THAT pursuant to Subsection 17(27.1) of the *Planning Act*, R.S.O. 1990, c. P. 13, as amended, this Official Plan Amendment comes into effect on the day after the day it was adopted by Council, if no appeal is filed pursuant to Subsections 17 (24.1.1) and (25). Where an appeal has been filed under Subsection 17 (24.1.1) or (25) of the said Act, as amended, this Official Plan Amendment comes into effect when all such appeals have been withdrawn or finally disposed of in accordance with the direction of the Ontario Land Tribunal.
3. In the event that the Regional Municipality of Halton, being the Approval Authority, has declared this Official Plan Amendment to not be exempt, the Clerk is hereby authorized and directed to make application to the Approval Authority for approval of the aforementioned Amendment Number No. 80 to the Official Plan of the Town of Milton.

PASSED IN OPEN COUNCIL ON [DATE]

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

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

**AMENDMENT NUMBER 80**

**TO THE OFFICIAL PLAN OF THE TOWN OF MILTON**

**PART 1 THE PREAMBLE, does not constitute part of this Amendment**

**PART 2 THE AMENDMENT, consisting of the following text constitutes  
Amendment No. 80 to the Official Plan of the Town of Milton**

DRAFT



## **PART 1: THE PREAMBLE**

### **THE TITLE**

This amendment, being an amendment to the Official Plan of the Town of Milton shall be known as:

Amendment No. 80 to the Official Plan of the Town of Milton  
(File: LOPA 03/24)

### **PURPOSE OF THE AMENDMENT**

The purpose of this amendment is to update the Town of Milton's Official Plan to permit additional residential units on urban detached, semi-detached and townhouse lots that are served by municipal water and sewage services.

### **LOCATION OF THE AMENDMENT**

The policies apply to the Town's Urban Area as shown on Schedule A of the Town of Milton Official Plan.

### **BASIS OF THE AMENDMENT**

This amendment will bring the Town of Milton's Official Plan into conformity with Subsection 16(3), 16(3.1) and 16(3.2) of the Planning Act.

## PART 2: THE AMENDMENT

All of this document, entitled Part 2: THE AMENDMENT consisting of the following text constitutes Amendment No. 80 to the Town of Milton Official Plan.

### DETAILS OF THE AMENDMENT

The Town of Milton Official Plan is hereby amended by Official Plan Amendment No. 80, pursuant to Sections 17 and 21 of the Planning Act, as amended, as follows:

- 1.0 Text Change (Additions are shown in red underline and deletions are shown in ~~yellow strikethrough~~)

| No. | Section No.          | Modification                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-----|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     | <i>2.7</i>           | <i>Housing</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 1.  | 2.7.3.13             | Is modified to delete subsection a) and renumber the remaining subsections:<br><br>The present and future demand for housing in Milton will be accommodated, in part, through forms of intensification, which include the efficient use of vacant residential lands, underutilized lots and existing housing stock in all neighbourhoods, while recognizing the flood susceptibility in the urban core. Intensification may include the following subject to the provisions of Section 3.5:<br><del>a) modification of existing or construction of new dwellings to include a second residential unit subject to Section 3.2.3.9 of this Plan;</del> |
| 2   | 2.7.3.14             | Is deleted in its entirety:<br><br><del>The addition of a second residential unit in an existing dwelling will be permitted subject to Section 3.2.2.9 of this Plan.</del>                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 3   | 2.7.3.15 to 2.7.3.17 | Is renumbered to 3.7.3.14 to 3.7.3.16.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 4   | New 3.7.3.17         | A new subsection is added with the title: <b><u>ADDITIONAL RESIDENTIAL UNITS:</u></b><br><br><u>To increase the supply of ground-related and rental housing, allow flexibility for multi-generational living, increase opportunities for affordable housing and provide gentle intensification, additional residential units (ARUs) shall be permitted within the Urban Area subject to conformity with the following:</u>                                                                                                                                                                                                                           |

| No. | Section No.  | Modification                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|-----|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     |              | <ul style="list-style-type: none"> <li>a) <u>An ARU shall not be located on lands identified as hazard lands or as being within the regulatory flood plain, unless where specifically permitted by the Conservation Authority;</u></li> <li>b) <u>An ARU will be compatible with neighbouring properties and the surrounding neighbourhood by taking into consideration scale and built form;</u></li> <li>c) <u>An ARU must be connected to adequate municipal water and sewage services;</u></li> <li>d) <u>An ARU must have no adverse effect on stormwater management systems;</u></li> <li>e) <u>An ARU must have no adverse effect on site drainage as demonstrated through a grading plan;</u></li> <li>f) <u>Safe access to an ARU must be ensured by meeting fire and emergency service requirements;</u></li> <li>g) <u>Severance of an ARU from the lot shall not be permitted; and</u></li> <li>h) <u>An ARU shall be registered with the Town in accordance with the provisions of the Municipal Act.</u></li> </ul> |
| 5   | 2.7.3.18     | Is renumbered to 3.7.3.19.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 6   | New 2.7.3.18 | <p>A new subsection is added:</p> <p><u>Additional residential units (ARUs) shall not be subject to the density provisions of this Plan. However, the potential for ARUs shall be accounted for in the planning of new communities including infrastructure and community services capacity. ARUs shall be encouraged to be created through the subdivision approval and construction process.</u></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|     | <b>3.2</b>   | <b>Residential Area</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 7   | 3.2.2 g)     | <p>Is modified to read as follows:</p> <p>g) <del>A second residential unit within an existing dwelling</del> <u>Additional residential units</u> in accordance with the policies of subsection <del>3.2.3.9</del> <u>2.7.3.17 and 2.7.3.18;</u></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 8   | 3.2.3.9      | <p>Is deleted in its entirety:</p> <p><b>SECOND RESIDENTIAL UNITS</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

| No. | Section No. | Modification                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-----|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     |             | <p><del>Second residential units within existing single-detached, semi-detached, row houses, and in accessory structures, shall be permitted as of right in the Residential Area designation, provided that all of the following criteria can be met:</del></p> <p><del>a) the use shall be located in an existing single-detached, semi-detached, row houses, and in accessory structures where adequate municipal piped water and wastewater services are available and connected;</del></p> <p><del>b) the site is accessible to public transit;</del></p> <p><del>c) there will be no significant changes to the external character of the building or property;</del></p> <p><del>d) all of the requirements of the Zoning By-law, including the provision of adequate parking, of the Ontario Building Code, of the Property Standards By-law and other relevant municipal and provincial regulations can be satisfied; and,</del></p> <p><del>e) the existing dwelling is not within the <i>Regulatory Flood Plain</i>.</del></p> |
| 9   | 3.2.3.10    | <p>Is deleted in its entirety:</p> <p><del>Second residential units shall not be subject to the density provisions of this Plan. As a condition of approval, the <i>Town</i> shall require that <i>dwelling</i> units containing a second residential unit be registered with the <i>Town</i> in accordance with the provisions of the <i>Municipal Act</i>.</del></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|     | <i>3.5</i>  | <i>Central Business District</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 10  | 3.5.3.18    | <p>Is modified to add subsection l):</p> <p>The following uses may be permitted in the Downtown Supportive Area:</p> <p><i>l) <u>additional residential units</u></i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 11  | 3.5.3.20    | <p>Is modified as follows:</p> <p>The permitted uses within the Central Business District Low Density Residential Sub-Area shall be single detached, semi-detached, <del>and</del> duplex dwellings <del>and</del> <i><u>additional residential units</u></i>. <i>Development</i> shall be subject to the policies of subsections 2.10.3.35 to</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |



| No. | Section No. | Modification                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     |             | 2.10.3.41 inclusive, subsections 5.4.3.11 and 5.4.3.12, and Section 3.2 of this Plan.                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|     | <i>5.10</i> | <i>Interpretation</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 12  | 5.10.6      | <p>The following is added to the list of definitions in alphabetical order:</p> <p><b><u>ADDITIONAL RESIDENTIAL UNIT (ARU) means a self-contained residential dwelling unit, with its own cooking facility, sanitary facility and sleeping area, that it is located either within a single detached, semi-detached or townhouse dwelling, or within an ancillary building or structure on the same lot as a single detached, semi-detached or townhouse dwelling. An ARU may also be referred to as an additional dwelling unit.</u></b></p> |
| 13  | 5.10.6      | <p>The following is removed from the list of definitions:</p> <p><b><u>COACH HOUSE means a small, accessory building, either attached by an enclosed walkway or breezeway or physically separate from the principal dwelling unit with which it is associated, which shall be used for vehicle storage for the principal dwelling unit, as well as for a self-contained dwelling unit or for activities accessory to those permitted in the principal dwelling unit.</u></b></p>                                                             |
|     | <i>C.6</i>  | <i>Bristol Survey Secondary Plan</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 14  | C.6.5.1.2   | <p>Is modified to delete subsection c):</p> <p>The permitted uses in the Residential Area designation shall be in accordance with the policies of Section 3.2.2 of this Plan with the exception that:</p> <p><b><u>e) Coach houses, deemed to be an accessory dwelling, shall be permitted on hybrid roads for dwelling units which do not front on the hybrid road.</u></b></p>                                                                                                                                                             |
|     | <i>C.8</i>  | <i>Sherwood Survey Secondary Plan</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 15  | C.8.5.1.2   | <p>Is modified to delete subsection c):</p> <p>The permitted uses in the Residential Area designation shall be in accordance with the policies of Section 3.2.2 of this Plan with the exception that:</p>                                                                                                                                                                                                                                                                                                                                    |

| No. | Section No. | Modification                                                                                                                                                                                                                                                                                                                                                                                                        |
|-----|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     |             | e) Coach houses, deemed to be an accessory dwelling, shall be permitted on hybrid roads for dwelling units which do not front on the hybrid road. Coach houses are accessory dwelling units located in a separate building on a lot, usually part of a garage, while hybrid roads are public roads which have dwellings fronting on one side and the rear yards of dwellings, including garages, on the other side. |
|     | <i>C.10</i> | <i>Boyne Survey Secondary Plan</i>                                                                                                                                                                                                                                                                                                                                                                                  |
| 16  | 10.5.1.1    | Is modified to read as follows:<br><br>The following uses shall be permitted in the Residential Area designation on Schedule "C.10.C" together with the uses permitted in Section B.3.2.2 d), e), f), <u>g)</u> , i) and j):<br><br>e) Coach houses on public and condominium lanes or service roads.                                                                                                               |

End of text

THE CORPORATION OF THE TOWN OF MILTON

BY-LAW NO. 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 ALL LANDS WITHIN THE URBAN AREA OF THE TOWN OF MILTON, REGIONAL MUNICIPALITY OF HALTON (TOWN FILE: Z-05/24).

**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 lands affected by this By-law will comply with the Town of Milton Official Plan upon Official Plan Amendment No. 80 taking full effect;

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

- 1.0 **THAT** Section 3 of Comprehensive Zoning By-law 016-2014, as amended, is hereby further amended by deleting the definition of **DWELLING UNIT** and replacing it with the following:

**DWELLING UNIT**

Means a room or group of rooms designed, occupied, or capable of being occupied as a single, self-contained housekeeping unit which contains separate sanitary facilities, living quarters, and cooking facilities.

- 2.0 **THAT** Section 3 of Comprehensive Zoning By-law 016-2014, as amended, is hereby further amended by deleting the definitions of **DWELLING UNIT**, **ACCESSORY** and **GARDEN SUITE**.

- 3.0 **THAT** Section 3 of Comprehensive Zoning By-law 016-2014, as amended, is hereby further amended by adding the following definitions:

**DWELLING UNIT, ADDITIONAL**

Means a self-contained *dwelling unit* that is subordinate to a principal *dwelling unit* in a *detached dwelling*, *semi-detached dwelling*, *semi-link dwelling*, or *townhouse dwelling* and is located within the same *building*, or within an *accessory building* on the same *lot*, as the principal *dwelling unit*.

- 4.0 **THAT** Section 3 of Comprehensive Zoning By-law 016-2014, as amended, is hereby further amended by modifying the definitions below as follows (Note: deletions are shown as a strikethrough and additions are underlined):

## DRIVEWAY, RESIDENTIAL

Means a hard surface (consisting of, but not limited to, asphalt, concrete, patterned concrete, interlocking brick, or paving stone) on a *lot* having a residential *use* containing less than four (4) *dwelling units*, exclusive of any *additional dwelling unit(s)*, upon which vehicles drive and park, and includes an adjacent hard surface, capable of being parked or driven upon by part or the whole of a *motor vehicle*, such as, but not limited to, walkways, banding, or curbing.

## DWELLING, DETACHED

Means a *building* containing not more than one *dwelling unit*, exclusive of any ~~accessory~~ *additional dwelling unit(s)*.

## DWELLING, DUPLEX

Means a *building* divided horizontally above grade into two *dwelling units*, exclusive of any *additional dwelling unit(s)*, where each unit has an independent entrance directly from the outside or through a common vestibule or common corridor.

## DWELLING, MULTIPLE

Means a ~~*dwelling unit*~~ in a *building* containing four or more *dwelling units*, each of which has an independent entrance directly from the outside or through a common vestibule or common corridor but does not include a *townhouse dwelling*, *stacked townhouse dwelling*, *quattroplex dwelling*, ~~or an~~ *apartment building*, or a residential *principal building* containing *additional dwelling unit(s)*.

## DWELLING, QUATTROPLEX

Means a *building* containing four *dwelling units* divided vertically and horizontally, and each of which has an independent entrance directly from the outside or through a common vestibule or common corridor, but does not include a residential *principal building* containing *additional dwelling unit(s)*.

## DWELLING, SEMI-DETACHED

Means a *building* divided vertically by a common wall into two *dwelling units* above grade, exclusive of any *additional dwelling unit(s)*.

## DWELLING, SEMI-LINK

Means two *detached dwellings* which are only attached below *grade*, exclusive of any ~~accessory dwelling unit~~ *additional dwelling unit(s)*.



## DWELLING, TOWNHOUSE

Means a *building* divided vertically by *common walls* into 3 or more *dwelling units* above grade, exclusive of any additional dwelling unit(s), and whereby each *dwelling unit* has an independent entrance into the unit from the outside and whereby each unit has access to the *rear yard*.

## DWELLING, TRIPLEX

Means a *building* divided horizontally into three *dwelling units*, each of which has an independent entrance directly from the outside or through a common vestibule or common corridor, but does not include a residential principal building containing additional dwelling unit(s).

## LANDSCAPING, PERMEABLE RESIDENTIAL

Means ~~the vegetative landscaped surface areas (level or otherwise) capable of supporting the growth of vegetation that permit the infiltration of water into the ground such as grass, trees, shrubs, flowers, berms or other plants, berms, river rock, decorative stone and permeable pavers, but does not include gravel or artificial turf, on a lot having a residential use containing less than four (4) or fewer dwelling units.~~

## PARKING AREA

Means an open area, other than a street, used for the temporary loading or unloading of service vehicles, or the temporary parking of two or more vehicles that includes *loading spaces, parking spaces* and aisles and is available for public use as an accommodation for clients or customers or residents, and shall also include residential uses containing four or more *dwelling units* on the same lot, exclusive of any additional dwelling unit(s), but does not include the storing of impounded, wrecked and/or otherwise inoperable vehicles.

- 5.0 THAT Section 4.1 of Comprehensive Zoning By-law 016-2014, as amended, is hereby further amended by deleting subsection iv) and renumbering the subsequent subsections accordingly.
- 6.0 THAT Section 4.2.1 of Comprehensive Zoning By-law 016-2014, as amended, is hereby further amended by adding the phrase “those containing an *additional dwelling unit*,” after the word “excluding”.
- 7.0 THAT Section 4.2.2.2 of Comprehensive Zoning By-law 016-2014, as amended, is hereby further amended by adding a new subsection iv) as follows:
- iv) In addition to the regulations set out in Section 4.2.2.1, a *detached garage* that contains an *additional dwelling unit* is permitted on a *lot* in accordance with the following requirements:

**Requirements Specific to *Street Access* and *Lane Access Detached Garages* Containing an *Additional Dwelling Unit***

- a) All *detached garages* containing an *additional dwelling unit* shall be subject to the following:
- i) it is located in the *interior side yard* or *rear yard* of the *lot* only;
  - ii) it is located no closer than 1.2 m from an *interior side lot line*, unless it is attached to a *detached garage* on an *abutting lot*;
  - iii) it is located no closer to the *exterior side lot line* than permitted for the *principal building*;
  - iv) it is located no closer than 5.5 m from the *principal building* on a *lot*;
  - v) the Floor Area of the *additional dwelling unit* shall not exceed the Floor Area of the principal *dwelling unit* or 110 m<sup>2</sup>, whichever is less;
  - vi) notwithstanding any other provision of this by-law to the contrary, for the purposes of this section, Floor Area shall mean the total area of all floors of a dwelling unit, measured from the interior walls, excluding basements, stairs and landings, cold cellars, and unfinished mechanical rooms; and
  - vii) roof-top patios shall not be permitted.
- b) In addition to the requirements set out in subsection a), a one *storey detached garage* shall be subject to the following:
- i) the *gross floor area* shall not exceed 10% of the lot area or 145 m<sup>2</sup>, whichever is less;
  - ii) it is located no closer than 1.5 m from the *rear lot line* if the *detached garage* is accessed by a *residential driveway* crossing either the *front lot line* or *exterior side lot line*;
  - iii) it is located no closer than 1.0 m from the *rear lot line* if the *lot* is accessed by a *residential driveway* from a *lane* crossing the *rear lot line*; and
  - iv) the height shall not exceed:
    - A. 3.5 m in the case of a flat *roof*, measured from the *established grade* to the uppermost point of the *roof* surface or parapet, whichever is greater; or
    - B. 4.3 m in the case of a gable, hip, gambrel, or mansard *roof*, measured from the *established grade* to the uppermost point of the *roof* surface.
- c) In addition to the requirements set out in subsection a), a two storey *detached garage* shall be subject to the following:
- i) the *gross floor area* of the *first storey* shall not exceed 10% of the lot area or 110 m<sup>2</sup>, whichever is lesser;

**Requirements Specific to *Street Access* and *Lane Access Detached Garages* Containing an *Additional Dwelling Unit***

- ii) it is located no closer than 2.5 m from the *rear lot line* if the *detached garage* is accessed by a *residential driveway* crossing either the *front lot line* or *exterior side lot line*;
- iii) it is located no closer than 1.0 m from the *rear lot line* if the *lot* is accessed by a *residential driveway* from a *lane* crossing the *rear lot line*;
- i) the height shall not exceed:
  - A. 6.0 m in the case of a flat *roof*, measured from the *established grade* to the uppermost point of the *roof* surface or parapet, whichever is greater; or
  - B. 7.0 m in the case of a gable, hip, gambrel, or mansard *roof*, measured from the *established grade* to the uppermost point of the *roof* surface; and,
  - C. Notwithstanding a) and b) above, in no case shall the overall height exceed that of the *principal building*.
- d) In addition to the requirements set out in b) or c), whichever is applicable, *lane access detached garages* shall be subject to the following:
  - i) The required outside *parking spaces* on a *lot* accessed by a *residential driveway* from a *lane* are:
    - A. located parallel to each other, whether in or outside of a *detached garage or carport*; and,
    - B. shall be located no farther than 6.0 m from the *rear lot line*.

8.0 **THAT** Section 4.2.4 i) of Comprehensive Zoning By-law 016-2014, as amended, is hereby further amended by adding the phrase “, but excluding those containing an additional dwelling unit,” after the word “carports”.

9.0 **THAT** Section 4 of Comprehensive Zoning By-law 016-2014, as amended, is hereby further amended by adding a new Section 4.2.5 as follows:

**4.2.5 Regulations for Accessory Buildings Containing an Additional Dwelling Unit**

In addition to the requirements of Section 4.1, an *accessory building*, excluding a *detached garage*, that contains a permitted *additional dwelling unit* in accordance with Section 4.10, is permitted subject to the following provisions:

- i) the building shall be permitted in a *rear yard* or an *interior side yard*;

- ii) it shall be located no closer to an *exterior side lot line* than permitted for the *principal building*;
- iii) it shall be located no closer than 1.2 m from an *interior side lot line*;
- iv) it shall be located no closer than 1.5 m from a *rear lot line*;
- v) it shall be located no closer than 3.5 m from the *principal building* on the *lot*;
- vi) the *gross floor area* shall not exceed 10% of the *lot area* or 110 m<sup>2</sup>, whichever is less;
- vii) the height shall not exceed:
  - A. 3.5 m in the case of a flat *roof*, measured from the *established grade* to the uppermost point of the *roof surface* or parapet, whichever is greater; or
  - B. 4.3 m in the case of a gable, hip, gambrel, or mansard *roof*, measured from the *established grade* to the uppermost point of the *roof surface*;
- viii) notwithstanding the definition of *Lot Coverage* in Section 3, the *building* shall be included in the *lot coverage* calculation; and,
- ix) roof-top patios shall not be permitted.

**10.0** THAT Section 4.3.1 of Comprehensive Zoning By-law 016-2014, as amended, is hereby further amended by replacing the “.” at the end of subsection ii) with “; and,” and by adding a new subsection iii) as follows:

- iii) Notwithstanding any provisions of Section 4.3.1 to the contrary, *decks* associated with an *accessory building* containing an *additional dwelling unit* are permitted in accordance with the following:
  - a) The platform of the *deck* shall not exceed 0.6 m in *height* and in no case shall be higher than the floor of the *first storey*;
  - b) *Decks* shall be subject to the minimum *setbacks* required for the *accessory building* as set out in subsection 4.2.5 or 4.2.2.2.

**11.0** THAT Section 4.4 of Comprehensive Zoning By-law 016-2014, as amended, is hereby further amended by deleting “; and” at the end of subsection i), by replacing the “.” at the end of subsection ii) with “; and,” and by adding a new subsection iii) as follows:



iii) Notwithstanding any provisions of Section 4.4 to the contrary, the following provisions shall apply to a *porch/veranda* associated with an *accessory building* containing an *additional dwelling unit*.

- a) Porches/Verandas shall not be located above the floor of the first storey; and,
- b) Porches/verandas shall comply with the minimum setbacks required for the *accessory building* as set out in subsection 4.2.5 or 4.2.2.2.

12.0 THAT Section 4.5 of Comprehensive Zoning By-law 016-2014, as amended, is hereby further amended by deleting the word “and;” at the end of subsection ii), by replacing the “.” at the end of subsection iii) with “; and,” and by adding a new subsection iv) as follows:

iv) Notwithstanding any provisions of Section 4.5 to the contrary, the following provisions shall apply to *balconies* associated with an *accessory building* containing an *additional dwelling unit*.

- a) *Balconies* shall not be permitted on any wall facing an *abutting* residential *zone*;
- b) Where the side of a *balcony* faces an *abutting* residential *zone*, a full visual screen with a minimum height of 1.5 m from the platform of the *balcony* shall be provided on that side; and
- c) A *balcony* shall comply with the minimum *setbacks* required for the *accessory building*.

13.0 THAT Section 4.9 of Comprehensive Zoning By-law 016-2014, as amended, is hereby further amended by amending subsection ii) as follows:

- ii) It is attached to the *principal building* or to an *accessory building* containing an *additional dwelling unit*.

14.0 THAT Section 4 of Comprehensive Zoning By-law 016-2014, as amended, is hereby further amended by deleting Section 4.10 and replacing it with the following:

#### 4.10 ADDITIONAL DWELLING UNITS

*Additional dwelling units* shall be permitted in accordance with the following:

- i) *Additional dwelling units* are permitted within the following *buildings* where permitted by this by-law:
  - a) *Detached dwelling*;
  - b) *Semi-detached dwelling*;
  - c) *Semi-link dwelling*;

- d) *Townhouse dwelling*, and,
  - e) *Accessory building* located on the same *lot* as the foregoing;
- ii) A maximum of three (3) *additional dwelling units* are permitted on a *lot*;
  - iii) Not more than one (1) *additional dwelling unit(s)* shall be located in an accessory building on a lot;
  - iv) An *additional dwelling unit* must be served by municipal water and wastewater services;
  - v) *Additional dwelling units* shall not be permitted on lands identified by a *Conservation Authority* as hazard lands or as being within the regulatory flood plain, unless specifically permitted by the *Conservation Authority* having jurisdiction;
  - vi) An unobstructed pedestrian access with a minimum width of 1.2 m and minimum vertical clearance of 2.1 m shall be provided and maintained from the *street line* to the primary entrance of an *additional dwelling unit*;
  - vii) Where one or more *additional dwelling unit(s)* is located within a *principal building*.
    - a) the Floor Area of each *additional dwelling unit* located on the *first storey* or above shall not exceed 85 m<sup>2</sup>;
    - b) the total Floor Area of all *additional dwelling units* located on the first storey or above, shall not cumulatively exceed a maximum of 50% of the floor area of the principal *dwelling unit*;
    - c) an *additional dwelling unit* that is located in a *basement* may occupy the entire *basement*; and
    - d) notwithstanding any other provision of this by-law to the contrary, for the purposes of this section, Floor Area shall mean the total area of all floors of a dwelling unit, measured from the interior walls, excluding basements, stairs and landings, cold cellars, and unfinished mechanical rooms
  - viii) On a lot containing an *additional dwelling unit* within an *accessory building* in a RMD1 or RMD2 zone, the following minimum *permeable residential landscaping* shall be provided:

| Dwelling Type                                                           | Minimum Percentage of <i>Lot Area</i> |
|-------------------------------------------------------------------------|---------------------------------------|
| <i>Detached Dwelling, Semi-Link Dwelling and Semi-Detached Dwelling</i> | 35%                                   |
| <i>Townhouse Dwelling</i>                                               | 25%                                   |

- ix) In addition to the regulations set out in this section, *accessory buildings* containing an *additional dwelling unit* shall be subject to the regulations of Section 4.2.

**15.0** THAT Section 4.19.2 of Comprehensive Zoning By-law 016-2014, as amended, is hereby further amended as follows:

A maximum of one *principal* residential *building* is permitted on a *lot*, or on a parcel of tied land in a Common Element condominium or on a unit in a condominium in accordance with the Condominium Act, for the following:

**16.0** THAT Section 4.19.5 Table 4H of Comprehensive Zoning By-law 016-2014, as amended is hereby further amended by adding and/or modifying the following in the table:

| <i>Structure</i>                                                                        | <i>Required Setbacks</i>                                                              | <i>Maximum Distance</i>                                                                                                                                                 |
|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>Window Wells</u>                                                                     | <u>Interior Side Setback,</u><br><u>Exterior Side Setback,</u><br><u>Rear Setback</u> | <u>0.55 m into required</u><br><u>interior side yard, no</u><br><u>closer than 1.2 m to an</u><br><u>exterior side lot line, and</u><br><u>no maximum for rear yard</u> |
| <i>Stairs, Below</i><br><i>Grade Accessing</i><br><i>A Principal</i><br><i>Building</i> | <i>Rear Setback, Exterior</i><br><i>Side Setback</i>                                  | No Maximum for the <i>rear</i><br><i>yard</i> and no closer than<br><u>1.2 m from an exterior</u><br><u>side lot line</u>                                               |

**17.0** THAT Section 4.19.5 of Comprehensive Zoning By-law 016-2014, as amended, is hereby further amended by adding a new subsection iii) and Table 4H(I) as follows:

- iii) Notwithstanding any provision of this by-law to the contrary, no encroachments shall be permitted within the minimum *setbacks* required for an *accessory building* containing an *additional dwelling unit* except in accordance with the following:

TABLE 4H(I)

| <i>Structure</i> | <i>Required Setbacks</i>                                                                                                            | <i>Maximum Distance</i>                                                                     |
|------------------|-------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| Eaves & Gutters  | <i>Rear Setback, Interior Side</i><br><i>Setback, Exterior Side</i><br><i>Setback, or Setback from</i><br><i>Principal Building</i> | 0.45m provided that<br>the eaves and gutters<br>are a minimum of 2.0m<br>above <i>grade</i> |

- 18.0 THAT Section 4.22.1 of Zoning By-law 016-2014, as amended, is hereby further amended by adding the phrase “or building containing an *additional dwelling unit*” after the phrase “no permanent *building or structure*”;
- 19.0 THAT Section 4.24 of Comprehensive Zoning By-law 016-2014, as amended, is hereby further amended by deleting the “.” at the end of subsection ii) and replacing it with “; and,” and by adding a new subsection iii) as follows:
- iii) Notwithstanding any provisions of this by-law to the contrary, on a *lot* containing one or more *additional dwelling unit(s)*, the whole or a portion of only one *dwelling unit* on the *lot* may be used as a *short-term rental*;
- 20.0 THAT Sections 5.1 iv) and vi) of Comprehensive Zoning By-law 016-2014, as amended, is hereby further amended by adding “exclusive of *additional dwelling units*” after “less than four (4) *dwelling units*” in each subsection;
- 21.0 THAT Section 5.6.2 of Zoning By-law 016-2014, as amended, is hereby further amended by modifying the following provision as follows:
- “Access to residential *dwelling*s containing less than four units, exclusive of *additional dwelling units*, shall be provided by an unobstructed *driveway* in accordance with the following”;
- 22.0 THAT Section Section 5.6.2 of Zoning By-law 016-2014, as amended, is hereby further amended by adding a new subsection ii) as follows and by renumbering the subsequent subsections and updating any references to those subsections throughout the by-law accordingly:
- ii) Notwithstanding i) above, on lots where one or more additional dwelling unit(s) is located, the minimum size of a required parking space on a *residential driveway* shall be 2.55 m wide by 5.5 m in length;
- 23.0 THAT Section 5.6.2 ix) of Comprehensive Zoning By-law 016-2014, as amended, is hereby further amended by modifying the section as follows:
- ix) The following surface areas of a lot shall only be *permeable residential landscaping* ~~a permeable Residential landscaped surface such as grass, trees, shrubs, flowers or other plants, river rock, decorative stone, etc. that permits the infiltration of water into the ground~~, but may include a portion of a retaining wall that is not permeable:
- 24.0 THAT Section 5.6.2 x) of Comprehensive Zoning By-law 016-2014, as amended, is hereby further amended by adding the word “permeable” before the words “residential landscaping”;
- 25.0 THAT Section 5.8.1 i) of Comprehensive Zoning By-law 016-2014, as amended, is hereby further amended by modifying the following rows in Table 5E as follows:



| Type or Nature of Use                                                 | Minimum Off-Street Parking Requirements                                                                                                                                                                            |
|-----------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Dwellings with individual driveway access from a public street</i> | <ul style="list-style-type: none"> <li>2 parking spaces per dwelling unit <u>(*2)</u></li> </ul>                                                                                                                   |
| <del>Accessory</del> <u>Additional</u> Dwelling Units                 | <ul style="list-style-type: none"> <li>1 parking space per <del>accessory</del> <u>additional</u> dwelling unit</li> </ul>                                                                                         |
| All other dwellings units                                             | <ul style="list-style-type: none"> <li>2 parking spaces per dwelling unit <u>(*2)</u></li> <li><u>PLUS</u></li> <li>0.25 parking spaces per unit for visitors on a lot with four or more dwelling units</li> </ul> |

Footnote(s) to TABLE 5E

(\*1) For lands within the UGC-MU designation shown to contain a star symbol followed by a number on schedules to this By-law, the special parking provisions in Section 13.1.1 of this By-Law shall only apply where the required parking rate is less than the parking requirements in Table 5E.

(\*2) Where one or more additional dwelling unit(s) is located on the lot, a minimum of 1 parking space per dwelling unit shall be provided.

**THAT** if no appeal is filed pursuant to Section 34 (19) of the Planning act, RSO 1990, c. P13, as amended, or if an appeal is filed and the Local Planning Appeal Tribunal dismisses the appeal, this By-law shall come into force on the day of its passing. If the Land Use Planning Appeal 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 of the Tribunal's Order is issued directing the amendment or amendments.

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

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

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

## Summary of Draft Zoning Regulations for ADUs

This summary provides an overview of the draft Zoning By-law (ZBL) regulations for additional dwelling units (ADUs). Please refer to the draft Zoning By-law Amendment (Appendix B) for the exact language and definitions being proposed.

### General Regulations

|                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Where Permitted                    | <ul style="list-style-type: none"> <li>• On single-detached, semi-detached, semi-link and townhouse lots</li> <li>• Must have municipal servicing</li> <li>• Not within hazard lands and floodplain, unless permitted by conservation authority</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Number of Units                    | <ul style="list-style-type: none"> <li>• Maximum 3 ADUs on a lot</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Parking Spaces                     | <ul style="list-style-type: none"> <li>• 1 parking space for the principal dwelling unit plus 1 parking space for each ADU</li> <li>• Minimum size of a required parking space on a driveway shall be 2.55 m wide by 5.5 m in length</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Fire and Emergency Services Access | <ul style="list-style-type: none"> <li>• An unobstructed access with a minimum width of 1.2 m and minimum vertical clearance of 2.1 m from the street line to the primary entrance of an ADU</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Lot Coverage/Permeable Landscaping | <ul style="list-style-type: none"> <li>• For Low Density Residential Zones (RLD &amp; RLD1-7), the existing lot coverage requirements: <ul style="list-style-type: none"> <li>• Lot less than 660 m<sup>2</sup> - maximum 30%</li> <li>• Lot 660 - 830 m<sup>2</sup> - maximum 25%</li> <li>• Lot greater than 830 m<sup>2</sup> - maximum 20%</li> </ul> </li> <li>• For Medium Density Residential Zones (RMD1 &amp; RMD2), a lot that is proposing an ADU in an accessory building will be required to provide permeable landscaping: <ul style="list-style-type: none"> <li>• Single-detached, semi-detached &amp; semi-link lots - minimum 35% of the lot</li> <li>• Townhouse lots - minimum 25% of the lot</li> </ul> </li> </ul> |
| Other                              | <ul style="list-style-type: none"> <li>• Only 1 dwelling unit on a lot may be used as a short-term rental</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

## Principal Building containing an ADU(s)

In addition to the general regulations summarized on page 1, the following regulations apply to a principal building containing one or more ADUs.

|                 |                                                                                                                                                                                                                                                                                                                                                                                                       |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Number of Units | <ul style="list-style-type: none"> <li>Up to three ADUs permitted within the principal building, including the basement, if the lot has no ADU in an accessory building</li> </ul>                                                                                                                                                                                                                    |
| Heights         | <ul style="list-style-type: none"> <li>The existing height regulations in the ZBL for single-detached, semi-detached, semi-link or townhouse dwellings</li> </ul>                                                                                                                                                                                                                                     |
| Setbacks        | <ul style="list-style-type: none"> <li>The existing setback regulations in the ZBL for single-detached, semi-detached, semi-link or townhouse dwellings</li> </ul>                                                                                                                                                                                                                                    |
| Floor Area      | <ul style="list-style-type: none"> <li>The floor area of each ADU located on the first storey or above shall not exceed 85 m<sup>2</sup>; and</li> <li>The total floor area of all ADUs located on the first storey or above, shall not cumulatively exceed a maximum of 50% of the floor area of the principal dwelling unit</li> <li>An ADU in a basement may occupy the entire basement</li> </ul> |

## Accessory Building not including Detached Garage containing an ADU

In addition to the general regulations summarized on page 1, the following regulations apply to an accessory building, but not including a detached garage, containing an ADU.

|                 |                                                                                                                                                                                                                                                                 |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Where Permitted | <ul style="list-style-type: none"> <li>Rear yard or interior side yard</li> </ul>                                                                                                                                                                               |
| Number of Units | <ul style="list-style-type: none"> <li>Only 1 ADU is permitted in an accessory building</li> </ul>                                                                                                                                                              |
| Heights         | <ul style="list-style-type: none"> <li>3.5 m in the case of a flat roof; or</li> <li>4.3 m in the case of a gable, hip, gambrel or mansard roof</li> </ul>                                                                                                      |
| Setbacks        | <ul style="list-style-type: none"> <li>no closer to an exterior side lot line than permitted for the principal building</li> <li>1.2 m from an interior side lot line</li> <li>1.5 m from a rear lot line</li> <li>3.5 m from the principal building</li> </ul> |

|                 |                                                                                                                                                 |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| Where Permitted | <ul style="list-style-type: none"> <li>• Rear yard or interior side yard</li> </ul>                                                             |
| Floor Area      | <ul style="list-style-type: none"> <li>• gross floor area not more than 10% of the lot area or 110 m<sup>2</sup> , whichever is less</li> </ul> |

### Detached Garage (One-Storey) containing an ADU

In addition to the general provisions summarized on page 1, the following regulations apply to a one-story detached garage containing an ADU.

|                 |                                                                                                                                                                                                                                                                                                       |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Where Permitted | <ul style="list-style-type: none"> <li>• Rear yard or interior side yard</li> </ul>                                                                                                                                                                                                                   |
| Number of Units | <ul style="list-style-type: none"> <li>• Only 1 ADU is permitted in an accessory building</li> </ul>                                                                                                                                                                                                  |
| Heights         | <ul style="list-style-type: none"> <li>• 3.5 m in the case of a flat roof; or</li> <li>• 4.3 m in the case of a gable, hip, gambrel or mansard roof</li> </ul>                                                                                                                                        |
| Setbacks        | <ul style="list-style-type: none"> <li>• no closer to an exterior side lot line than permitted for the principal building</li> <li>• 1.2 m from an interior side lot line</li> <li>• 1.5 m from a rear lot line</li> <li>• 5.5 m from the principal building</li> </ul>                               |
| Floor Area      | <ul style="list-style-type: none"> <li>• floor area of the building not more than 10% of the lot area or 145 m<sup>2</sup>, whichever is less; and</li> <li>• floor area of the ADU shall not exceed the floor area of the principal dwelling unit or 110 m<sup>2</sup>, whichever is less</li> </ul> |



## Detached Garage (Two-Storeys) containing an ADU

In addition to the general provisions summarized on page 1, the following regulations apply to a two-story building containing an ADU located above a detached garage.

|                 |                                                                                                                                                                                                                                                                                                                           |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Where Permitted | <ul style="list-style-type: none"> <li>• Rear yard or interior side yard</li> </ul>                                                                                                                                                                                                                                       |
| Number of Units | <ul style="list-style-type: none"> <li>• Only 1 ADU is permitted in an accessory building</li> </ul>                                                                                                                                                                                                                      |
| Heights         | <ul style="list-style-type: none"> <li>• 6.0 m in the case of a flat roof; or</li> <li>• 7.0 m in the case of a gable, hip, gambrel or mansard roof</li> </ul>                                                                                                                                                            |
| Setbacks        | <ul style="list-style-type: none"> <li>• no closer to an exterior side lot line than permitted for the principal building</li> <li>• 1.2 m from an interior side lot line</li> <li>• 2.5 m from a rear lot line</li> <li>• 5.5 m from the principal building</li> </ul>                                                   |
| Floor Area      | <ul style="list-style-type: none"> <li>• floor area of the first storey of the building not more than 10% of the lot area or 110 m<sup>2</sup>, whichever is less; and</li> <li>• floor area of the ADU shall not exceed the floor area of the principal dwelling unit or 110 m<sup>2</sup>, whichever is less</li> </ul> |

## Summary of Survey Results

### ARUs in the Urban Area:

Between March 28, 2023 and October 31, 2023, the survey regarding ARUs in the Urban Area received 375 responses. 86 per cent of respondents were homeowners and 7 per cent were renters, of an urban property in Milton.

A little over half (53 per cent) of survey respondents believe there are significant benefits and opportunities that arise from having ARUs in urban communities:

- Respondents emphasize that ARUs provide multi-generational living options and allow for seniors to downsize and age in place.
- The ability for homeowners to generate income to offset cost of living is one of the top reasons in support of ARUs.
- Respondents also believe that ARUs can improve housing affordability in Milton and increase the Town's rental housing stock.

Of the respondents interested in constructing an ARU(s) on their urban property:

- The top reasons are for earning income by renting out to long-term tenants and providing housing for children, parents or in-laws.
- 51 per cent would like to create one unit in the basement, 31 per cent might want to add two units and 25 per cent might want to build a unit in a detached accessory building.

On the other hand, 45 per cent of respondents have concerns with the potential impact of ARUs in urban communities, which include:

- Parking and fire safety being the top two concerns;
- Impact of increased density within existing neighbourhoods;
- Increase of traffic on roads and strain on community services and facilities (i.e. schools, parks, etc.);
- Concerns relating to building design including height and scale relative to existing buildings; and
- ARUs being utilized for short-term rentals.

56 per cent of respondents answered yes to whether legal ARUs should be listed on a registry on the Town's website, while 17 per cent answered no. The other 27 per cent was unsure or specified another response.

### ARUs in the Rural Area:

Between March 28, 2023 and Oct. 31, 2023, the survey regarding ARUs in the Rural Area received 269 responses. 52 per cent of respondents own and live on a property within a hamlet, 30 per cent own and live on a rural residential property not located within a hamlet and 5 per cent own and live on a commercial farm in Milton.

A significant percentage of respondents (67 per cent) would like to add additional units on their rural property. Of the respondents interested in constructing an ARU(s):

- The top reasons are for providing housing for children, parents or in-laws, and allowing seniors to downsize and age in place.
- The majority are interested in constructing one unit within a detached accessory building.

A smaller percentage (23 per cent) of respondents have concerns regarding the potential impacts of permitting ARUs within the rural area. Survey results show:

- The greatest concern is with height and scale of ARUs, while separation from adjacent properties and impact on the character of the rural area are of lesser concern.
- Water and sewage servicing capacity and impact on environmental lands/features are somewhat of a concern.

The majority of respondents are not very concerned about potential impact on farmland and agricultural operations.

The majority of respondents would not want ARUs being utilized for short-term rentals.

37 per cent of respondents answered yes to whether legal ARUs should be listed on a registry on the Town's website, while 19 percent answered no. The other 44 percent was unsure or specified another response.



# The Corporation of the Town of Milton

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Report To: Council

From: Tony D'Alessandro, Director, Transit Services

Date: April 15, 2024

Report No: COMS-003-24

Subject: Zero-Emission Bus Feasibility Strategy and Fleet Transition Plan

**Recommendation: THAT the Zero-Emission Bus Feasibility Strategy and Fleet Transition Plan be received.**

## EXECUTIVE SUMMARY

- The Zero-Emission Bus Feasibility Strategy and Fleet Transition Plan (referred to herein as “ZEB Feasibility Strategy”) assesses the viability of implementing battery-electric technology for transit fleet.
- The strategy was funded in part by a grant from Infrastructure Canada’s Zero Emission Transit Fund (ZETF) - Planning Stream. Completion of the strategy is a prerequisite for future funding opportunities through ZETF - Capital Stream.
- Given its transformative potential, staff have identified four (4) strategic objectives that underpin the ZEB Feasibility Strategy:
  1. To support climate responsiveness in alignment with sustainability goals
  2. To foster a state-of-readiness for zero-emission technology
  3. To align adoption with Transit Operations Facility development
  4. To develop a customer-centred plan that preserves service reliability
- The Transit Operations Facility is a catalyst for transit service growth and a prerequisite for the large-scale adoption of battery-electric technology.
- A pragmatic and measured Fleet Transition Plan that integrates the procurement of both diesel and battery-electric buses is recommended in the short term (initial 5 years) for the following reasons:



## **EXECUTIVE SUMMARY**

- Leverages current assets to maintain service predictability/reliability while gaining experience with battery-electric technology
  - Spreads out battery-electric capital investments
  - Maximizes the return on investment of the current fleet
- There is evidence of a gradual, market-shift in the production of buses from diesel to battery-electric. As a result, it is important to undertake planning efforts through this study to prepare for the prospect of such a market-transition.
- Subject to the Transit Operations Facility timing and associated funding commitments, the ZEB Feasibility Study forecasts a 100% battery-electric fleet composition by 2040.
- Over the study period to 2040 (cumulative), the adoption of battery electric buses (BEBs) in Milton would reduce GHG emissions by approximately 76,900 tonnes
- The acquisition of a BEB will incur an additional \$1.093M capital cost per unit (includes vehicle charging equipment) compared to a diesel equivalent.
- Excluding asset replacement contributions, the cost of operating a BEB will achieve an estimated average savings of \$27,000 per unit, per year, attributed to fuel and maintenance savings of BEBs compared to diesel buses. However, increased asset replacement costs of BEBs and charging infrastructure would put future pressure on tax levy-funded contributions to replacement reserves in the amount of approximately \$63,796 per unit.
- This report is for information purposes only. Recommendations for next steps will come to Council for discussion as part of the Transit Service Plan and Master Plan Update report, scheduled for Q2/Q3 this year.

## **REPORT**

## Background

Bus technology improvements over the last several years have contributed to making transit services more efficient, reliable, responsive and user-friendly. The transition from internal combustion engines (ICEs) to battery-electric buses (BEBs) and/or other propulsion alternatives, will further transform how services are delivered in the future. In anticipation, staff have been keeping abreast of advancements toward zero-emission bus technology through industry working groups and committees, and sharing best practices from projects that are currently underway at other transit systems. The development of a ZEB Feasibility Strategy became an integral next step to further the understanding of technical, environmental and economic implications for adopting zero-emission technologies in the Milton context.

Through the Metrolinx Transit Procurement Initiative (TPI), the Town retained the HDR consulting firm to undertake the ZEB Feasibility Strategy (CORS-073-22). The Town was successful in acquiring a grant from the Infrastructure Canada Zero Emission Transit Fund (ZETF) - Planning Stream, funding up to 80% of the cost of the study. The completion of a ZEB Feasibility Strategy is a prerequisite for future funding opportunities through the ZETF - Capital Stream and/or low interest financing through the Canada Infrastructure Bank (CIB) for the acquisition of BEBs and associated charging infrastructure. Staff are also evaluating prospective funding opportunities through the Federal Permanent Public Transit Funding Program.

At present, there are two (2) principal technology options available for ZEB: 1) Battery-electric and 2) Fuel-cell electric (hydrogen). The ZEB Feasibility Strategy focuses on the adoption of BEBs, as there are currently limited options for fuel-cell electric buses and hydrogen sourcing. Additionally, multiple transit systems have either incorporated BEBs into their existing fleet complement, or are presently undertaking BEB demonstration projects. These actions result in further ubiquity of performance data to support feasibility assumptions and analysis.

The purpose of the ZEB Feasibility Strategy is to assess the viability of implementing battery-electric technology for transit fleet, including operational and technical considerations, as well as the development of a fleet transition roadmap. The study's scope of work is summarized on Appendix 1.

Given the transformative potential of zero-emission technology, staff have identified four (4) strategic objectives that underpin the ZEB Feasibility Strategy:

1. To support climate responsiveness in alignment with sustainability goals

## Background

2. To foster a state-of-readiness for zero-emission technology
3. To align adoption with Transit Operations Facility development
4. To develop a customer-centred plan that preserves service reliability

More details about these objectives can be found on Appendix 2.

It is important to note that Transit Division staff are also involved with related projects that are occurring in parallel to the ZEB Feasibility Strategy (Table 1).

**Table 1. Concurrent Projects (Work in Progress)**

| Project                                                   | Description                                                                                                               |
|-----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| <b>5-Year Transit Service Plan and Master Plan Update</b> | Assesses current family of services and their delivery approach, service standards/triggers, service improvements, growth |
| <b>Diesel-to-BEB Conversion (Repower) Pilot Project</b>   | Mid-life, diesel-to-battery-electric conversion of a 12-metre conventional bus; charger                                   |
| <b>Review of Diesel Bus Asset Useful Life</b>             | Evaluates opportunities to extend asset life of a diesel bus, where practicable                                           |

This work will provide further guidance to facilitate the adoption of BEBs (when considered) as part of the management of transit fleet assets as they relate to service growth.

## Discussion

The ZEB Feasibility Strategy (with accompanying technical appendices) is included as Appendix 3 to this report. The study uses a comprehensive approach that considers operational requirements, market conditions, utilities, infrastructure demands and associated capital and operating costs for the prospective implementation of BEBs in the Milton context. Table 2 provides a summary of study components and inputs.

## Discussion

**Table 2. ZEB Feasibility Strategy - Study Components and Inputs**

| Topic                                               | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>System-Level Planning</b>                        | <ul style="list-style-type: none"> <li>Environmental scan of BEB technology to understand availability and fueling options that are currently in the marketplace</li> <li>Energy consumption analysis using Milton Transit scheduling data and other contextual variables (e.g. traffic, vehicle speed limits, topography, distance travelled, duty cycles, etc.)</li> <li>Energy profile, identifying charging, refueling and facility requirements<sup>1</sup> for various modelling scenarios</li> </ul> |
| <b>Operational Planning and Deployment Strategy</b> | <ul style="list-style-type: none"> <li>Fleet and infrastructure implementation plan that supports innovative and effective ZEB deployments and future operations.</li> <li>Informed by optimal route selection, service design, and procurement needs</li> </ul>                                                                                                                                                                                                                                            |
| <b>Financial Planning</b>                           | <ul style="list-style-type: none"> <li>Preliminary capital and operating cost estimates, including anticipated lifecycle cost comparison encompassing fuel and maintenance costs</li> </ul>                                                                                                                                                                                                                                                                                                                 |
| <b>Capacity to Implement Technology</b>             | <ul style="list-style-type: none"> <li>Assessment of Town's current resources, skills and training required for the deployment and operation of BEB fleet</li> <li>Risk management plan that details mitigation strategies upon assessment of potential technological, operational and system-wide risks</li> </ul>                                                                                                                                                                                         |
| <b>Environmental Benefits</b>                       | <ul style="list-style-type: none"> <li>Lifecycle assessment of environmental benefits associated with BEB transition, including estimates of GHG emissions reduction, noise reduction, and non-GHG pollutant reduction</li> </ul>                                                                                                                                                                                                                                                                           |

<sup>1</sup> For modelling purposes, a Transit Garage Facility was assumed to be located at the Civic Operations Centre (5670 Regional Rd 25, Milton, ON) and operational by 2027. Fleet forecast schedules are subject to change.



## Discussion

The ZEB Feasibility Strategy uses the HDR's Zero+ Model to develop a BEB energy profile with current Milton Transit service data to confirm technical feasibility, fleet charging strategies and associated infrastructure typologies. This analysis feeds into operational and infrastructure requirements that support phasing considerations for capital programs upon potential BEB adoption, including procurement coordination, timing and servicing.

Underpinned by the strategic objective previously highlighted, a pragmatic and measured Fleet Transition Plan that integrates the procurement of both diesel and battery-electric buses, is recommended in the short term (initial 5 years) for the following reasons:

- Leverages current assets to maintain service predictability/reliability while gaining experience with battery-electric technology
- Spreads out battery-electric capital investments over a longer timeframe
- Maximizes the return on investment in the current fleet

## GHG Emissions Analysis

The ZEB Feasibility Study quantified GHG impacts based on estimates of diesel fuel and electricity usage by conventional transit buses to 2040. Using rate assumptions from the Canadian National Inventory Report (2023) and [GHG<sup>PLUS</sup> guidance modules](#), the adoption of BEBs in the Milton context would reduce GHG emissions by approximately 76,900 tonnes over the study period. This reduction is due to the dramatically lower operating emissions of BEBs relative to diesel buses.

**Table 3. Total GHG Emissions (CO<sub>2</sub> in Tonnes), Diesel (baseline) and BEB (transition)**

|                                        | Total GHG Emissions (2023-2040) |
|----------------------------------------|---------------------------------|
| Diesel (baseline, do nothing scenario) | 120,466                         |
| BEB (transition scenario)              | 43,505                          |
| <b>GHG Emission Reduction</b>          | <b>76,961</b>                   |

## Next Steps

The ZEB Feasibility Strategy assesses the viability of implementing battery-electric technology for transit fleet. This report is for information purposes only. Recommendations for next steps will come to Council for consideration as part of the Transit Service Plan and Master Plan Update report, scheduled for Q2/Q3 this year.

## Financial Impact

A cost analysis addressing the adoption of BEB fleet and associated infrastructure was completed in the ZEB Feasibility Strategy. Financial modelling was developed using 2023 dollars and does not factor inflation or any expected reduction in costs associated with demand pricing. Per unit cost assumptions from the financial analysis were used to compare upfront capital costs of a baseline diesel bus to a BEB, provided in Table 4.

**Table 4: Capital Cost Comparison of 12 Metre Conventional Diesel Bus and BEB (2023\$)**

| Cost Components                               | Baseline Scenario<br>Diesel Bus | BEB Transition<br>Scenario<br>Battery-Electric Bus | Variance<br>(Per Bus Unit) |
|-----------------------------------------------|---------------------------------|----------------------------------------------------|----------------------------|
| <b>Vehicle</b>                                |                                 |                                                    |                            |
| Bus Acquisition                               | \$915,024                       | \$1,909,686                                        | \$994,662                  |
| Mid Life Refurbishment                        | \$120,000                       | \$7,000                                            | -\$113,000                 |
| <b>SubTotal of Vehicle Costs</b>              | <b>\$1,035,024</b>              | <b>\$1,916,686</b>                                 | <b>\$881,662</b>           |
| <b>Charging Equipment*</b>                    |                                 |                                                    |                            |
| Plug-In Depot Charger Cabinet (150 kW)        | \$0                             | \$154,097                                          | \$154,097                  |
| Plug-In Depot Charger Wall-Mounted Dispenser  | \$0                             | \$25,265                                           | \$25,265                   |
| Plug-In Depot Charger Overhead Reel Dispenser | \$0                             | \$32,158                                           | \$32,158                   |
| <b>SubTotal of Charging Equipment Costs</b>   | <b>\$0</b>                      | <b>\$211,520</b>                                   | <b>\$211,520</b>           |
| <b>Total Capital Cost</b>                     | <b>\$1,035,024</b>              | <b>\$2,128,206</b>                                 | <b>\$1,093,182</b>         |

\*Excludes major infrastructure and utility upgrades

Additionally, Table 5 illustrates the estimated annual operating cost comparison between a diesel bus and a BEB.

**Table 5: Annual Operating Cost Comparison of 12 Metre Conventional Diesel Bus and BEB (2023\$)**

| Cost Components                                                | Diesel Bus       | Battery-Electric Bus | Variance         |
|----------------------------------------------------------------|------------------|----------------------|------------------|
| <b>Service Delivery</b>                                        |                  |                      |                  |
| Operations, Administration, Training*                          | \$326,794        | \$317,253            | -\$9,541         |
| Vehicle Maintenance + Fuel (diesel, gas, carbon levy)          | \$99,843         | \$49,620             | -\$50,223        |
| Electricity                                                    | \$0              | \$26,502             | \$26,502         |
| <b>Charging Equipment</b>                                      |                  |                      |                  |
| Charger-Related Maintenance                                    | \$0              | \$5,959              | \$5,959          |
| <b>SubTotal of Service Delivery + Charging Equipment Costs</b> | <b>\$426,637</b> | <b>\$399,334</b>     | <b>-\$27,303</b> |
| <b>Contribution to Reserve - Asset Replacement</b>             |                  |                      |                  |
| Vehicle (12-year life)                                         | \$86,252         | \$159,724            | \$73,472         |
| Charging Equipment (12-year life)                              | \$0              | \$17,627             | \$17,627         |
| <b>SubTotal of Contribution to Reserve Costs</b>               | <b>\$86,252</b>  | <b>\$177,351</b>     | <b>\$91,099</b>  |
| <b>Total Annual Operating Cost</b>                             | <b>\$512,889</b> | <b>\$576,685</b>     | <b>\$63,796</b>  |

\*Based on average annual operating hours per vehicle, 2021 CUTA Statistics

## Financial Impact

The transition plan presented through the ZEB Feasibility Strategy would result in an estimated incremental capital cost of \$64.0 million over the period 2023-2050 with an estimated incremental impact on the operating budget of \$81.4 million over that same time period.

Although the Transit Service Plan and Master Plan Update will better inform the timing of the spending, this suggests a required average capital investment of \$2.4 million per year as well as pressure on the operating budget of \$3.0 million per year. As the cost of electrification has not yet been reflected in the Town's fiscal impact studies or budget forecast, this pressure on the operating budget is in addition to the property tax increases that were forecasted as part of the 2024 budget process.

Funding requirements will be further reviewed as part of the recommendations of the Transit Service Plan and Master Plan Update and through the development of the annual budget but can be expected to include a combination of grant funding, development charges, Town source reserves and property taxes.

Respectfully submitted,

Kristene Scott  
Commissioner, Community Services

For questions, please contact: Tony D'Alessandro, MCIP, RPP      Phone: Ext. 2548  
Director, Transit Services

## Attachments

Appendix 1. Scope of Work Summary  
Appendix 2. Strategic Objectives  
Appendix 3. Zero-Emission Bus Feasibility Strategy and Fleet Transition Plan - HDR Report

Approved by CAO

Andrew M. Siltala  
Chief Administrative Officer

## Recognition of Traditional Lands

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

## Appendix 1. Scope of Work for Feasibility Strategy

### Scope of Work and Planned Deliverables:

- Scope includes three (3) tasks that will provide a thorough assessment and recommendation on the optimal steps to approach electrification, including:
  - Task 1 - Route Modelling and Schedule Optimization;
  - Task 2 - Facility Assessment;
  - Task 3 - Full Fleet Electrification Transition Plan; and

### Task 1 - Route Modelling and Schedule Optimization

#### Route modelling:

- Predictive energy consumption modelling along all routes or blocks within the transit network, using current service schedules, to determine range requirements and expected operating energy efficiency. Model includes a review of existing conventional and specialized transit fleet, service schedules, annual vehicle mileage, annual fuel consumption, and consideration of a new facility location.
- Modelling includes various BEB manufacturer models as requested as well as considerations for seasonal variation, route topography, passenger loads, road speeds, auxiliary HVAC loads, battery degradation, and other relevant considerations.
- Modelling outputs identify:
  - (1) Percentage of routes or blocks that could be electrified using in-depot charging and with no modifications to the service schedule;
  - (2) Percentage of routes or blocks that could be electrified using in-depot charging and with modification of the service schedule to include layover times for mid-day charging; and
  - (3) Percentage of routes or blocks that would require high-powered opportunity charging to be electrified.

#### Schedule optimization:

- Modelling tool to optimize service schedules to accommodate electrification, based on existing and planned facility locations. The service schedule shall be optimized to maximize BEB operations using only in-depot charging, with on-route charging strategies only used where in-depot charging is not feasible.
- Model to consider service growth projections, route/block assignments, service levels, bus redundancy, staff availability, and any other relevant considerations.

#### Deliverables for Task 1 include:

1. Recommendation on the optimal battery sizes required for BEB vehicles, considering the trade-off between range requirements and the additional cost, weight and size of larger battery packs.
2. Phased and optimized service scheduled for electrification, including the recommended charging schedule for all buses.



3. Recommended phased approach for BEB route/block assignment, based on the ease of electrification for each route/block. The phased approach should correlate to the schedule of planned vehicle procurements and facility upgrades, clearly indicating which routes/blocks each BEB should be deployed on as it enters service.
4. Identification of location and quantity of chargers if high-powered opportunity charging is required for electrification.
5. Identification of any subset of routes/blocks that are not feasible to electrify based on the range constraints of current-day technology.

## **Task 2 - Facility Assessment**

- Review of proposed Milton Transit fleet facility, including a review of site drawings and facility records.
- Evaluation of constraints and capabilities to support fleet electrification and review of site servicing plans to determine necessary upgrades for fleet electrification infrastructure.
- Assessment for Task 2 focuses on the planning for a new transit facility that will be designed and built to support the transition to an electric fleet. The assessment includes a comparative analysis of multiple in-depot charging systems to determine the optimal alternative.
- Assessment includes considerations such as:
  1. Fleet breakdown (e.g. vehicle type and service, maintenance spares, relief buses).
  2. Forecast and projected plans for service, fleet, and facility expansion and/or facility relocation.
  3. Historical power and energy loads and future projections.
  4. Evaluation of space availability in the facility to accommodate electric buses and charging systems.
  5. Evaluation of required structural reinforcements to support additional fleet and infrastructure weight (e.g. floor concrete, roof structure).
  6. Any other bus storage, maintenance, accessibility, or other considerations deemed relevant.
- Engagement with local electricity distribution company (Milton Hydro) to determine power capacity of existing grid infrastructure and evaluation of necessary infrastructure upgrades and/or plans to accommodate a BEB fleet. The study shall evaluate the back-up power requirements to support a BEB fleet based on the risk tolerance and back-up power duration requirements. The costs and benefits of using battery storage systems and rooftop solar panels shall also be evaluated for added resiliency, cost savings, clean energy, and opportunities to sell power back to the electricity grid.
- If high-powered opportunity charging is deemed necessary for electrification, the study shall assess site(s) where on-route charging may occur. The study shall outline space requirements, electricity grid upgrades, energy storage feasibility, back-up power requirements, and any other considerations deemed relevant.
- Provision of conceptual drawings for all facilities, including the recommended layout for parking and equipment, single line diagrams, and major equipment lists for costing. The conceptual drawings shall include consideration of any planned facility or fleet expansions and future proofing and be developed in collaboration with the Town of Milton - Milton Transit and

external facility owners/operators, where applicable. The layouts shall consider multiple options and evaluate any trade-offs between costs and impacts to operations and/or maintenance. The design shall be realistic to minimize under-sizing, over-sizing or stranded assets. The implementation approach for each facility should be included in Task 3. All drawings will be signed and sealed by a professional engineer who is registered in the relevant design specialties.

- Phased implementation plan for all upgraded or new infrastructure required at the transit facility to support fleet electrification. The plan shall coordinate construction to minimize costs and operational disruption, and clearly outline a step-by-step implementation schedule.

Deliverables for Task 2 include:

1. Type and quantity of charging systems that best suit the facility layout, fleet size, and any local requirements.
2. Electrical grid infrastructure upgrade requirements and costs, including installation, capital, and operating costs, phased in alignment with the vehicle procurement schedule.
3. Upgrades to meet safety codes, regulations or best practices.
4. Mechanical equipment requirements.
5. Back-up power requirements, including the recommended source of back-up power, phased in alignment with the vehicle procurement schedule.
6. Recommendation on energy storage and/or rooftop solar panel systems, including unit size, capital and installation costs, construction requirements, and any expected cost saving or revenue opportunity.
7. Conceptual site drawings for each facility and on-route charging location, outlining the infrastructure and parking layout at each facility and single line diagrams, with consideration of future proofing and operational impacts.

**Task 3 - Full Fleet Electrification Transition Plan**

- Overall electrification plan that outlines a step-by-step process to achieve full fleet electrification over the specified timeline, combining the information and deliverables developed in Task 1 and Task 2.
- The following information shall be included in the plan:
  1. Recommended high-level electric bus specifications, charging systems, and software solutions best suited to the operations of the transit agency.
    - a. Recommended electric bus high-level specifications to meet the service requirements of each transit agency, including but not limited to the recommended battery pack size considering a heavy-duty cycle along all routes/blocks.
    - b. Recommended charger type, power levels, and quantity of electric charging units to optimally support an electric bus fleet at each facility and on-route charging location.
    - c. Recommended software solutions for management, control, and optimization of asset usage, including: vehicle and charging equipment monitoring; smart charging and control; dispatch and operations control such as CAD/AVL system requirements to manage vehicle range and change-offs; and integration capacity of new systems with existing software, including transit scheduling and fleet management/maintenance software.

2. Maintenance and staff training for electric buses and infrastructure.
  - a. Maintenance requirements for the buses, including expertise (e.g. tradesperson qualifications), resources (e.g. tools, equipment, personal protective equipment), maintenance operations (e.g. best practices, towing requirements), and vehicle spare ratios.
  - b. Maintenance requirements for charging infrastructure, including expertise (e.g. tradesperson qualifications) and role identification for internal staff and external contracted services, where applicable.
  - c. Training programs for maintenance staff.
  - d. Driver training program.
  - e. Emergency services training program.
  - f. Electrical safety requirements and training for all personnel within each facility.
  - g. Identification of any skills or resource gaps on the current workforce needed to support an electric bus fleet. Evaluation must consider both internal staff and external contract workers, where applicable.
3. Detailed timeline for fleet electrification, coordinating fleet and charging infrastructure procurement timelines, service requirements, operational considerations, and construction schedules. Deliverable includes a detailed timeline outlining the specifics of each step and milestone, as well as an editable summary timeline.
  - a. Vehicle procurement schedule that considers existing fleet retirement plans, projected service growth, lead times, and any additional BEB fleet vehicles required to meet service levels.
  - b. Charging infrastructure procurement schedule that considers the vehicle procurement schedule and include an overview of the recommended construction schedule, and operational disruptions at the facility. This schedule should be developed in coordination with the local electricity distribution company to incorporate timelines for electrical grid infrastructure upgrades.
  - c. Construction schedule outlining the required work at an existing or new transit facility to support fleet electrification.
4. Detailed budget showing all capital, construction, and operating and maintenance expenses for vehicle and infrastructure for the full timeline of fleet electrification.
  - a. Budget that considers scenarios with and without the current carbon tax rates.
  - b. Project costs presented in nominal and net present value terms, shown against the baseline scenario of business as usual.
  - c. Recommendations on the viability of partnership models for ownership and operation of charging infrastructure.
  - d. A budget presented in a clear Excel format that can be used as a working document to update predicted costs with actual costs upon commencement of vehicle and infrastructure procurements.
5. Greenhouse gas and criteria air contaminant emissions saving for each year over the full electrification timeline.
  - a. Emissions savings shall be calculated and presented in the methodology and/or model

- b. Calculations shall be provided in an easy-to-follow Excel format that can be used to perform future calculation as timelines and/or the energy generation mix in Ontario changes.
- 6. Operational implementation plan that considers resource allocation, project risks and change management.
  - a. Assessment of existing resources to support the operational transition to a BEB fleet and identification of any skills or labour gaps.
  - b. Best practices for change management in support of a transition to an electric fleet.
  - c. Risk assessment highlighting potential areas of risk, suggested mitigation pathways and assigned personnel responsible for managing each risk.

## Appendix 2. Strategic Objectives

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### **1. To support climate responsiveness in alignment with sustainability goals**

In 2018, Council approved the Milton Green Innovation Plan (ES-017-18), followed by the declaration of a Climate Emergency (2019). In alignment with these corporate sustainability initiatives, the ZEB Feasibility Strategy aims to develop a transition plan to reduce greenhouse gas (GHG) emissions from buses. The study uses the [GHG<sup>+</sup>PLUS guidance modules](#) as outlined by Infrastructure Canada - ZETF to specifically address and quantify risks associated with the impacts of climate change to Milton's transit infrastructure. The ZEB Feasibility Strategy will also develop mitigation and adaptation strategies for the near-term, as well as long-term assessments of GHG reductions and infrastructure vulnerabilities.

### **2. To foster a state-of-readiness for zero-emission technology**

Transit systems across Canada are at varying stages of zero-emission technology adoption, from determining feasibility and conceptual planning/modelling, to advanced pilot project implementation and asset procurement. There has also been evidence of a gradual market-shift in the production of buses from diesel to battery-electric. For example, Nova Bus, one of the two Canadian suppliers of 12 metre conventional buses, is planning to change its business model in the near term, strategically redirecting product deliveries to battery-electric and other alternative forms. As a result, it is important to undertake planning efforts through this study to establish a state-of-readiness for such a market-shift.

### **3. To align adoption with Transit Operations Facility development**

A significant Town project currently in progress is the Transit Operations Facility development. While staff are currently evaluating land acquisition opportunities that satisfy functional requirements, the ZEB Feasibility Strategy will highlight future-ready programming for consideration during the facility planning, design and construction phasing process. Criteria and concept layouts from the study will provide guidance on structural characteristics, charging equipment and utility infrastructure needs to support BEB implementation. It is therefore critical to achieve a predictable timeline for substantial completion of the facility - the main catalyst to support service growth and the adoption of BEB technology. That is, large scale BEB deployment cannot occur until there is line-for site of facility completion and charging capabilities in place. For the purposes of study modelling, it was assumed that a fully functional Transit Operations Facility may be achieved in 2027. However, further refinement of timelines may be required upon future facility-related developments.

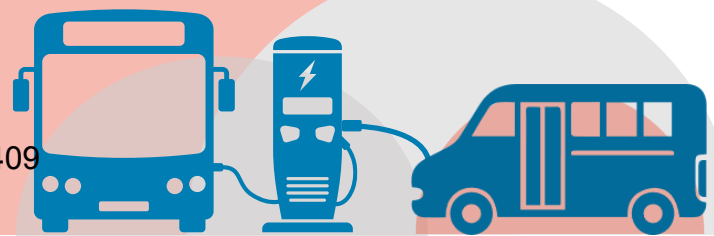


#### **4. To develop a customer-centred plan that preserves service reliability**

A crucial aspect of high-profile, technology adoption is to ensure that service remains stable, reliable and at minimum, equivalent to the current baseline. As such, the ZEB Feasibility Strategy reinforces a pragmatic and customer-centred approach for the transition to BEBs in a manner that underscores the significance of a measured timeline for proper evaluation, training, contingency, redundancy and customer feedback. Deployment will include retaining a mixed-fleet of diesel and BEBs over an extended period of time. This methodology also establishes guiderails to balance BEB adoption with sustainable and predictable long term investment.

# ZERO EMISSION BUS FEASIBILITY STRATEGY & FLEET TRANSITION PLAN

4/4/2024



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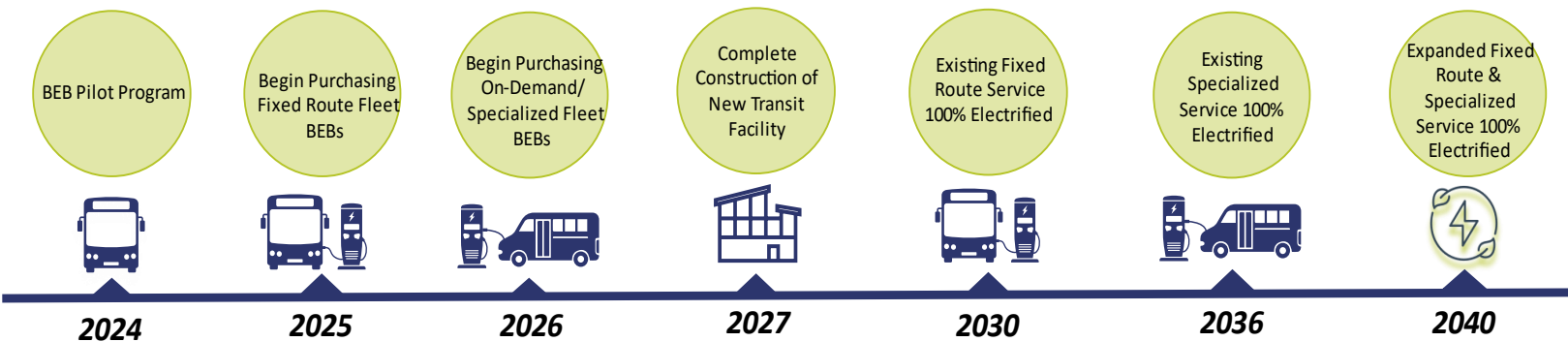


## EXECUTIVE SUMMARY

Transitioning to a zero emission fleet involves more than simply buying vehicles and a fueling system; the transition introduces new technology and processes into day-to-day operations. Successful fleet transition plans take a comprehensive approach to consider operational requirements, market conditions, available power, infrastructure demands, and costs. This Zero Emission Fleet Transition Plan incorporates all of these elements and is intended to serve as a roadmap for Milton Transit to convert their transit fleets to zero emission by 2040.

Overall, the development of a comprehensive electrification plan for transitioning Milton Transit's fleet to electric vehicles was informed by several analyses conducted as part of this study. Key findings from these analyses performed during this study, including route modelling, schedule optimization, and the facilities assessment, are referred to in the step-by-step roadmap outlined in this Plan. Internal and external stakeholders were also engaged to understand the Town's needs and collaboratively develop the Transition Plan with input from other departments. Important elements of the Plan include recommended bus specifications, charging systems, and software solutions tailored to Milton Transit's operations, as well as maintenance and staff training considerations. The Transition Plan also includes timelines for fleet electrification, procurement coordination, service requirements, budgeting for capital and operating expenses, emission reduction projections, and an operational implementation plan addressing resource allocation and change management.

This study utilized energy modelling of battery electric buses (BEBs) using current route data to confirm operational feasibility and develop fleet charging strategies and recommendations for vehicle and charging infrastructure types. The comprehensive analysis summarized below provides Milton Transit with data to guide informed decisions involving capital programs and operations necessary to build key partnerships and support transition actions and phases.



As shown in the graphic above, this Transition Plan outlines a phased implementation approach that aligns with Milton Transit's goal of 100% electrified service by 2040. This gradual integration allows Milton Transit to gain experience with BEB technology while the market evolves. BEBs are impacted by limited range and the time to recharge may not be consistent with current fleet operations, depending on the fleet's operating profile. As technology advances, it's anticipated that batteries will become bigger and lighter, increasing vehicle range and overall market availability of BEB profiles will become more diverse. Anticipated



advancements in battery and vehicle performance, as well as charging technology, will also enhance operational efficiency overtime.

The unit cost assumptions from the financial analysis are used to compare the operations of the baseline diesel bus fleet to the planned battery electric bus (BEB) fleet and provided in **Table 1** below. These costs reflect upfront capital costs for vehicles and electrical infrastructure, average annual cost of operations, maintenance, and diesel fuel and electricity costs. This table also includes the annual transfer to reserve needed to fund future vehicle and infrastructure replacements. All costs shown are in 2023 dollars and undiscounted. Overall, the capital costs of BEBs and related infrastructure are higher than diesel. However, maintenance cost and fuel cost savings associated with BEBs are significant relative to diesel.

**Table 1. Capital Cost Comparison of 12-Metre Conventional Diesel Bus and Electric Bus (2023\$)**

| Cost Components                               | Baseline Scenario - Diesel | BEB Transition Scenario Battery-Electric | Variance (Per Bus Unit) |
|-----------------------------------------------|----------------------------|------------------------------------------|-------------------------|
| <b>Capital Expenditures</b>                   |                            |                                          |                         |
| Bus Acquisition – 12M                         | \$915,024                  | \$1,909,686                              | \$994,662               |
| Mid Life Refurbishment                        | \$120,000                  | \$7,000                                  | -\$113,000              |
| <b>Subtotal of Vehicle Costs</b>              | <b>\$1,035,024</b>         | <b>\$1,916,686</b>                       | <b>\$881,662</b>        |
| <b>Charging Equipment*</b>                    |                            |                                          |                         |
| Plug-In Depot Charger Cabinet (150 kW)        | -                          | \$154,097                                | \$154,097               |
| Plug-In Depot Charger Wall-Mounted Dispenser  | -                          | \$25,265                                 | \$25,265                |
| Plug-In Depot Charger Overhead Reel Dispenser | -                          | \$32,158                                 | \$32,158                |
| <b>Subtotal of Charging Equipment Costs</b>   | <b>-</b>                   | <b>\$211,520</b>                         | <b>\$211,520</b>        |
| <b>Capital Expenditures Total</b>             | <b>\$1,035,024</b>         | <b>\$2,128,206</b>                       | <b>\$1,093,182**</b>    |

\*- Excludes major infrastructure and utility upgrades

\*\* - 106% increase in capital investment over baseline





**Table 2. Annual Operating Cost Comparison of 12-Metre Conventional Diesel Bus and Electric Bus (2023\$)**

| Cost Components for Total Fleet                            | Diesel Bus       | Battery-Electric Bus | Variance<br>(Per Bus Unit) |
|------------------------------------------------------------|------------------|----------------------|----------------------------|
| <b>Operating Expenditures (per year)</b>                   |                  |                      |                            |
| Service Delivery and Administration, Training*             | \$326,794        | \$317,253            | -\$9,541                   |
| Vehicle Maintenance + Fuel (Diesel, Gasoline, Carbon Levy) | \$99,843         | \$49,620             | -\$50,223                  |
| Electricity                                                | -                | \$26,502             | \$26,502                   |
| Charger-Related Maintenance                                | -                | \$5,959              | \$5,959                    |
| Subtotal of Service Delivery + Charging Equipment          | <b>\$426,637</b> | <b>\$399,334</b>     | <b>-\$27,303</b>           |
| <b>Contribution to Reserve for Asset Replacement</b>       |                  |                      |                            |
| Vehicles (12-year life)                                    | \$86,252         | \$159,724            | \$73,472                   |
| Charging Infrastructure (12-year life)                     | -                | \$17,627             | \$17,627                   |
| Subtotal Contribution to Reserve for Asset Replacement     | <b>\$86,252</b>  | <b>\$177,351</b>     | <b>\$91,099</b>            |
| <b>Total Annual Operating Cost (2023\$)</b>                | <b>\$512,889</b> | <b>\$576,685</b>     | <b>\$63,796</b>            |

\*-Based on average annual operating hours per vehicle, 2021 CUTA Statistics



# 1 INTRODUCTION

As one of the fastest-growing municipalities in Canada, the town of Milton (the Town) is well-positioned to lead its community toward a cleaner future by recognizing the importance of its energy consumption and emissions. The Town has seized its opportunities to plan for a healthy future and engage as a leader in this growing field by developing a vision reflective of its key goals. To achieve the Town of Milton's vision as a strong and prosperous community, especially in the areas of economy, society, and the environment, the Milton Green Innovation Plan<sup>1</sup> has been launched as the flagship program for the Town's commitment to responsible energy management and development. As part of this program, the Town has created a baseline review of energy usage and emissions and developed an action plan to ensure responsible resource management.

To further build on its commitment to sustainability, the Town brings forth recommended key actions and initiatives for Council approval through its Climate Change Work Plan on an annual basis, allowing for expanded efforts on environmental stewardship. These initiatives focus on integrating sustainability principles into both daily practices and long-term plans. Among these efforts are the Community and Corporate Energy Plan, Diesel-to-Electric Bus Conversion Pilot, Milton Transit Master Plan, and the Transportation Master Plan. Within the Climate Change Work Plan, it is noted that the Town has a goal to reduce greenhouse gas emissions (GHGs) by 20%. To achieve the goal, the work plan outlines specific approaches such as developing an electrification strategy for town vehicles, including transit. Additionally, the town of Milton is committed to reducing emissions in line with the Ontario Community Climate Action Plan (OCCAP).<sup>2</sup>

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<sup>1</sup> [The Corporation of the Town of Milton Green Innovation Plan](#)

<sup>2</sup> [Ontario Community Climate Action Plan — March, 2023](#)



## 2 TRANSIT FLEET ZERO EMISSION TRANSITION PLAN

The transition from conventional gasoline and diesel buses to battery electric buses is a significant undertaking that requires robust planning, as it will impact many aspects of the organization. Infrastructure Canada has created the Zero Emission Transit Fund<sup>3</sup> (ZETF) to support organizations in transitioning their fleets. In addition to funding planning projects, it has a capital stream that provides opportunities for transit agencies to receive funding for capital projects. To apply for capital funding there are five specific planning elements that applicants must satisfy, and this Fleet Transition Plan has been developed to address those elements:

1. **System Level Planning:** Description of system-level planning undertaken for the project, such as analysis of zero emission bus (ZEB) technologies, energy consumption analysis, and identification of charging/refueling and facility requirements.
2. **Operational Planning & Deployment Strategy:** Outlines a fleet and infrastructure implementation plan that supports innovative and effective ZEB deployments and future operations. This strategy is informed by optimal route selection, service design, and procurement needs.
3. **Financial Planning:** Provides preliminary capital and operating cost estimates, including the anticipated lifecycle cost comparison encompassing fuel and maintenance costs.
4. **Capacity to Implement the Technology:** Assesses the organization's current resources, skills and training required for the deployment and operation of a new ZEB fleet. It also provides an assessment of potential technological, operational, and system-wide risks associated with the transition and a risk management plan that details mitigation strategies.
5. **Environmental Benefits:** Includes a lifecycle assessment of environmental benefits associated with the transition, including estimates of greenhouse gas (GHG) emissions reduction, noise reduction, and non-GHG pollutant reduction.

This Transit Fleet Zero Emission Transition Plan (Fleet Transition Plan) addresses each of these topics in the following report and the accompanying appendices.

---

<sup>3</sup> [Infrastructure Canada - Zero Emission Transit Fund Applicant Guide](#)



### 3 SYSTEM LEVEL PLANNING

The foundation of this Fleet Transition Plan begins with the approach to system-level planning. An analysis of ZEB technologies was performed to further understand both BEB and fueling options on the market for Milton Transit to consider. An energy consumption analysis was developed for Milton Transit to create an accurate energy profile, which further works to identify charging, refueling and facility requirements specific to the agency's needs.

#### 3.1 BATTERY ELECTRIC BUSES & FUELING OPTIONS

BEBs are currently the most popular zero emission bus because they utilize the electric grid as a source of fuel, which is universally available and relatively "easy" to connect to for drawing the required power. One shortfall is the limited range of BEBs compared to conventional diesel buses; for agencies with longer range requirements, BEBs may not be capable of directly replacing buses assigned to long duty cycles at a one-to-one replacement ratio. In some cases, it's not possible to adjust the service profile of these longer blocks to accommodate the range capabilities of today's available BEBs. For extended range requirements, either additional vehicles become necessary or en-route charging would need to be introduced at layover points along current routes.

En-route charging is an enhancement that can greatly improve the feasibility of BEBs in many situations; it can extend the range of a BEB and facilitate one-to-one replacement of diesel vehicles when the routes are conducive to this charging strategy. This is particularly helpful with circular routes where the same en-route charger can be used by a vehicle multiple times throughout the day. En-route charging infrastructure would ideally be located at places such as transit centers where buses operating on multiple routes all have scheduled layover time.

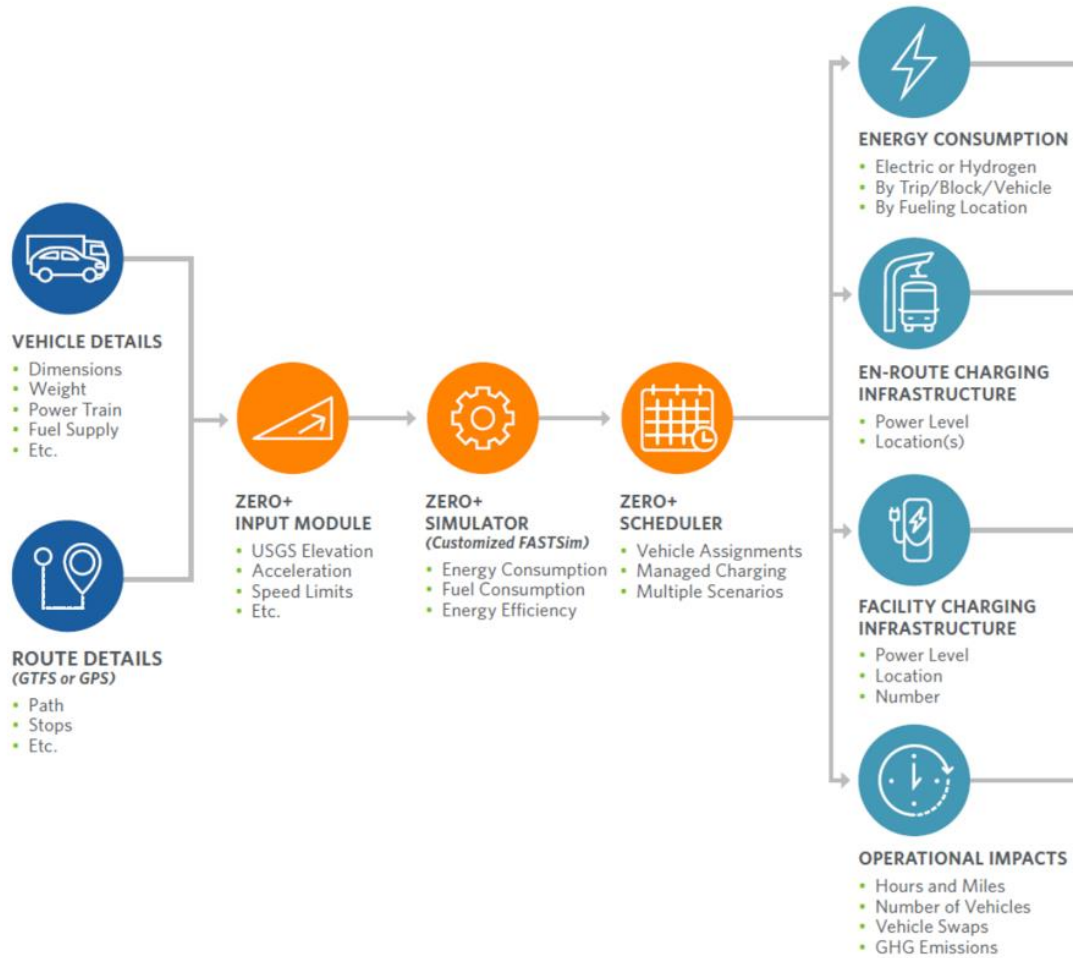
#### 3.2 ENERGY CONSUMPTION ANALYSIS

Understanding energy consumption is a key component of fleet transition planning, as it informs the choice of vehicle technology, infrastructure requirements, finances, and fleet replacement strategies. The following sections outline the methodology, modelled scenarios, and key findings of Milton Transit's Energy Consumption Analysis.

##### 3.2.1 METHODOLOGY

Milton Transit's zero emissions consultant, HDR, Inc. provided a comprehensive understanding of the potential impacts BEB technology may have on Milton Transit's existing service using their proprietary energy consumption model, Zero+. **Figure 1** shows the Zero+ Model inputs, outputs, and process.





**Figure 1. Zero+ Inputs, Outputs, and Modelling Process**

Energy consumption is impacted by several factors including slope and grade of the bus routes, number of vehicle stops, anticipated roadway traffic, and ambient temperature. The Zero+ model also analyzes variables known to impact lifetime vehicle performance, like energy density, battery degradation, operating environment, HVAC and auxiliary power loads, as well as the lifecycle of bus batteries. The model is fed by GTFS data, GIS data, and vehicle profile assumptions to create an accurate energy consumption profile unique to Milton Transit's existing service. In sum, Zero+ results include many data variables, yielding the most accurate results possible to influence strong, effective decision making.

The Zero+ model results, combined with discussions with Town staff, provide the basis upon which the preferred vehicle technology and refueling strategy will be determined. This modelling evaluated whether the optimal charging strategy is depot charging only or a mix of depot and en-route charging, which nameplate battery capacity and auxiliary heater type is optimal and identifies potential strategies that best complement Milton Transit's service and fleet plans. Simulations were performed at the granular level to inform individual vehicles, routes, and blocks as well as the full Milton Transit fleet. Examining each vehicle individually drives decisions for the right technology at the system, depot, route, and block levels (e.g., how





vehicles are scheduled to operate in revenue service during the day). This analysis balanced impacts to operations, overall fleet size, and infrastructure requirements and ultimately provides Milton Transit with the information to make a data-driven determination of the preferred BEB technologies to deploy and the pace at which to deploy them.

### 3.2.2 MODELLED SCENARIOS

The energy consumption modelling effort included the analysis of five scenarios for the conventional 12m transit bus fleet, inclusive of the supplementary school service; the On-Demand and Milton Access+ services were also modelled. This analysis only considers Milton Transit's existing service operated by the current fleet and does not model any planned future fleet expansions, but criteria for the transition to BEBs on these planned expanded services will be provided as a guideline for Milton Transit to use when planning for a full BEB fleet. Once the new, expanded service profile is established, Milton Transit will need to consider conducting an additional fleet modelling study as a supplement to this plan to provide exact recommendations for a fleet transition to BEBs.

#### 3.2.2.1 FIXED-ROUTE TRANSIT FLEET

- Baseline (Diesel)
- Full BEB Fleet (525 kWh) with Depot Charging Only
- Full BEB Fleet (675 kWh) with Depot Charging Only
- Full BEB Fleet (525 kWh) with Depot and En-Route Charging

Based on the evaluation and collection of data described above, a baseline diesel scenario was simulated off current Milton Transit service to validate both the data provided and the functionality of the model by comparing simulation results to observed existing Milton Transit diesel operations. This validation provides confidence that the simulations of BEB scenarios are not missing critical data points that influence the transition.

Depot charging only was modelled first to establish a baseline feasibility. This scenario allows the Zero+ Model to identify which existing service blocks can be electrified without an increase in peak vehicle requirements, the need for en-route charging, or the need for schedule modifications to achieve the same level of service. In the depot charging only scenario, the model indicates how many additional vehicles would be required to maintain the same level of service without the use of en-route charging.

The model also included the analysis of a scenario where Milton Transit utilizes a combination of depot and en-route charging. Layover times in the existing schedule were used to identify the most ideal locations for en-route chargers; the Milton GO Station was identified as an ideal en-route charging location. It should be noted that although this location was modelled, the Town does not currently own this property which would be a contingency for installing and operating en-route chargers at this location. The Town should explore coordination with Metrolinx, the current property owner of the Milton GO Station, to install chargers that could be jointly operated by Milton Transit and GO Transit in anticipation of needing en-route charging capacity. Alternatively, Milton Transit could also consider delaying en-route charging plans until the planned service expansion is complete; through service expansion, additional candidate sites for en-route charging may be identified. Based on modelling of the existing fixed route service, the decision to implement en-route charging infrastructure at the Milton GO Station would need to be made at the beginning of Phase 2B with the purchase of the 12<sup>th</sup> BEB in 2029.



### 3.2.2.2 PARATRANSIT AND SPECIALIZED FLEET

Milton Transit's On-Demand and Access+ services were modelled separately from fixed route services due to the available data types. This modelling effort was based on operating data provided by the agency as well as the battery and charging specifications of equivalent BEBs. Existing paratransit and specialized fleet vehicles' average and maximum daily kilometres and hours in service, derived from Milton Transit's monthly vehicle data, were considered in the modelling. The total energy consumption of the BEB fleet is computed using the worst-case vehicles to forecast overall site energy and fleet size impacts.

If the daily amount of energy required exceeds the available energy for a vehicle, then the cases for an increase in fleet size or mid-day fast charging are considered. These additional cases facilitate protecting the vehicle's health while avoiding interruptions to normal operations. Three scenarios were considered: a base scenario, a scenario reflecting an expanded BEB fleet, and a scenario where the fleet is not expanded but mid-day recharging is supported.

### 3.2.3 KEY TAKEAWAYS

For conventional services, a 675kWh BEB fleet with depot only charging is operationally advantageous for Milton Transit as this scenario would require vehicle swaps (e.g. exchanging a BEB vehicle that has reached the daily operational limit for the battery capacity, with a BEB vehicle that is fully charged at the depot). These vehicle swaps would be required for four service blocks, while all other blocks are feasible without swaps. Under a 525kWh BEB fleet with depot only charging scenario, seven service blocks would require a vehicle swap. Fewer vehicle swaps are recommended for the following reasons:

- **Operational efficiency**
  - Fewer vehicle swaps result in lower non-revenue hours and miles to swap out vehicles during service, minimizing potential service disruptions.
  - Necessity for vehicle swaps may require additional drivers.
- **Cost savings**
  - More vehicle swaps result in a larger increase in fleet size requirements.
  - Increased fleet sizes also require additional charging equipment, depot space, and maintenance resources.
  - Swaps require vehicles to return to the garage midday for charging, incurring higher utility rates compared to overnight charging with lower utility rates, contributing to higher operational costs.

While a combination of depot and en-route charging would mean that all Milton Transit service blocks could be operated without vehicle swaps or changes to service, the complexities of infrastructure management, property ownership, and coordination at the identified feasible en-route charging location, the Milton GO Station, make Milton Transit's preferred scenario depot only charging with 675kWh BEBs.

Milton Transit's specialized fleet for on-demand services was modelled iteratively to determine the best alternative for the Town since vehicles cannot be transitioned at a one-to-one replacement ratio without some fleet and/or service modifications necessary. Milton Transit will elect to utilize mid-day recharging of the specialized fleet rather than expand the fleet. Nearly all existing vehicles can complete existing service on an average day without the need for service modifications, and all vehicles can complete service on both



average and worst-case days with mid-day recharging. Since the worst-case operational profile is not regularly realized, the Town will operate BEBs on existing service with plans to utilize existing DCFCs installed at the depot for fixed route buses as a contingency if daily use is anticipated to exceed the operational range of the BEBs.

The detailed results of the route modelling analysis for Milton Transit's fixed route, On-Demand, and Access+ transit services can be found in **Appendix A: Energy Modelling Analysis**.



## 4 OPERATIONAL PLANNING & DEPLOYMENT

The following components highlight critical fleet and infrastructure implementation needs, including actions that will be taken to effectively deploy BEBs and ensure efficient future operations. The fleet deployment plan highlights each phase of the plan, offering a purchase schedule and insight into the phased deployment effort using the current transit fleet growth and replacement forecast provided by Town staff. The facility and infrastructure plan for the prospective depot facility is also provided, covering existing conditions and facility infrastructure implementation. The feasibility of en-route charging is also considered, with potential locations Milton Transit may consider to assessing in the future.

### 4.1 FLEET DEPLOYMENT PLAN

Milton Transit will be launching a BEB Pilot Program in early 2024 with one repowered bus (a diesel bus retrofitted with an electric drivetrain). The pilot will provide real-world experience with operating and managing an alternative-powered vehicle. Over time, and subject to Council approval of the Transit Fleet Zero Emission Transition Plan and associated budget, new BEBs are to be gradually introduced, with the first procurement anticipated in 2025 to be delivered and enter revenue service in 2027, two years from the purchase date. Initially, Milton Transit will integrate BEBs to the fixed route fleet with half of the buses purchased in each year to be BEBs and the other half to be diesel. Beginning in 2029, Milton Transit will cease purchasing diesel buses for fixed route service and all future procurement will be battery electric. The on-demand/specialized fleet transition will begin in 2026 with the purchase of three 6m buses. Similar to the fixed-route fleet, half of the buses purchased in each year will be battery electric until 2029; beginning in 2030, all future procurements will be battery electric.

#### 4.1.1 FIXED ROUTE TRANSIT FLEET

The fixed route fleet will be electrified in three phases based upon infrastructure needs at the depot facility, available vehicle battery capacity, and future service expansion. The BEB in service through the Pilot Program will have a battery capacity of 400 kWh, while all future BEBs purchased from the OEM will be 675 kWh.

##### **Phase 1: BEB Pilot Program (2024)**

Milton Transit will pilot one repowered diesel BEB to test the technology and its impacts on ongoing service and operations. The Pilot BEB will rotate operating on all existing service routes to test how the bus performs on different route profiles.

##### **Phase 2: Electrify Existing Fixed-Route Service (2025-2030)**

Milton Transit currently operates seventeen (17) buses on existing active service. This phase will include the purchase of twenty-six (26) buses; sixteen (16) of these buses will be battery electric, completing the electrification of existing active fleet.

##### **Phase 2A: 50% of procurements in each year will be BEB (2025-2028)**

During this phase, Milton Transit will purchase sixteen (16) buses that will be a mix of diesel and battery electric buses; half of new procurements will be diesel (8 buses) and the other half will be BEB (8 buses).



### Phase 2B: 100% of procurements in each year will be BEB (2029-2030)

Beginning in 2029, Milton Transit will cease purchasing diesel buses and all future procurements will be BEB. In this phase, ten (10) BEBs are purchased bringing the fleet total to forty (40) buses, including planned service expansion growth buses.

### Phase 3: Electrify Expanded Fixed Route Service (2031-2040)

During this phase, Milton Transit will transition the remainder of the existing and planned expanded fleet to BEBs. BEB replacements of diesel buses purchased in phases 1 and 2A are also included in this phase, bringing the fixed-route transit fleet to a total of forty-five (45) buses in 2033 (delivery in 2035) with a full transition to BEBs occurring in 2038 (delivery in 2040).

**Table 3** provides a breakdown of the number of fixed route BEBs purchased in each phase, with delivery of buses anticipated *two years after they are purchased*.

**Table 3. Phased Fixed Route Fleet Deployment Plan**

| Phase    | Purchased Replacement BEBs | Purchased Growth BEBs | Cumulative Purchased BEBs | Purchase Year |
|----------|----------------------------|-----------------------|---------------------------|---------------|
| Phase 1  | 1                          | -                     | 1                         | 2024          |
| Phase 2A | -                          | 7                     | 8                         | 2025 – 2028   |
| Phase 2B | 6                          | 3                     | 17                        | 2029 – 2030   |
| Phase 3  | 23                         | 5                     | 45                        | 2031 – 2040   |

**Table 4** shows which purchases are replacement buses, where a diesel bus will be retired upon delivery, and expansion buses, where fleet size increases and a vehicle is not retired upon delivery. In many years, there are a mix of replacement and expansion buses. The breakdown aligns with the Town's expected 2023-2033 Transit Fleet Growth, Replacement, and Mid-Life Refurbishment Schedule.

**Table 4. Bus Procurement Schedule, Replacement and Expansion Breakdown (2023 - 2040)**

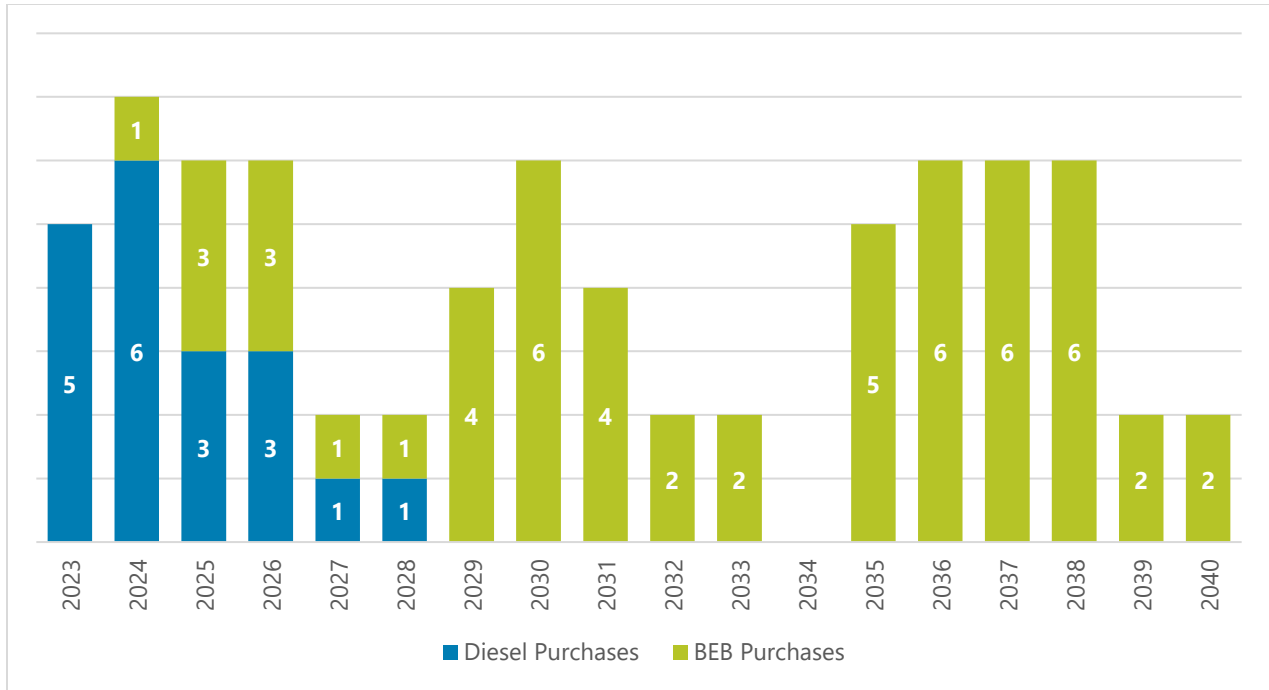
|                                       | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 | 2038 | 2039 | 2040 |
|---------------------------------------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|
| Diesel – Expansion Bus                |      | 4    | 4    | 3    | 1    | 1    |      |      |      |      |      |      |      |      |      |      |      |      |
| Diesel – Replacement Bus              | 5    | 2    |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| Electric – Expansion Bus              |      |      | 2    | 3    | 1    | 1    | 2    | 1    | 2    | 1    | 2    |      |      |      |      |      |      |      |
| Electric – Diesel Replacement Bus     |      | 1*   |      |      |      |      | 2    | 4    | 2    | 1    |      |      | 5    | 6    | 4    | 3    | 1    | 1    |
| Electric – Electric Replacement Bus** |      |      |      |      |      |      |      | 1    |      |      |      |      |      |      | 2    | 3    | 1    | 1    |

\*Diesel conversion pilot BEB

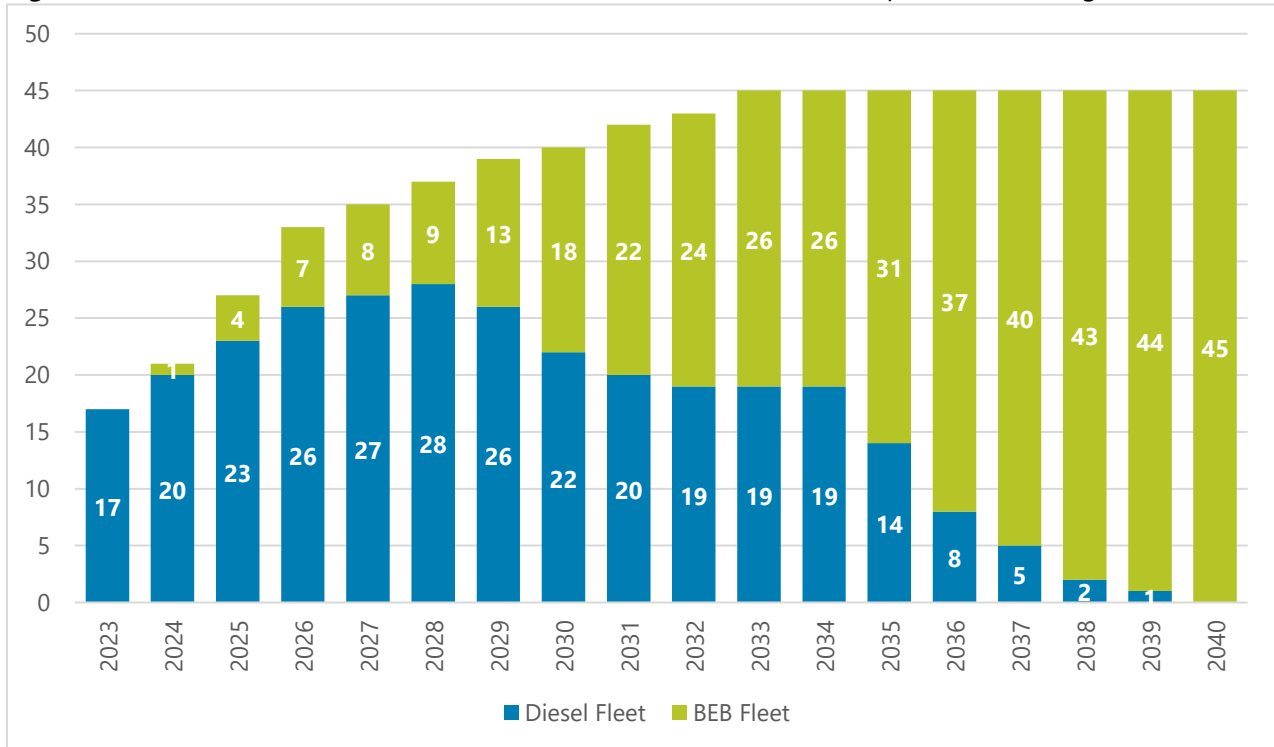
\*\*BEB replacement of BEB purchased earlier in transition





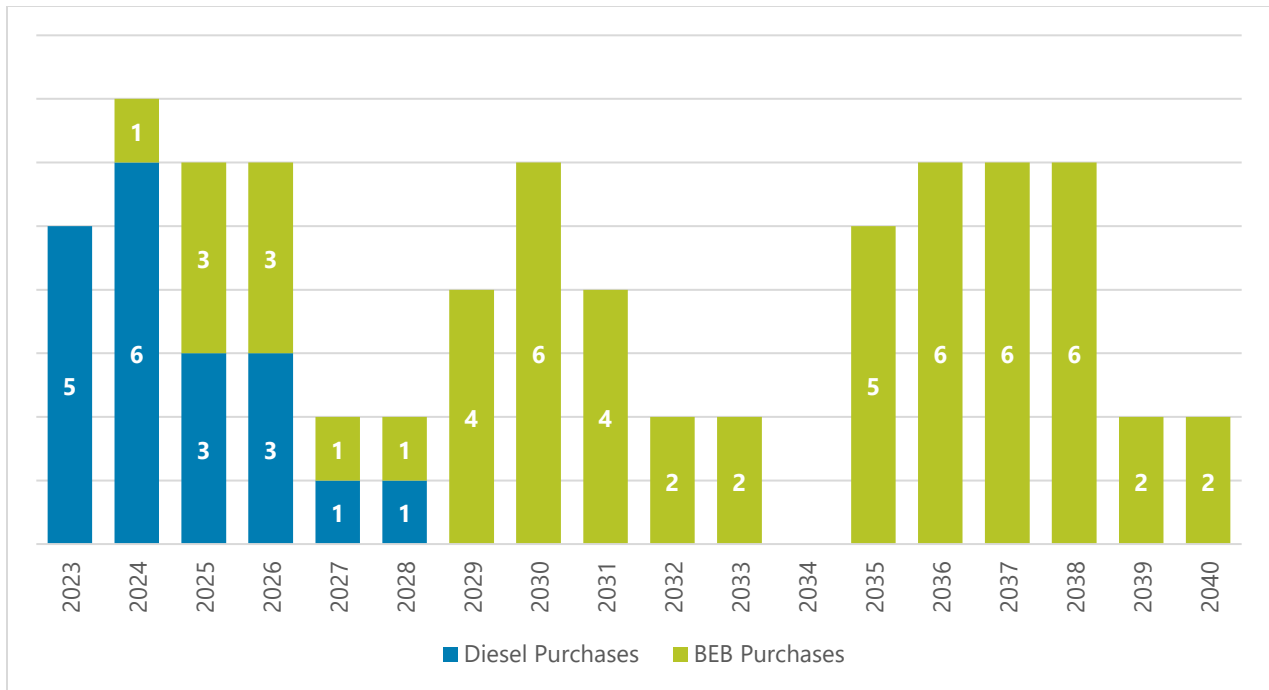


**Figure 2** shows when new fixed route buses, both diesel and BEB, will be purchased through 2040, while

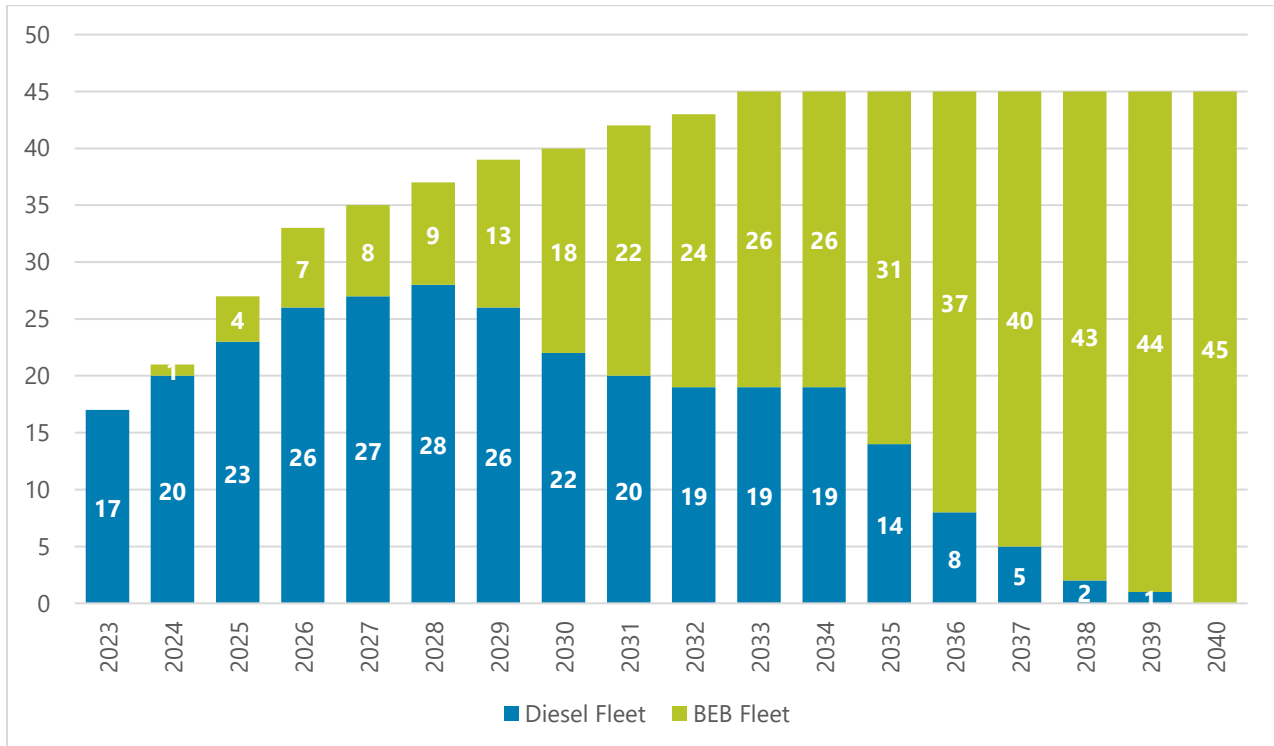


**Figure 3** provides a visual representation of the fixed route fleet makeup throughout the planning period.





**Figure 2. Fixed Route Transit Fleet Procurement Schedule (2023-2040)**



**Figure 3. Fixed Route Transit Fleet Composition by Purchase Year (2023-2040)**



### 4.1.1.1 FUTURE SERVICE CRITERIA

Milton Transit will begin by electrifying the fleet and operate service with depot charging only during Phases 1 and 2, where only one additional vehicle is required without the need for or en-route charging. In Phase 3, with the expanded service, either a fleet expansion or en-route charging infrastructure would likely be necessary to maintain the same level of service as diesel operations. Because the nature of the expanded service is unknown, the exact vehicle requirement to support this new service cannot be predicted. **Table 5** outlines the feasibility criteria for expanded service; the feasible distance for a 1:1 conversion is the maximum duty cycle distance a 675 kWh BEB can complete without the need for bus swaps or en-route charging.

**Table 5. Expanded Service Feasibility Criteria**

|                                             | Easiest Route | Average Route | Hardest Route |
|---------------------------------------------|---------------|---------------|---------------|
| <b>Average Vehicle Efficiency</b>           | 1.3 kWh/km    | 1.60 kWh/km   | 1.97 kWh/km   |
| <b>Feasible Distance for 1:1 Conversion</b> | Up to 330 km  | Up to 270 km  | Up to 220 km  |

The longest duty cycle in the Town's current service profile is 400 km, so in any case expanded service could be completed with at most one swap per duty cycle. "Easiest" refers to the most energy efficient route (i.e., least number of stops, flattest terrain, etc.), while "hardest" refers to the least energy efficient route (i.e., many stops, difficult/steeper terrain, etc.). If expanded service exceeds 330 km, either en-route charging or additional vehicles to facilitate bus swaps would be required.

### 4.1.2 ON-DEMAND/SPECIALIZED TRANSIT FLEET

The on-demand/specialized fleet will follow a similar phasing approach as the fixed route, but with different years of implementation. No specialized fleet vehicles will be replaced during Phase 1, but Phase 2A will include electrification of half the replacement vehicles between 2025 and 2028. Phase 2B will occur in 2029 and 2030 where all new vehicle purchases will be electric to maintain the existing fleet size. Phase 3 will increase the number of 6-metre vehicles to expand service and replace remaining gasoline vehicles.

#### Phase 1: Internal Combustion Only (2023-2025)

In Phase 1, Milton Transit will not purchase any battery electric on-demand/specialized fleet vehicles, all procurements will be gasoline.

#### Phase 2: Mixed Fleet (2026-2027)

During this phase, Milton Transit will purchase a mix of gasoline and battery electric vehicles. In each year, half of the procurements will be gasoline and the other half will be battery electric.

#### Phase 3: Full Fleet Electrification (2028 – 2034)

Beginning in 2028, Milton Transit will cease purchasing gasoline vehicles and all future procurements will be battery electric. The transition of both the 6- and 8-metre fleets will be complete in 2034 with a total fleet of seventeen (17) 6m buses and (6) 8m buses.

**Table 6** provides a summary of the fleet composition by vehicle size and fuel type at the *end* of each phase.



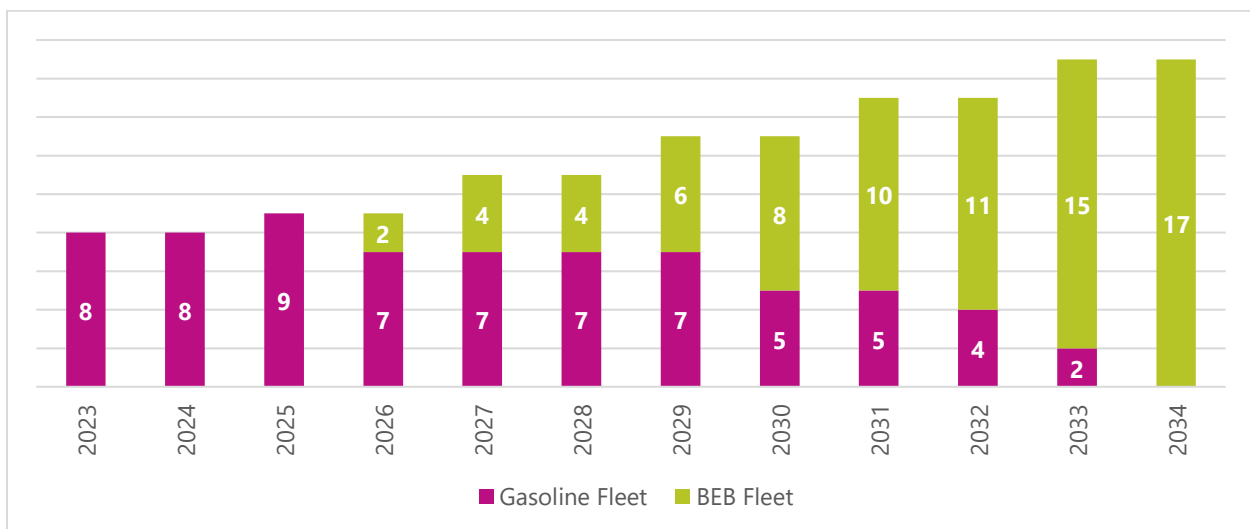
**Table 6. Phased Specialized Fleet Composition by Phase**

| Phase   | 6M Gas Fleet Count | 6M BEB Fleet Count | 8M Gas Fleet Count | 8M BEB Fleet Count | Purchase Year |
|---------|--------------------|--------------------|--------------------|--------------------|---------------|
| Phase 1 | 9                  | -                  | 6                  | -                  | 2023 - 2025   |
| Phase 2 | 7                  | 4                  | 5                  | 1                  | 2026 - 2027   |
| Phase 3 | -                  | 17                 | -                  | 6                  | 2028 - 2034   |

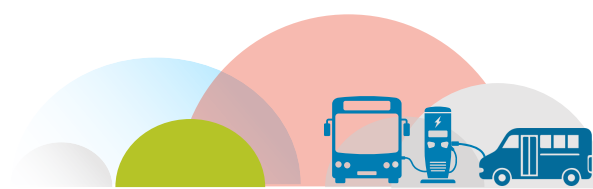
The fleet composition by year for 6-metre and 8-metre specialized vehicles are shown in **Figure 4** and **Figure 6**, respectively, through 2034.

#### 4.1.2.1 6-METRE SPECIALIZED FLEET

The transition of the 6-metre specialized fleet will begin in 2026 with the purchase of 2 BEBs; the following years include the purchase of a mix of gasoline and electric buses, with the Town of Milton ceasing gasoline purchases after 2027 and reaching 100% BEB in 2034. A progression of the 8-metre fleet composition throughout the transition is shown below in **Figure 4**.


**Figure 4. 6M Specialized Fleet Composition by Purchase Year (2023-2034)**

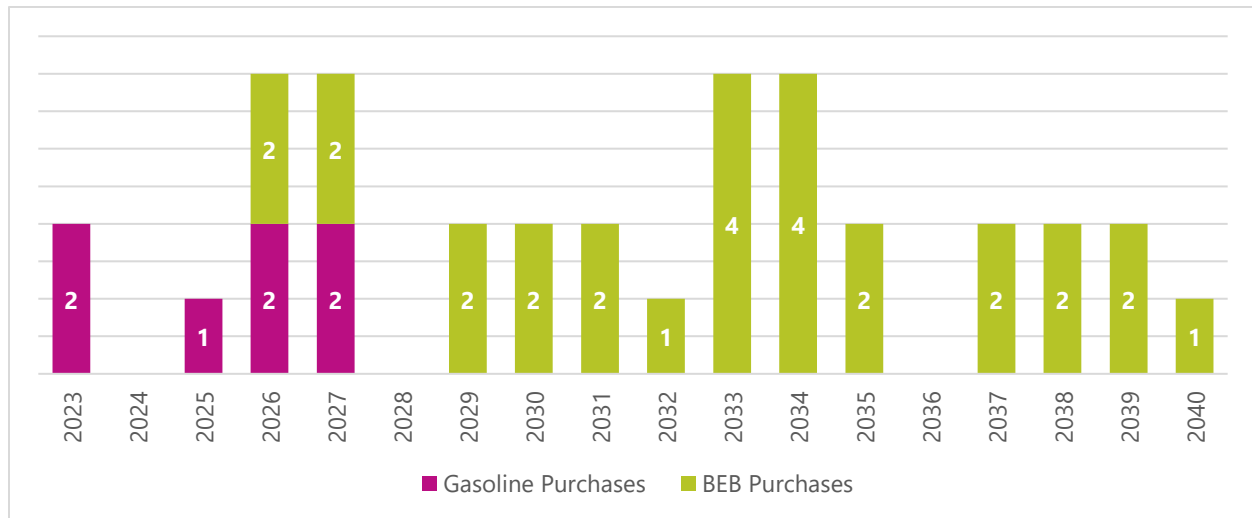
**Table 7** shows which purchases are replacement 6-metre buses, where a gas-powered bus will be retired upon delivery, and expansion buses, where fleet size increases and a vehicle is not retired upon delivery; in many years, there are a mix of replacement and expansion buses. Purchases of replacement BEBs are further broken down to differentiate between which are replacements of gasoline buses and which are replacements of BEBs purchased earlier in the transition. The breakdown aligns with the Town's expected 2023-2033 Transit Fleet Growth, Replacement, and Mid-Life Refurbishment Schedule.



**Table 7. 6M Specialized Fleet Procurement Schedule, Replacement and Expansion Breakdown (2023 - 2040)**

|                                | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 | 2038 | 2039 | 2040 |
|--------------------------------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|
| Gasoline - Growth Bus          | 2    |      | 1    |      | 1    |      |      |      |      |      |      |      |      |      |      |      |      |      |
| Gasoline - Replacement Bus     |      |      |      | 2    | 1    |      |      |      |      |      |      |      |      |      |      |      |      |      |
| BEB - Growth Bus               |      |      |      |      | 1    |      | 2    |      | 2    |      | 2    |      |      |      |      |      |      |      |
| BEB – Gas Replacement Bus      |      |      |      | 2    | 1    |      |      | 2    |      | 1    |      | 2    |      |      |      |      |      |      |
| BEB – Electric Replacement Bus |      |      |      |      |      |      |      |      |      |      | 2    | 2    | 2    |      | 2    | 2    | 2    | 1    |

**Figure 5** summarizes the information from the table above and shows the total number of 6-metre buses purchased in each year by fuel type through 2040.

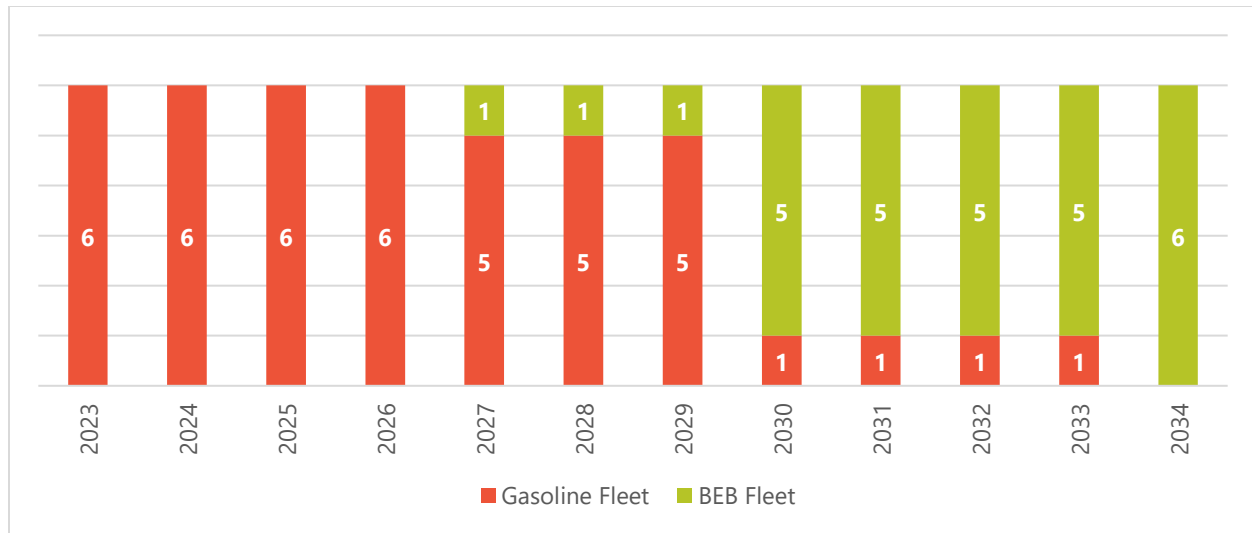

**Figure 5. 6M Specialized Fleet Bus Procurement Schedule by Fuel Type (2023-2040)**

#### 4.1.2.2 8-METRE SPECIALIZED FLEET

The transition of the 8-metre specialized fleet will begin in 2027 with the purchase of 1 BEB; the following years include the purchase of a mix of gasoline and electric buses, with the Town of Milton ceasing gasoline purchases after 2027 and reaching 100% BEB in 2034. A progression of the 8-metre fleet composition throughout the transition is shown below in **Figure 6**.







**Figure 6. 8M Specialized Fleet Composition by Purchase Year (2023-2034)**

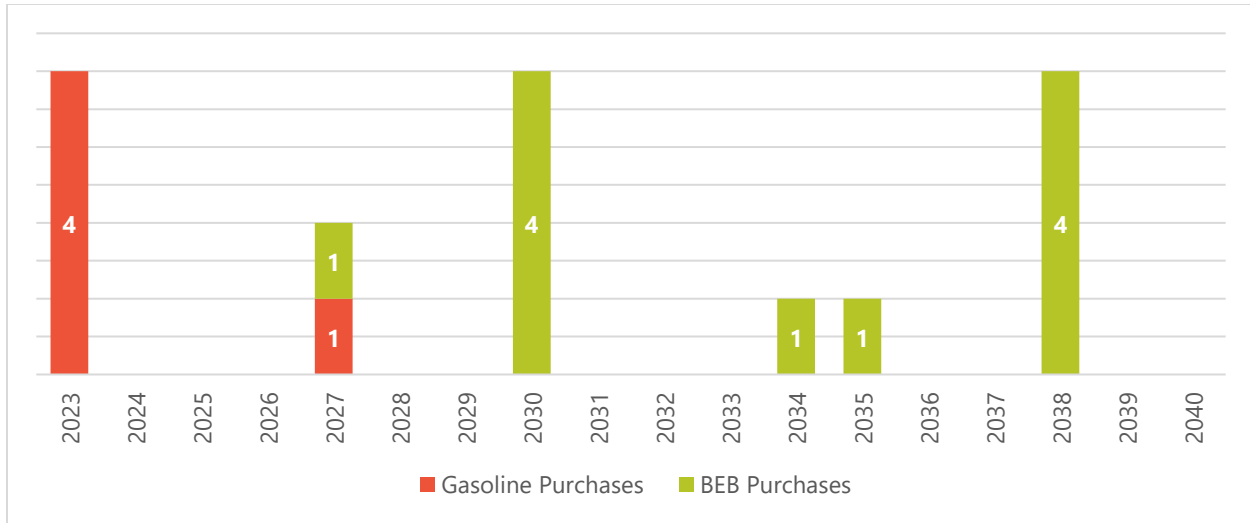
**Table 8** shows which purchases are replacement 8-metre buses, where a gas bus will be retired upon delivery, and expansion buses, where fleet size increases and a vehicle is not retired upon delivery. Purchases of replacement BEBs are further broken down to differentiate between which are replacements of gasoline buses and which are replacements of BEBs purchased earlier in the transition. The breakdown aligns with the Town's approved 2023-2033 Transit Fleet Growth, Replacement, and Mid-Life Refurbishment Schedule.

**Table 8. 8M Specialized Fleet Procurement Schedule, Replacement and Expansion Breakdown (2023 - 2040)**

|                            | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 | 2038 | 2039 | 2040 |
|----------------------------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|
| Gasoline - Growth Bus      | 2    |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| Gasoline - Replacement Bus | 2    |      |      |      | 1    |      |      |      |      |      |      |      |      |      |      |      |      |      |
| BEB - Growth Bus           |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| BEB – Gas Replacement Bus  |      |      |      |      | 1    |      |      | 4    |      |      | 1    |      |      |      |      |      |      |      |
| BEB – BEB Replacement Bus  |      |      |      |      |      |      |      |      |      |      |      |      | 1    |      |      | 4    |      |      |

A summary of the total number of 8-metre buses purchased in each year by fuel type through 2040 is provided below in **Figure 7**.





**Figure 7. 8M Specialized Fleet Bus Procurement Schedule by Fuel Type (2023-2040)**

### 4.1.3 SOFTWARE SYSTEMS

Introducing BEBs will introduce additional variables that Milton Transit plans to monitor, such as dynamic vehicle scheduling, vehicle battery health, charger health and energy management. There are several software packages available for transit agencies to monitor vehicles and chargers live and retroactively; some may be available from OEMs and others are third party software packages that Milton Transit would acquire independently from vehicle or charger procurements.

- Vehicle Monitoring Systems** – Milton Transit will consider this software in order to provide constant monitoring and logging of all vehicle data transmitted by BEBs. This information can be critical to quickly identify mechanical component or hardware failures and expedite maintenance repairs. Some OEMs offer this software as part of the rolling stock procurement, but other third-party vendors may be preferred as they are typically manufacturer agnostic which would allow Milton Transit to view all vehicles in the same interface regardless of bus manufacturer. The interface should include vehicle telematics information including energy consumption, battery state of charge, and vehicle propulsion efficiency that can all be used to evaluate vehicle performance for future procurements.
- Charging and Energy Management Systems** – Milton Transit will consider using this software schedule and manage charge sessions between different vehicles; this can provide a significant operational cost savings through demand peak shaving. This optimize costs where utility rates are priced in a time of use utility rate structure. Some providers offer options with additional functionality like management of other energy resources like battery energy storage and solar generation.
- Digital Yard Management Systems** – Milton Transit will consider using this software to help staff know which buses are ready or not ready for service. Tools are now available that allow staff to know the real time location and status of vehicles in the yard. Some solutions can also help by



providing parking information for the vehicle depending on the status and state of charge (SOC) of the vehicle. For example, a digital sign at the entrance of the facility could let drivers know based on vehicle information to park vehicles that are required to be held of scheduled maintenance in one area, vehicles with high SOC that can go back into service in another area and vehicles with low SOC that need more time to charge in a different area. This tool could also be shared with operations to let them know where vehicles are parked in the yard, whether a given vehicle is ready for service and/or if a substitution needs to be made.

- **Scheduling Software** – Milton Transit will consider procuring this software to help ensure BEB fleet vehicles assigned to routes are fully charged by the time they are due to pull out of the garage for revenue service. In many cases, this software can be tied into charge management and digital yard management system interfaces so that dispatchers can see the current vehicle state of charge when assigning vehicles to service blocks. In some cases, this can also provide an operational safeguard if a dispatcher attempts to assign a BEB to a block that exceeds the vehicle’s capable range, reducing the probability of needing to do in-service bus swaps.

It is important to note that the Town is currently piloting a telematics software system as part of the diesel-to electric bus conversion pilot project through the Town’s current Transit ITS/AVL vendor Consat Canada. Upon conclusion of the pilot, the Town may consider leveraging this software system to include BEB and charging infrastructure systems, subject to performance and meeting minimum requirements for vehicle monitoring, charging and energy management, yard management and scheduling systems.

## 4.2 FACILITY & INFRASTRUCTURE PLAN

Milton Transit does not currently operate out of an owned transit facility but is in the planning stages of designing a new facility for transit operations. This transition focuses on evaluating charging infrastructure to be implemented at this future new depot facility as well as the potential to install en-route charging infrastructure at the Milton GO Station.

### 4.2.1 MILTON CIVIC OPERATIONS CENTRE

The Town currently has a single ABB 150kW plug-in depot charger with one dispenser installed at the Milton Civic Operations Centre, a municipal facility owned by the Town. This charger will be used to support the BEB Pilot Program; this single BEB will transition to the future Milton Transit Depot Facility once constructed.

### 4.2.2 FUTURE MILTON TRANSIT DEPOT FACILITY

Milton Transit will electrify the future Milton Transit Depot facility for both the fixed route and on-demand/specialized fleets in three phases shown below in **Figure 8**; this conceptual layout is a representative plan of what a future transit facility could look like when factoring in the space requirements for different functions.

Most BEB charging typically occurs at transit depots while the buses are idle. Bus charging can take several hours depending on the state of charge, but not every bus will require a long charge period. Since charging will be implemented in phases, it is important that charging is planned to limit interruptions to service when installing future phases.



The site plan accommodates a large increase of buses through 2040 and must also accommodate a mixed fleet of BEB and ICE vehicles. **Figure 8** shows the buildout conditions for where the on-demand/specialized vehicles are housed in the south portion of the future Milton Transit Depot Facility and the fixed route buses are housed in the north portion.

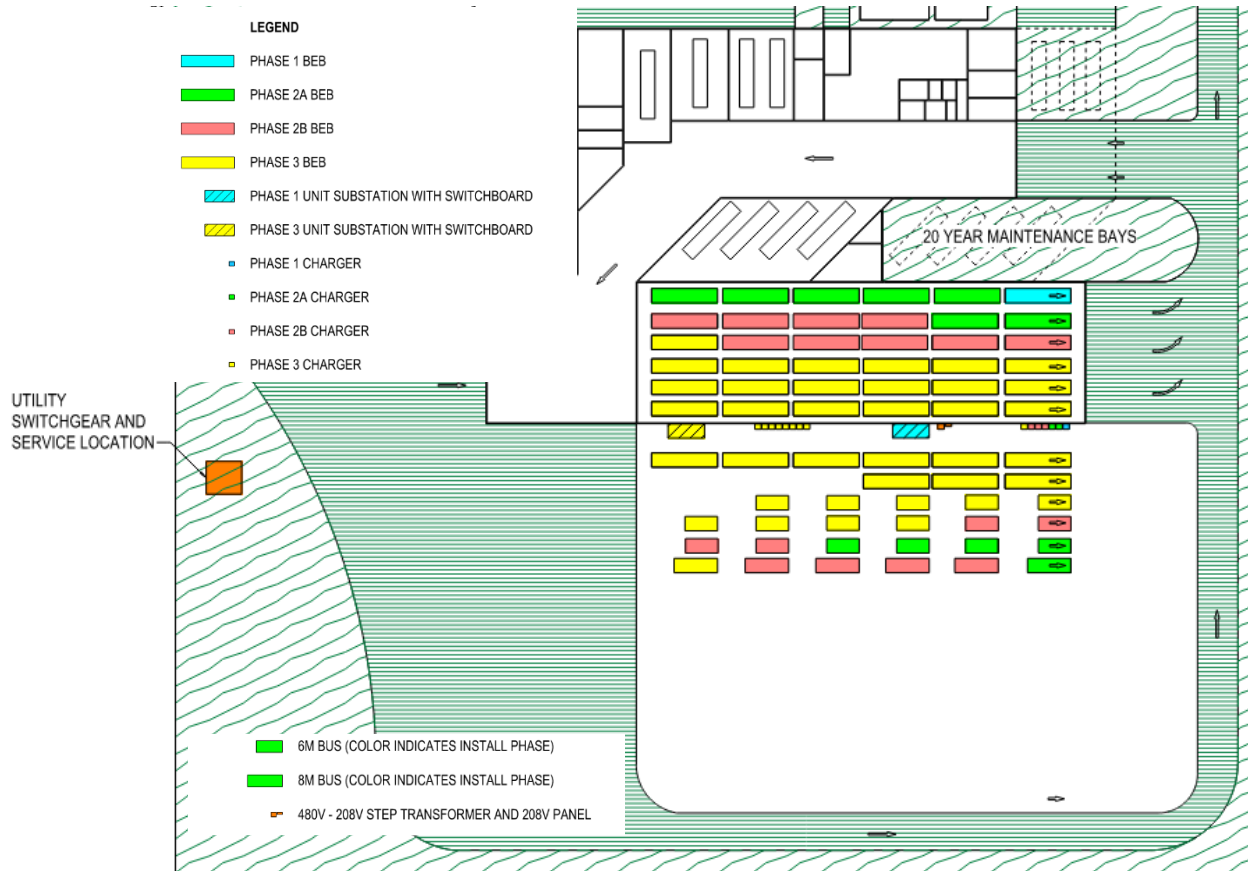
The vehicles are largely separated by the indoor chargers and electrical equipment. Placing the chargers indoors will provide easier maintenance and longer life than if they were exposed to harsh outdoor winter conditions. One DC fast charger will be connected to up to three dispensers/fixed route buses. Since the on-demand/specialized buses have smaller batteries and travel less miles, these vehicles will utilize Level 2 charging, though they can still connect to DCFCs typically used for the fixed route buses if they need an occasional quick charge.

**Phase 1** shall not require the installation of any additional chargers. The single 150 kW ABB charger installed at the Milton Civic Operations Centre will accommodate the single Pilot Program BEB to be delivered in 2024.

**Phase 2** shall require the installation of (6) 150 kW plug-in chargers with 3 dispensers each at the future Milton Transit Depot Facility to support the Phase 1 Pilot BEB and additional (16) 675 kWh BEBs to be delivered by 2030. This phase will also include the installation of (13) 7.2 kW Level 2 AC chargers to support (8) 6-metre cutaways and (5) 8-metre cutaways. These chargers will all be powered by a new unit substation installed in 2025.

**Phase 3** shall require the installation of (9) 150 kW plug-in DCFCs with 3 dispensers each at the future Milton Transit Depot Facility to support (28) additional 675 kWh to be delivered between 2031 and 2040. An additional (10) 7.2 kW Level 2 AC chargers will also be installed in this phase to support (1) additional 8m BEB and (9) additional 6m BEBs.





**Figure 8. Milton Transit Facility Conceptual Site Plan**





### 4.2.3 VEHICLE CHARGING AT FUTURE TRANSIT FACILITY

- Milton Transit will install one dispenser per bus bay to allow for charging of vehicles without the need to host buses.
- Milton Transit will avoid ground mounting of the dispensers where possible due to the significant space required. The bus storage area is expected to be indoors so dispensers could be either ceiling mounted pantographs or retractable plug-ins depending on the agency's preference.
- If pantograph dispensers are specified, some plug-in dispensers should still be included. Locations closest to the wall are shown as wall-mounted plug-in dispensers.
- Phase 2 and Phase 3 include capacity for smaller electric cutaway buses that can only accept plug-in charging. Milton Transit will consider installing an island between the lanes for those locations in Phases 2 and 3 to site the smaller plug-in dispensers (Level 2) which may not be able to be ceiling mounted.
- With the current facility plan, the charging cabinets are located indoors and take up potential bus parking stalls. As this will be a new building, locating the charging and electrical infrastructure above the parking area is an option that Milton Transit will explore during design. A mezzanine level for charging infrastructure could shorten cable runs and keep charging infrastructure out of the way of bus traffic.

### 4.2.4 FUTURE EN-ROUTE CHARGING LOCATIONS

En-route charging is typically installed at terminus locations where vehicles layover between runs and already have time in the schedule to charge. Because transit agencies often locate stops on public streets or on properties that are owned by third parties, it can be difficult to find space to install charging infrastructure at those locations. Milton Transit will prioritize en-route charging locations where the agency already owns property or will engage with those property owners to understand if agreements can be reached to locate infrastructure at those sites.

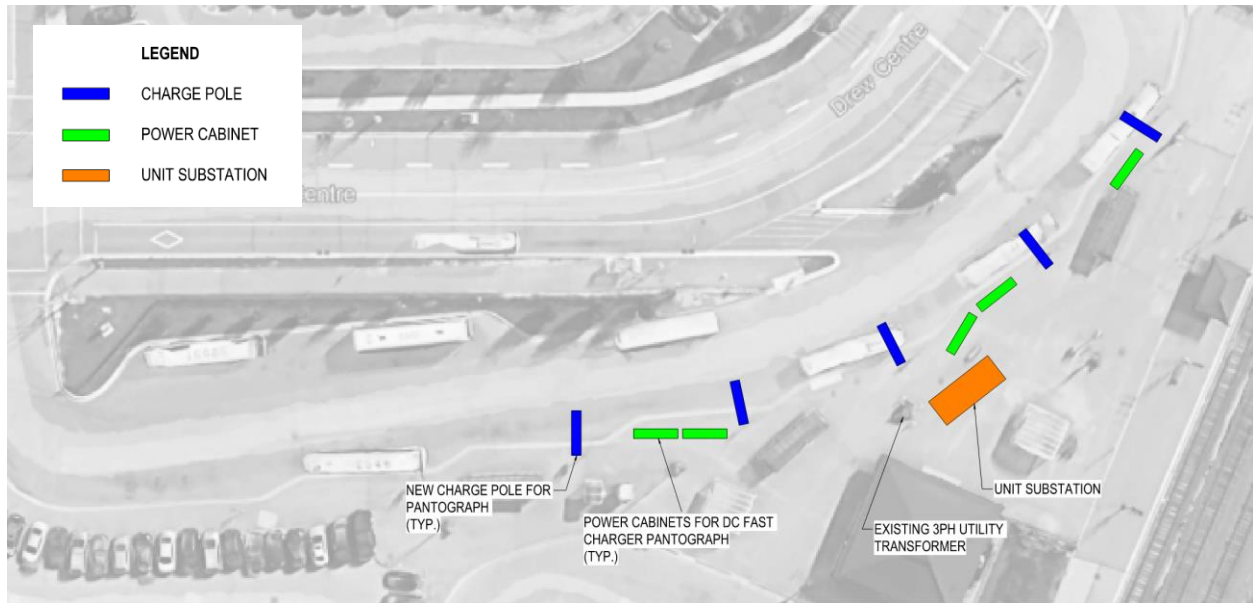
The Town does not currently intend to proceed with en-route charging but will re-evaluate closer to 2030 based upon the vehicle battery technology available, en-route charger performance of other nearby agencies, and relationships with landowners of potential en-route charging locations.

#### 4.2.4.1 MILTON GO STATION

The Milton GO Station has been identified as the primary location for en-route charging; this location is ideal for this use because all fixed route service begins and ends here. Located at 780 Main Street East, buses enter from Drew Centre Access Road and park in a sawtooth pattern depending on route assignment as shown in **Figure 9**. Milton Transit uses seven of the twelve bus bays closest to the rail line, including three landing pads on Drew Centre Access Road. GO Bus service occupies the remaining five bays. The right lane on SE-bound Drew Centre Access Road is designated as a bus only lane with signs and pavement markings.<sup>4</sup>

<sup>4</sup> [2019-2023 Milton Transit Services Review & Master Plan Update](#), page 32





**Figure 9. Milton GO Station Aerial View**

Milton GO Station serves as Milton Transit’s transfer hub, allowing passengers to transfer among bus routes as well as GO commuter rail and bus services. The facility’s current layout is not large enough to accommodate all eight routes at the same time, the Town has tentative plans to redevelop this site layout which may significantly impact gate locations in the future necessary to serve Milton Transit’s existing service and future service growth through 2031. If Milton Transit ultimately decides to proceed with en-route charging, all planning and construction activities will not commence until any site redevelopments are finalized.



## 5 CAPACITY TO IMPLEMENT THE TECHNOLOGY

In this section of the plan, Milton Transit's resources, skills and training required for the deployment and operation of a new ZEB fleet are evaluated to develop a staffing and training plan equipped to the agency's needs. An assessment of potential technological, operational, and system-wide risks associated with the transition and a risk management plan that details mitigation strategies is also provided.

### 5.1 STAFFING & TRAINING PLAN

With the introduction of battery electric technology to the Town's transit fleet, proper training on bus systems and subcomponents unique to BEBs is critical to ensure safe, efficient operation and maintenance of the transitioned fleet. As Milton Transit begins to bring vehicle maintenance in-house with the completion of the future Milton Transit Depot facility, the agency will work with the current contract operator and other external training programs while in close coordination with OEMs and neighboring transit agencies to acclimate the existing workforce to the new technology, avoiding any displacement of the existing workforce.

This section will address the necessary steps to evaluate the skills of the existing workforce, identify skill gaps on an individual basis, and develop a plan to build and implement an effective training program for bus operators and bus maintenance personnel. In addition to the further development of the existing workforce, this chapter will also convey a workforce growth strategy for attracting new employees, retaining new and current employees, and funding opportunities to sponsor the required growth.

If the Town elects to continue outsourcing maintenance services for the fixed route and/or on-demand/specialized fleets, this section could be utilized to create technical specifications and establish minimum training standards and requirements. These standards and requirements can then be considered for inclusion in any subsequent RFPs for contracted services.

#### 5.1.1 SAFE WORKPLACE POLICY AND STANDARDS

In Ontario, employers have a legal obligation, through the Occupational Health and Safety Act, R.S.O. 1990 (OHSA) to develop and implement a workplace safety program that ensures the health and safety of their workers. This includes a written policy, hazard identification and control, worker training, worker involvement in program development, procedures for accidents and illness, and regular review and updates. Failure to comply with the OHSA can result in harm to workers and penalties for the employer.

The Canadian Standards Association (CSA) developed [CSA Z462:21](#), an electrical safety standard for Canadian workplaces to prevent electrical injuries and fatalities. It provides guidelines and requirements for identifying and assessing electrical hazards, selecting, and using personal protective equipment (PPE), establishing safe work procedures, and training workers. CSA Z462:21 is updated periodically to reflect changes in technology, regulations, and best practices. The standard is widely adopted in Canada by a variety of industries where electrical hazards exist, including manufacturing, construction, and utilities.

CSA Z462:21 is largely based on its American counterpart, developed by the National Fire Protection Association (NFPA), called [NFPA 70E](#). Both standards are focused on fixed electrical infrastructure (such as charging infrastructure) and do not directly address "mobile" high-voltage systems such as the battery drivetrains in battery electric vehicles. Transit agencies are identifying principles from these standards to



apply to battery electric workplaces, and it is possible that updated versions of the standards will include consideration of battery electric vehicles.

### 5.1.1.1 PERSONAL PROTECTIVE EQUIPMENT (PPE)

Personal Protective Equipment (PPE) is designed to protect users from health and safety hazards. PPE must be implemented when elimination, substitution, engineering and administrative controls fail to reduce or remove hazards.<sup>5</sup>

Under Canadian and Ontarian law, PPE is required to be provided by the employer and worn by the employees to maintain safe working conditions. The following policies and standards related to PPE are applicable:

#### [Canada Labour Code \(R.S.C., 1995, c. L-2\)](#)

- Section 122.2 states that “Preventive measures should consist first of the elimination of hazards, then the reduction of hazards and finally, the provision of personal protective equipment, clothing, devices, or materials, all with the goal of ensuring the health and safety of the employees.”
- Section 125 (l) requires the employer to provide the prescribed safety materials, equipment, devices, and clothing and Section 126 (1) requires employees to use safety materials, equipment, devices, and clothing intended for their protection.

#### [Occupational Health and Safety Act, R. S. O. 1990](#)

- Section 25 of the Act outlines the duties of the employer requiring them to provide equipment, materials and protective devices in good condition ensuring safety measures and procedures are enforced in the workplace.
- Section 27 of the Act outlines the duties of the supervisor to ensure that protective devices, measures and procedures are conducted and that they wear equipment, protective devices or clothing required by the employer.
- Section 28 outlines the duties of the worker to work within the provisions of the Act and use or wear equipment, protective devices or clothing required by the employer.

Battery electric buses are classified as high voltage systems, and as such, require specialized tools and personal protective equipment (PPE) that may not be necessary when working on the typical 12/24 V systems found in diesel buses. Examples of additional PPE that may be required for working on high voltage systems are offered by the Transportation Learning Center. The Transportation Learning Center<sup>6</sup> provides a list of typical tools and PPE that are expected to be needed to work on BEBs which are shown in **Table 9** and **Table 10**.

<sup>5</sup> [https://www.ccohs.ca/oshanswers/hsprograms/hazard/hierarchy\\_controls.pdf](https://www.ccohs.ca/oshanswers/hsprograms/hazard/hierarchy_controls.pdf)

<sup>6</sup> [ITLC ZEB Report Final 2-11-2022.pdf \(transportcenter.org\)](#)



**Table 9. Recommended Insulated Tools**

| Tool                                                                                                                                                                    | Recommended Quantity                                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| <b>CAT III rated digital multimeter(s) (rated up to 1000 VDC)</b>                                                                                                       | 1 for each BEB technician                                                      |
| <b>Insulated hand tools that follow ASTM F1505-01 and IEC 900 standards and compliance with OSHA 1910.333 (c)(2) and NFPA 70E standards (as recommended by the OEM)</b> | 1 set for each BEB technician that could be working on a BEB at any given time |

**Table 10. Recommended PPE for BEB Maintenance**

| Tool                                                                               | Recommended Quantity                                                                                                                                                                       | Notes                                                                                                                      |
|------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| <b>ASTM Class 0 insulated gloves with red label</b>                                | 1 pair, properly sized for each technician                                                                                                                                                 | Insulated gloves need to be tested and replaced at specified intervals.                                                    |
| <b>Leather gloves to be worn over ASTM insulated gloves</b>                        | 1 pair, properly sized for each technician                                                                                                                                                 |                                                                                                                            |
| <b>Insulated EH Rated Safety Shoes</b>                                             | 1 pair, properly sized for each technician                                                                                                                                                 |                                                                                                                            |
| <b>NRR 33 rated ear plugs</b>                                                      | Ample supply for each technician that could be working on a BEB at any given time                                                                                                          |                                                                                                                            |
| <b>NRR 331 rated (overhead) earmuffs</b>                                           | Ample supply for each technician that could be working on a BEB at any given time                                                                                                          | Combining NRR 33 rated ear plugs with NRR 31 ear muffs can provide a NRR protection level of 36.                           |
| <b>Arc flash suits</b>                                                             | Ample supply for each technician that could be working on a BEB at any given time                                                                                                          |                                                                                                                            |
| <b>Combination arc flash shield and hardhat</b>                                    | Ample supply for each technician that could be working on a BEB at any given time                                                                                                          |                                                                                                                            |
| <b>Arc flash hoods</b>                                                             | Ample supply for each BEB technician that could be working on a BEB at any given time                                                                                                      | Arc flash shield, hardhat and hood may be procured as one integrated item depending on manufacturer and agency preference. |
| <b>Insulated electrical rescue hook(s) (Sheppard's Hook) sized for use on BEBs</b> | 1 set for each BEB technician that could be working on a BEB at any given time (certain HV operations require a second worker to be available to extricate primary worker in an emergency) |                                                                                                                            |

## 5.1.2 TRAINING PROGRAM DEVELOPMENT

Milton Transit does not currently have any in-house maintenance or training functions, but with completion of the future Milton Transit Depot Facility, Milton Transit may choose to bring these functions in-house. The town may explore providing bus operators with commercial licensing (B,C,D, and Z) as needed as well as providing in-house Corporate Health & Safety Training consisting of customer service, Accessibility for Ontarians with Disabilities Act, and health and safety topics.

Milton Transit will also consider using operations and maintenance training curriculum as established by The Ontario Public Transit Authority's (OTPA's) Zero Emission Bus (ZEB) Committee. In early 2021, OPTA recommended the establishment of the ZEB Committee in response to the need expressed by members for





the ability to learn from and share with one another as revenue and non-revenue fleets are transitioned to zero emission technology. The OPTA ZEB Committee's mandate is to establish and maintain a forum for OPTA members to develop and share best practices, lessons learned, standard documentation, and key metrics for the implementation of zero emission vehicle technology. This forum is defined by three Workstreams:

- **WS1 - Operations and Maintenance Work Plan**
  - WS1A – ZEB Planning, Scheduling, and Operations
  - WS1B – ZEB Safety, Training, and Maintenance
  - WS1C – ZEB Performance, Monitoring, and Reporting
- **WS2 - Engineering Work Plan**
  - WS2A – ZEB Light & Heavy Duty Vehicle Requirements
  - WS2B – ZEB Infrastructure Requirements
  - WS2C – NA Technical Working Group
- **WS3 - Procurement and Vendor Engagement Work Plan**
  - WS3A – Engage Vendor Community
  - WS3B – Commercial Bus Management
  - WS3C – Paratransit EV Commercial Management
  - WS3D – Non-Revenue Vehicle Commercial Management

### 5.1.3 TRAINING CURRICULUM

BEBs contain high voltage batteries, requiring all maintenance technicians to be certified to work on high voltage (HV) systems. Milton Transit is aware of the development of zero-emissions maintenance training curriculum developed by the OPTA ZEB Committee in conjunction with other transit agencies in Ontario and anticipates implementing these training resources for Milton Transit staff when available. The OPTA ZEB Committee's training curriculum development program aims to establish and maintain safe work conditions for bus operations and maintenance personnel serving Ontario's fleet of BEBs.

#### 5.1.3.1 OEM TRAINING CURRICULUM

Milton Transit currently contracts with an external maintenance training provider. The Town anticipates extending the use of this program in future work plans and plans to purchase additional OEM training modules with the addition of BEBs to its fleet where the cost of training is rolled into the cost of the bus. As a part of the initial OEM training, the Town's selected BEB OEM can be anticipated to provide training modules such as Operator Orientation, Maintenance Mechanic Training, and Towing and Emergency Responder Training.

#### 5.1.3.2 OPTA WORKSTREAM TRAINING CURRICULUM

Milton Transit will explore in-house implementation of the following courses for ZEB Safety, Training, and Maintenance as developed by OPTA's WS1B Workplan; the detailed objectives of each course are summarized below.



### WS1B-1: ZEB Safety

- EV Systems Electrical: Arc Flash & High Voltage Work (LOTO, SOPs, etc.)
- BEB Thermal Events: Theory, Risk, and Mitigation (in collaboration with WS2 – Engineering)
- BEB EMI: Theory, Risk, and Mitigation (in collaboration with WS2 – Engineering)

### WS1B-2: ZEB Training

- Operator BEB Training Considerations & Guidelines
- Maintenance BEB Training Considerations & Guidelines
- ZEB Academia & Certifications/Endorsements (OPTA Maintenance Committee; eMobility Training Subcommittee reporting in; STO)

### WS1B-3: ZEB Maintenance

- BEB PM Program Elements
- BEB Maintenance-Specific KPIs and Comparative Analysis (Feeds WS1C: ZEB Performance Monitoring & Reporting)
- HV System Inspection Requirements (MTO NSCS11B)

## 5.1.4 SKILLS ASSESSMENT, CATEGORIZATION, AND GAP IDENTIFICATION

This section outlines workplace hierarchy, authorized responsibilities based on qualifications, skill level requirements, and training guidelines. Generally speaking, operational staff can be grouped into the following four categories:

- **Operations Support:** Staff in this category would include those who are critical to bus operations but do not directly interact with the buses.
- **Bus Operations:** Staff in this category would include operational staff who directly interact with the buses but do not perform any vehicle maintenance.
- **Bus Maintenance Support:** Staff in this category include operational staff who directly interact with the buses and are responsible for the assignment and oversight of maintenance functions.
- **Bus Maintenance:** Staff in this category include operational staff who directly interact with the buses and perform routine and unplanned maintenance functions.

Operations support staff will require minimal training that typically covers a high-level overview of the technology and its capabilities. For example, it's important for dispatchers to understand the operational range of the vehicles to avoid assigning vehicles to unsuitable routes.

Those categorized under bus operations will require more training than operations support staff given their direct interaction with the vehicles. For example, bus operators must be familiar with all dash indicator lights, the operation of doors and wheelchair access, and safety procedures.

Bus maintenance support staff include key personnel responsible for the assignment and oversight of maintenance work, both preventative and corrective, and are responsible for troubleshooting and



dispatching vehicle road calls. Milton Transit does not currently have any bus maintenance support personnel on staff. If Milton Transit determines they will bring bus maintenance activities in-house in conjunction with the zero emission fleet transition and construction of the Milton Transit Depot Facility, staff in this category will receive the same training as bus maintenance personnel as their roles include making “game time” decisions that require full familiarity with all vehicle systems and mechanical components.

Bus maintenance personnel require the most training as they have the most frequent and in-depth interaction with the vehicles. Milton Transit does not currently have any bus maintenance personnel on staff. As Milton Transit brings bus maintenance activities in-house in conjunction with the zero emission fleet transition and completion of the Milton Transit Depot Facility, staff in this category will be individually assessed on current skills and assigned to training modules as necessary, ensuring that all bus maintenance personnel receive all training required without duplicating efforts. For example, maintenance personnel who can demonstrate proficient multiplexing skills will not be assigned to multiplexing courses.

### 5.1.5 TRAINING PROGRAM IMPLEMENTATION

Milton Transit’s current technical training approach will continuously evolve, including exploration of in-house training programs. Should Milton Transit determine maintaining an outside contracted training program is most appropriate for operational needs, the agency will determine if the existing training provider is specialized to provide up-to-date information on new and existing equipment, including modern electronic and mechanical bus systems, OEM changes that impact maintenance practices, and refresher training when necessary. If the existing training provider cannot provide the necessary training for evolving ZEB vehicles and technologies, Milton Transit will contract with a more suitable training provider.

Milton Transit will take a phased approach to implement ZEB-specific training. As the number of zero emission vehicles in the fleet increases, more mechanics will complete zero emission maintenance training. For instance, if Milton Transit expects delivery of six BEBs, transition training for three mechanics to become BEB-certified fleet specialists will begin at least three months before delivery. Milton Transit expects its first non-pilot program BEB deliveries in 2025, providing ample time to identify and enroll candidates in the transition training program. This will ensure that the staff is adequately prepared when new buses arrive and aligns with the fleet replacement schedule, with a complete transition to 100% zero emissions by 2040.

### 5.1.6 FLEET APPRENTICESHIP PROGRAM

Should Milton Transit decide to implement an in-house maintenance program, the agency will explore implementation of a maintenance apprenticeship program to help develop a qualified and knowledgeable zero emissions maintenance staff. Milton Transit would sponsor the apprenticeship program with the local branch of CUPE and the Ministry of Skilled Trades (Ontario) and Industry. Applicants would apply through the Town, have completed the academic standard prescribed by the regulations for the trade or must have an Ontario Secondary School Diploma or its educational equivalent, and must successfully pass the agency’s regular employment requirements including testing.



This apprenticeship program would be designed to provide practical training for apprentices, which complements their classroom instruction<sup>7</sup>. The program aims to provide on-the-job (OTJ) training and help individuals become Certified Journey Level Heavy Duty Diesel Mechanics. To achieve this, apprentices must complete 6,000 hours of reasonably continuous employment and 720 hours of in-class instruction, which is divided into three levels/semesters, namely Basic, Intermediate, and Advanced. One of the occupational objectives under this program is to train individuals to become Coach Heavy Duty Diesel Mechanics.

### 5.1.6.1 ACADEMIC TRAINING

Any future apprenticeship program participants would be required as a condition of apprenticeship to receive and attend classroom instruction at a technical, trade, or similar school. Credit for time spent in academic training would be given in the calculation of the hours of apprenticeship served and would be applied against the period total.

As hybrid and battery electric technology becomes more prevalent in the automotive industry, automotive programs will begin to expand course curriculum to include these new systems. If Milton Transit implements an apprenticeship program for a possible future in-house maintenance program, the agency would continue to promote classes offered by local technical and trade schools and would work to establish partnerships with these institutions to build a workforce that has the technical competency to service zero emission vehicles as they are phased into the fleet.

### 5.1.7 WORKFORCE RIGHTSIZING

Should Milton Transit decide to implement an in-house maintenance program, the agency would plan to conduct an annual evaluation of its bus maintenance staffing needs. This evaluation would be based on accomplishing day-to-day maintenance functions to continuously maintain reliability and duty-cycle standards. The evaluation would also consider training hours, vacation entitlement, and absenteeism rates based on historical data. As Milton Transit transitions to a zero emissions fleet, it will re-evaluate its staffing needs on a rolling basis, based on overall fleet growth. If necessary, the agency would approve additional Apprentice Mechanic and Mechanic positions to ensure the smooth functioning of the fleet.

Due to a shortage of qualified BEB OEM training resources, Milton Transit plans to collaborate with other regional transit agencies to optimize limited OEM training resources should the agency decide to bring maintenance activities in-house. This strategy would include partnering with other agencies to maximize class sizes and sending mechanics to participate in scheduled training sessions or reserving a centrally located training location or college to host an OEM session. This coordination has received overwhelming endorsement and is a key strategic initiative through OPTA's ZEB Committee Workstreams surrounding Safety and Training. The Committee's other foundational goals include developing and sharing training programs and content, lobbying, and working with colleges to expand battery electric bus training program availability and certifications.

Milton Transit would post requisitions for open maintenance positions internally and externally at the same time with priority given to internal candidates. All Milton Transit employees would have the opportunity to apply to the Apprenticeship Program. Under an in-house maintenance program, if there are available

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<sup>7</sup> [Skilled Trades Ontario](#)



mechanic vacancies, Milton Transit would first evaluate whether any apprentices are nearing program completion. If the position cannot be filled internally, Milton Transit would then post the vacancy externally in partnership with local trade schools.

Milton Transit offers various job positions, including Transit Supervisors and Bus Operators. As post-pandemic service levels have begun increasing, Milton is actively hiring Bus Operators. Applicants with a valid "G" driver's license, a clean driver's record, and at least one year of driving experience can apply for the job. It is not mandatory to possess a commercial driver's license for this job. Milton Transit provides training to all new bus operators through an external training provider.

Milton Transit does not have specific plans at this time to hire zero emissions-specific staff but acknowledges that specialty skills will be required to support the agency's transition to a zero emission fleet. Milton Transit will continue to monitor and assess the need for specific zero emissions staff as the fleet transition proceeds and will approve and post dedicated positions should the agency decide to bring these functions in-house.

Milton Transit currently posts job openings on the Town's website as well as on job search sites such as Indeed and in local newspapers. As the shortage of mechanics and bus operators continues, Milton Transit strives to develop more creative recruiting strategies that will address this issue. Proper marketing of the agency's Zero Emission Fleet Transition, including the potential opportunity for an advanced technical career, will be crucial to attracting, developing, and retaining the required workforce.

### 5.1.8 FUNDING OPPORTUNITIES

The expenses associated with workforce training are expected to vary, influenced by the widespread adoption of BEB's. Funding is projected to emanate from a number of sources, encompassing procurement, where training costs are incorporated into the allocated budget for vehicle or infrastructure procurement, as well as existing funding streams dedicated to training. Additionally, financial support is anticipated from federal, provincial, and local funding allocations.

While the cost of the training itself is one item to consider, the labor cost to train bus maintenance personnel is anticipated to be high. As highlighted by the International Transportation Learning Center, the following costs will be considered when budgeting for workforce training:

- Classroom training hours
- Instructor hours (instruction and prep)
- Instructor hourly wages and benefits
- Instructor costs per class
- Instructor cost per trainee
- OTJ training hours
- Mentor hours
- Mentor hourly cost
- Mentor cost per trainee
- Facilities costs
- Training materials/mock-ups/software/simulation cost

Milton Transit will continually work to identify funding sources for worker training and re-training and utilize the training funding offered through federal grants to support the agency's zero emission workforce training.





## 6 FINANCIAL PLANNING

When undertaking any major transit technology and infrastructure project, the cost to implement can be a major concern. Although capital costs are often estimated during the planning stage, the costs of operating and maintaining vehicles and infrastructure over time, as well as the costs associated with midlife rehabilitations or end of life replacements, are frequently left out of the decision-making process. These costs can become significant in the long-term and may influence future decisions.

Milton Transit's existing diesel bus fleet has been compared to proposed BEB alternatives to identify the best value alternative for the Town to reach 100 percent conversion to BEB technologies by 2040. A high-level summary is provided below and a comprehensive breakdown of the financial analysis assumptions and results can be found in Appendix C: Budget & Financial Plan.

### 6.1 FLEET TRANSITION SCENARIOS

The financial analysis considers two scenarios for Milton Transit's fleet transition. Each scenario evaluates the capital, operating, maintenance, and fuel/electricity costs over the 2023-2050 period. The assumptions used are detailed further below. The two scenarios evaluated reflect the following:

- **Baseline (Business as Usual) Scenario:** Reflects the scenario where no transition to BEBs occurs. All replacements of the current diesel fleet are with new diesel buses. Specialized 6m and 8m vehicles are replaced with new gas vehicles.
- **BEB Transition Scenario:** This scenario reflects the full transition of Milton Transit's fleet to 675 kWh BEBs, and in-depot charging only as part of a phased transition beginning in 2024. Specialized 6m and 8m fleet vehicles are replaced with BEV equivalents.

### 6.2 LIFECYCLE COST ANALYSIS

The lifecycle cost analysis compares the lifecycle cost of implementing each scenario described above. Cost estimates produced in support of the active procurement of the BEBs, and associated equipment are aligned with Milton Transit's current grant application for ICIP funding. The study period for the analysis was selected to be 27 years, from 2023-2050 as this aligns with the federal government's current guidance on reaching net-zero emission targets.<sup>8</sup> While Milton Transit's BEB purchase schedule ends in 2040, ending the study period in that year excludes operating cost savings for BEBs purchased in the later years of the fleet transition. For this reason, the study period is extended to 2050 to show long-term cost savings of BEBs.

A summary of the unit capital costs, annual operations and maintenance (O&M) costs, and fuel and electricity costs are shown in the table below. Annual O&M and fuel costs are based on the average diesel and BEB vehicles.

**Table 11. Capital Cost Comparison of 12M Conventional Diesel Bus and Electric Bus (2023\$)**

<sup>8</sup> [Net-zero emissions by 2050 - Canada.ca](https://www.canada.ca/en/gov/department-of-industry/industry-canada/articles/2020/09/net-zero-emissions-by-2050)



| Cost Components                               | Baseline Scenario - Diesel | BEB Transition Scenario Battery-Electric | Variance (Per Bus Unit) |
|-----------------------------------------------|----------------------------|------------------------------------------|-------------------------|
| <b>Capital Expenditures</b>                   |                            |                                          |                         |
| Bus Acquisition – 12M                         | \$915,024                  | \$1,909,686                              | \$994,662               |
| Mid Life Refurbishment                        | \$120,000                  | \$7,000                                  | -\$113,000              |
| <b>Subtotal of Vehicle Costs</b>              | <b>\$1,035,024</b>         | <b>\$1,916,686</b>                       | <b>\$881,662</b>        |
| <b>Charging Equipment*</b>                    |                            |                                          |                         |
| Plug-In Depot Charger Cabinet (150 kW)        | -                          | \$154,097                                | \$154,097               |
| Plug-In Depot Charger Wall-Mounted Dispenser  | -                          | \$25,265                                 | \$25,265                |
| Plug-In Depot Charger Overhead Reel Dispenser | -                          | \$32,158                                 | \$32,158                |
| <b>Subtotal of Charging Equipment Costs</b>   | <b>-</b>                   | <b>\$211,520</b>                         | <b>\$211,520</b>        |
| <b>Capital Expenditures Total</b>             | <b>\$1,035,024</b>         | <b>\$2,128,206</b>                       | <b>\$1,093,182**</b>    |

\*- Excludes major infrastructure and utility upgrades

\*\*\_-106% increase in capital investment over baseline

**Table 12. Annual Operating Cost Comparison of 12M Conventional Diesel Bus and Electric Bus (2023\$)**

| Cost Components for Total Fleet                               | Diesel Bus       | Battery-Electric Bus | Variance (Per Bus Unit) |
|---------------------------------------------------------------|------------------|----------------------|-------------------------|
| <b>Operating Expenditures (per year)</b>                      |                  |                      |                         |
| Service Delivery and Administration, Training*                | \$326,794        | \$317,253            | -\$9,541                |
| Vehicle Maintenance + Fuel (Diesel, Gasoline, Carbon Levy)    | \$99,843         | \$49,620             | -\$50,223               |
| Electricity                                                   | -                | \$26,502             | \$26,502                |
| Charger-Related Maintenance                                   | -                | \$5,959              | \$5,959                 |
| <b>Subtotal of Service Delivery + Charging Equipment</b>      | <b>\$426,637</b> | <b>\$399,334</b>     | <b>-\$27,303</b>        |
| <b>Contribution to Reserve for Asset Replacement</b>          |                  |                      |                         |
| Vehicles (12-year life)                                       | \$86,252         | \$159,724            | \$73,472                |
| Charging Infrastructure (12-year life)                        | -                | \$17,627             | \$17,627                |
| <b>Subtotal Contribution to Reserve for Asset Replacement</b> | <b>\$86,252</b>  | <b>\$177,351</b>     | <b>\$91,099</b>         |
| <b>Total Annual Operating Cost (2023\$)</b>                   | <b>\$512,889</b> | <b>\$576,685</b>     | <b>\$63,796</b>         |

\*-Based on average annual operating hours per vehicle, 2021 CUTA Statistics

## 6.2.1 CAPITAL COST ASSUMPTIONS

Capital costs include bus unit costs, mid-life rehabilitation costs, and BEB charging equipment and required electric servicing upgrades.



## 6.2.2 VEHICLE CAPITAL COSTS

Cost estimates were based on recent experience with other transit agencies and include infrastructure required for the BEB scenarios modelled. **Table 13** contains the capital cost assumptions used in the lifecycle cost analysis.

**Table 13. Capital Unit Cost Assumptions, 2023\$**

| Capital Assumptions                           |             |
|-----------------------------------------------|-------------|
| Diesel Bus Cost                               | \$915,024   |
| Battery Electric Bus Cost (675 kWh)           | \$1,909,686 |
| Repowering Cost (Pilot Bus Conversion)        | \$600,000   |
| 6m Specialized Transit (ICE)                  | \$218,473   |
| 6m Specialized Transit (BEB)                  | \$393,319   |
| 8m Specialized Transit (ICE)                  | \$258,888   |
| 8m Specialized Transit (BEB)                  | \$462,843   |
| Midlife Rehabilitation Cost – Diesel          | \$120,300   |
| Midlife Rehabilitation Cost – BEB             | \$7,000     |
| Plug-In Depot Charger Cabinet (150 kW)        | \$154,097   |
| Plug-In Depot Charger Wall-Mounted Dispenser  | \$25,265    |
| Plug-In Depot Charger Overhead Reel Dispenser | \$32,158    |

## 6.2.3 INFRASTRUCTURE CAPITAL COSTS

In addition to the unit capital costs above, infrastructure phasing costs at the Milton Transit Depot Facility are shown in **Table 14**. Lump sum phasing costs include budgetary pricing provided by electrical infrastructure OEMs for unit substations, and typical unit costs for other civil and electrical work (conduits, grounding, patching), and other anticipated construction expenses. The per-phase costs also factor in a 4% engineering design and a 30% contingency based on concept plan details.

**Table 14. Infrastructure Phasing Assumptions**

| Phase    | Cost         | Year | Key Equipment                                                                                           |
|----------|--------------|------|---------------------------------------------------------------------------------------------------------|
| Phase 1  | \$7,472,500  | 2025 | Unit substation (#1), initial deployment of chargers as shown in the phasing plan and concept figures.  |
| Phase 2A | \$2,827,400  | 2026 | Expansion of DCFC and Level 2 charging infrastructure.                                                  |
| Phase 2B | \$3,748,000  | 2029 | Expansion of DCFC and Level 2 charging infrastructure.                                                  |
| Phase 3  | \$17,785,500 | 2031 | Unit substation (#2), ultimate deployment of chargers as shown in the phasing plan and concept figures. |

**Table 15** displays a comparison between the capital costs under each scenario. Implementing a full transition to BEBs will result in an additional \$63.1 million in capital costs relative to the Baseline scenario. This is largely driven by the higher capital cost of 675 kWh buses, and the additional electrification infrastructure required.



**Table 15. Capital Cost Comparison, Millions of 2023\$, 2023-2050**

|                                            | Baseline       | BEB            | Variance       |
|--------------------------------------------|----------------|----------------|----------------|
| <b>Diesel – Replacement</b>                | \$42.1         | \$6.4          | -\$35.7        |
| <b>Diesel Replacement Quantity</b>         | 45             | 7              |                |
| <b>Diesel – Growth</b>                     | \$65.9         | \$11.0         | -\$54.9        |
| Diesel Growth Quantity                     | 72             | 12             |                |
| <b>BEB – Replacement</b>                   | -              | \$72.6         | \$72.6         |
| <b>BEB Replacement Quantity</b>            | -              | 38             |                |
| <b>BEB – Growth</b>                        | -              | \$114.6        | \$114.6        |
| BEB Growth Quantity                        | -              | 60             |                |
| <b>8m Specialized ICE – Replacement</b>    | \$6.2          | \$0.8          | -\$5.4         |
| <b>8m ICE Replacement Quantity</b>         | 24             | 3              |                |
| <b>8m Specialized BEB – Replacement</b>    | -              | \$9.7          | \$9.7          |
| 8m BEB Replacement Quantity                | -              | 21             |                |
| <b>6m Specialized ICE – Replacement</b>    | \$11.6         | \$0.7          | -\$10.9        |
| 6m ICE Replacement Quantity                | 53             | 3              |                |
| <b>6m Specialized BEB – Replacement</b>    | -              | \$19.7         | \$19.7         |
| 6m BEB Replacement Quantity                | -              | 50             |                |
| <b>6m Specialized ICE – Growth</b>         | \$2.4          | \$0.9          | -\$1.5         |
| 6m ICE Growth Quantity                     | 11             | 4              |                |
| <b>6m Specialized BEB – Growth</b>         | -              | \$2.8          | \$2.8          |
| 6m BEB Replacement Quantity                | -              | 7              |                |
| <b>Total Fleet Purchases</b>               | <b>\$128.2</b> | <b>\$239.0</b> | <b>\$110.8</b> |
| <b>Diesel Midlife Rehabilitation</b>       | \$81.4         | \$2.3          | -\$79.2        |
| <b>BEB Midlife Rehabilitation</b>          | -              | \$0.5          | \$0.5          |
| <b>Additional Infrastructure</b>           | -              | \$31.8         | \$31.8         |
| <b>Total Fleet Lifecycle Capital Costs</b> | <b>\$209.6</b> | <b>\$273.6</b> | <b>\$64.0</b>  |

## 6.3 OPERATING & MAINTENANCE COST ASSUMPTIONS

Ongoing fueling and maintenance costs for Milton Transit's existing transit vehicles and modelled BEB replacements are part of this analysis.

### 6.3.1 OPERATING COST ASSUMPTIONS

Operations and maintenance (O&M) costs associated with the transition to BEBs considered the regular expenses required to maintain the Milton Transit conventional diesel fleet, as well as any incremental maintenance costs for new BEB infrastructure. O&M costs for the buses were calculated using historical Milton Transit maintenance cost data. Annualized O&M costs for BEB charging equipment were estimated from a published service level agreement of representative in-depot chargers. **Table 16** contains the key O&M assumptions in the analysis; a more detailed discussion regarding these estimates is included in **Appendix C: Budget & Financial Plan**.



**Table 16. Fixed Route Fleet O&M Unit Cost Assumptions, 2023\$**

| Conventional Fleet Operating Assumptions              | Diesel   | BEB       |
|-------------------------------------------------------|----------|-----------|
| Operating Costs (\$/hr)                               | \$98.59  | \$98.59   |
| Fixed Route Bus Maintenance Cost (\$/km) <sup>9</sup> | \$0.64   | \$0.58    |
| Specialized Bus Maintenance Cost (\$/km)              | \$0.61   | \$0.55    |
| BEB Maintenance Cost Efficiency Factor                | -        | 10%       |
| Charger Efficiency                                    | -        | 95%       |
| Charger Maintenance Cost (\$/year)                    | -        | \$5,959   |
| Average Useful Life of New Bus                        | 12       | 12        |
| Bus Fuel Efficiency (L/100 km)                        | 46.1     | -         |
| Diesel Heater Efficiency (L/km)                       | -        | 0.034     |
| Spare Bus Ratio (Peak Fleet/Total Fleet)              | 6%       | 6%        |
| Fixed Route Transfer to Reserve (\$/year)             | \$76,252 | \$159,140 |

**Table 17** contains the unit costs and key operations assumptions of the specialized transit fleet. Based on industry standards of expected useful life for cutaway vehicles, 6m and 8m BEBs are expected to have a useful life of about 8 years, compared to 7 for conventional ICE buses.

**Table 17. Specialized Fleet O&M Unit Cost Assumptions**

| Specialized Fleet Operating Assumptions      | Diesel   | BEB      |
|----------------------------------------------|----------|----------|
| Specialized Bus Maintenance Cost (\$/km)     | \$0.61   | \$0.55   |
| BEB Maintenance Cost Efficiency Factor       | -        | 10%      |
| Average Useful Life of New Bus               | 7        | 8        |
| Bus Fuel Efficiency (L/100 km)               | 39.1     | -        |
| 8m Specialized Transfer to Reserve (\$/year) | \$36,984 | \$57,855 |
| 6m Specialized Transfer to Reserve (\$/year) | \$31,210 | \$49,165 |
| Daily Energy Usage per 6m Vehicles (kWh)     |          | 76.9     |
| Daily Energy Usage per 8m Vehicles (kWh)     |          | 88.6     |
| 8m Average Daily Kilometres Driven           | 177      | 177      |
| 6m Average Daily Kilometres Driven           | 147      | 147      |
| 8m Average Daily Hours Utilized              | 10       | 10       |
| 6m Average Daily Hours Utilized              | 10       | 10       |

**Table 18** displays the comparison of O&M lifecycle costs between the different scenarios. The costs are comparable under both scenarios for operations and maintenance costs. Notable differences include the incremental maintenance costs between the Baseline Scenario and BEB Scenario due to additional

<sup>9</sup> Note that while \$/km maintenance costs are lower for BEBs, these are offset by the deadhead kilometres driven to facilitate bus swaps due to their shorter range relative to diesel equivalents.





infrastructure. In addition, annual transfers to reserve for lifecycle replacement costs are higher under the BEB scenario.

**Table 18. O&M Cost Comparison, Millions of 2023\$, 2023-2050**

|                                                      | Baseline       | BEB            | Variance      |
|------------------------------------------------------|----------------|----------------|---------------|
| <b>Diesel O&amp;M</b>                                | \$414.2        | \$121.8        | -\$292.4      |
| <b>BEB O&amp;M</b>                                   | -              | \$286.7        | \$286.7       |
| <b>Diesel Bus – Transfer to Reserve</b>              | \$89.0         | -              | -\$89.0       |
| <b>BEB – Transfer to Reserve</b>                     | -              | \$153.7        | \$153.7       |
| <b>8m Specialized Gas Transfer to Reserve</b>        | \$5.1          | -              | -\$5.1        |
| <b>8m Specialized BEB Transfer to Reserve</b>        | -              | \$8.8          | \$8.8         |
| <b>6m Specialized Gas Transfer to Reserve</b>        | \$11.3         | -              | -\$11.3       |
| <b>6m Specialized BEB Transfer to Reserve</b>        | -              | \$20.3         | \$20.3        |
| <b>Electrical Infrastructure Transfer to Reserve</b> | -              | \$8.3          | \$8.3         |
| <b>Related Infrastructure O&amp;M Costs</b>          | -              | \$1.5          | \$1.5         |
| <b>Total Fleet Lifecycle O&amp;M Costs</b>           | <b>\$519.7</b> | <b>\$601.2</b> | <b>\$81.4</b> |

### 6.3.2 FUEL & ELECTRICITY COSTS

Fuel and electricity costs associated with the transition include the propulsion of diesel and BEBs, and diesel fuel to operate electric heaters on board BEBs. Diesel fuel costs were estimated using wholesale diesel fuel prices per litre for Milton, and escalated to include federal and provincial HST, as well as the federal carbon tax. The average price of diesel fuel per litre was applied to total diesel consumption. Estimated electricity costs are based on Milton Hydro's average per kilowatt-hour and per kilowatt charges, combined with 2023 year to date Ontario electricity prices. These charges were applied to the total kilowatt-hours and kilowatts to be consumed, respectively. **Table 19** provides the assumptions used for the fuel and electricity cost comparison.

**Table 19. Fuel and Electricity Cost Assumptions, 2023\$**

| Fuel and Electricity Cost Assumptions             |         |
|---------------------------------------------------|---------|
| <b>Diesel Price (2023\$/L)</b>                    | \$1.44  |
| <b>Gasoline Price (2023\$/L)</b>                  | \$1.41  |
| <b>Carbon Levy on Diesel (2023\$/L)</b>           | \$0.17  |
| <b>Carbon Levy on Gasoline (2023\$/L)</b>         | \$0.14  |
| <b>Electricity Consumption Price (2023\$/kWh)</b> | \$0.20  |
| <b>Electricity Demand Price (2023\$/kW)</b>       | \$11.67 |
| <b>Charger Efficiency</b>                         | 95%     |



In the Baseline Scenario fuel costs are more expensive due to the increasing price of diesel, driven in part by escalating carbon taxes, and costs \$22.7 million more than the BEB Scenario. **Table 20** includes the fuel and electricity lifecycle cost comparison.

**Table 20. Fuel and Electricity Lifecycle Cost Comparison, Millions of 2023\$, 2023-2050**

|                                               | Baseline      | BEB           | Variance       |
|-----------------------------------------------|---------------|---------------|----------------|
| <b>Diesel Costs</b>                           | \$49.5        | \$16.6        | -\$32.9        |
| <b>Electricity Costs</b>                      | -             | \$23.8        | \$23.8         |
| <b>Carbon Levy Costs</b>                      | \$19.4        | \$5.7         | -\$13.6        |
| <b>Total Fleet Lifecycle Propulsion Costs</b> | <b>\$68.9</b> | <b>\$46.2</b> | <b>-\$22.7</b> |

### 6.3.3 OVERALL LIFECYCLE COST COMPARISON

**Table 21** below shows the overall lifecycle cost comparison between the Base and BEB Scenarios. It is anticipated that the cost of transitioning to BEBs will be \$37.1 million over the Baseline, in 2023-dollar terms. Additionally, the analysis assumes that capital costs will not be offset by grant or incentive funding. Including additional funding sources, such as ICIP or ZETF, may affect the results of the analysis. However, since these funds have not been applied for or secured by Milton Transit, they are not included in this analysis. Please note that the transfer to reserve costs is not included in the totals for either scenario, as this would substantially overstate the projected costs.

**Table 21. Overall Lifecycle Cost Comparison, Millions of 2023\$, 2023-2050<sup>10</sup>**

| 2023\$                                         | Baseline Scenario | BEB Transition Scenario | Variance       |
|------------------------------------------------|-------------------|-------------------------|----------------|
| <b>Buses</b>                                   | \$108.0           | \$204.5                 | \$96.6         |
| <b>Midlife Rehabilitation</b>                  | \$81.4            | \$2.8                   | -\$78.7        |
| <b>Specialized Transit</b>                     | \$20.2            | \$34.4                  | \$14.2         |
| <b>Related Infrastructure</b>                  | -                 | \$31.8                  | \$31.8         |
| <b>Life Cycle Capital Costs, Total</b>         | <b>\$209.6</b>    | <b>\$273.6</b>          | <b>\$64.0</b>  |
| <b>Operations &amp; Maintenance</b>            | \$398.4           | \$393.0                 | -\$5.5         |
| <b>Propulsion</b>                              | \$55.7            | \$41.1                  | -\$14.6        |
| <b>Related Infrastructure O&amp;M</b>          | -                 | \$1.5                   | \$1.5          |
| <b>Life Cycle O&amp;M, Fixed Route</b>         | <b>\$454.1</b>    | <b>\$435.6</b>          | <b>-\$18.5</b> |
| <b>Operations &amp; Maintenance</b>            | \$15.8            | \$15.5                  | -\$0.2         |
| <b>Propulsion</b>                              | \$13.2            | \$5.1                   | -\$8.1         |
| <b>Life Cycle O&amp;M, Specialized Transit</b> | <b>\$29.0</b>     | <b>\$20.7</b>           | <b>-\$8.3</b>  |
| <b>Total Fleet Lifecycle Costs</b>             | <b>\$692.7</b>    | <b>\$729.8</b>          | <b>\$37.1</b>  |

<sup>10</sup>Note that **Table 21** does not include lifecycle replacement transfers to reserve, as the capital costs are included. To determine lifecycle costs over the 2023-2050 study period, replacement transfers are not included, to avoid double counting. Over the study period, replacement transfers for the conventional fleet are expected to be \$153.7 million, \$8.3 million for the infrastructure, and \$29.1 million for the specialized fleet.



## 6.4 FUNDING PLAN

There are several external financing opportunities Milton Transit will consider in order to secure funding for the zero emission fleet transition. The two primary external funding sources are the Investing in Canada Infrastructure Program (ICIP) and the Zero Emission Transit Fund (ZETF).

The ICIP program is administered by Infrastructure Canada and has invested \$131 billion in over 85,000 projects. This program has already funded several other municipalities' transit fleet buses, including conventional transit and other mobility services. The federal government will invest up to 40% for most municipal public transit costs, though this may increase to 50% for rehabilitation projects. Funding provided by Infrastructure Canada is divided among the provinces who distribute funding by municipality. It is noted that the Town was successful in retaining approximately \$7.2 million in ICIP funds for the development of a Transit Garage Facility.

The ZETF is administered by Infrastructure Canada, and targets projects that enable or implement transit fleet electrification. The ZETF offers flexible financing solutions, including grants and loans through the Canada Infrastructure Bank (CIB) to applicants. ZETF funding decisions are determined by project viability, estimated operational savings, and estimated GHG emission reduction. Approximately \$2.75 billion in funding is earmarked for the ZETF program to support the numerous municipal transit agencies that may apply for that funding.

Funding from either program may be used to offset planning, capital, and operating costs associated with transitioning diesel fleets to BEBs or alternative fuel technologies. As this funding has not been secured by Milton Transit, it is not included in this analysis.



## 7 ENVIRONMENTAL BENEFITS

Greenhouse gas (GHG) emissions reduction is a significant benefit of transitioning from a diesel fleet to BEBs. This section helps quantify the impacts that Milton Transit's conversion to BEBs may have on GHG emissions relative to the baseline diesel scenario; results do not consider GHG emissions associated with fabrication and construction of new BEB infrastructure or with resource extraction for the vehicles, etc.

### 7.1 ASSUMPTIONS & METHODOLOGY

The analysis quantified GHG impacts based on estimates of diesel fuel and electricity usage by transit buses over the 2023-2050 period. The following assumptions were used to quantify emissions based on litres of fuel and kWh of electricity consumed. Milton Transit's current fleet consumes biodiesel fuel and the emission factor selected reflects this.

The emission rate for diesel fuel is 2.681 kilograms (kgs) of carbon dioxide (CO<sub>2</sub>) per litre of fuel. The emission rate for gasoline fuel is 2.28 kgs of CO<sub>2</sub> per litre of fuel. These values were obtained from the Canadian National Inventory Report, 2023. The emission rate was multiplied by the annual litres of fuel consumed to calculate the annual kgs of CO<sub>2</sub> emitted. To quantify the impact of electricity usage on GHG emissions, the total kWh of electricity used per year was multiplied by the corresponding Electricity Emission Intensity factor for Ontario from 2023 to 2050. This factor represents the kg of CO<sub>2</sub> per kWh based on the average electricity grid mix for the province. The intensity factor declines over time due to anticipated introduction of new renewable power generation sources. The Electricity Emission Intensity Factor was obtained from the Average Grid Electricity Emission Intensities table in the ZETF GHG+ Guidance Modules, Annex C.

### 7.2 GHG EMISSION REDUCTION IMPACTS

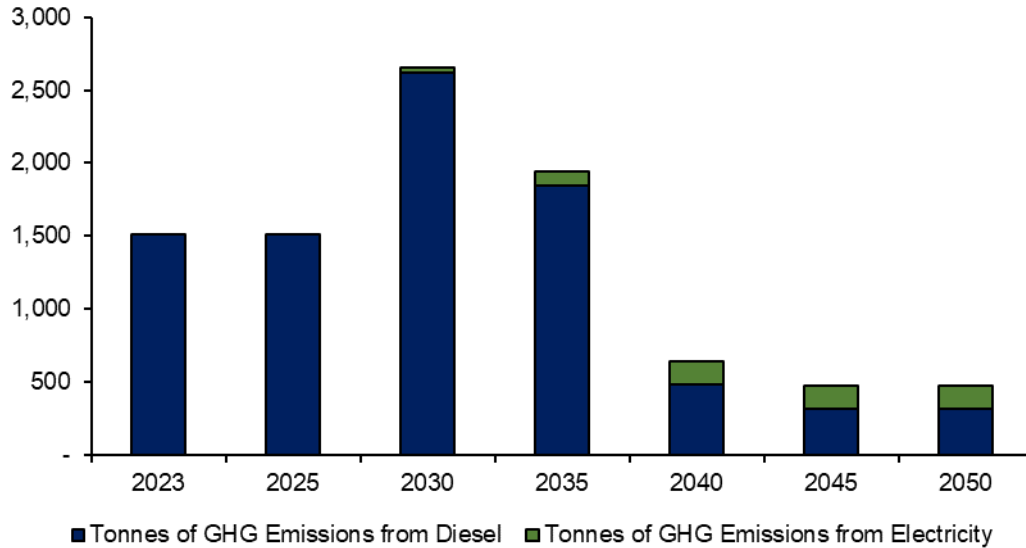
Based on the assumptions above, the GHG emissions from BEB operations of Milton Transit's fleet are summarized in **Table 22**. Over the study period, BEBs will reduce emissions by approximately 76,900 tonnes. This translates to approximately 185 tonnes of CO<sub>2</sub> saved per year, per bus.

**Table 22. Total GHG Emissions (CO<sub>2</sub> in Tonnes)**

|                                 | 2025         | 2030         | 2040         | Total          |
|---------------------------------|--------------|--------------|--------------|----------------|
| <b>Diesel</b>                   | 2,168        | 4,134        | 5,156        | 120,466        |
| <b>BEB</b>                      | -            | -            | -            | -              |
| <b>Total, Baseline Scenario</b> | <b>2,168</b> | <b>4,134</b> | <b>5,156</b> | <b>120,466</b> |
| <b>Diesel</b>                   | 2,168        | 3,144        | 487          | 40,374         |
| <b>BEB</b>                      | -            | 40           | 174          | 3,131          |
| <b>Total, BEB Scenario</b>      | <b>2,168</b> | <b>3,184</b> | <b>662</b>   | <b>43,505</b>  |

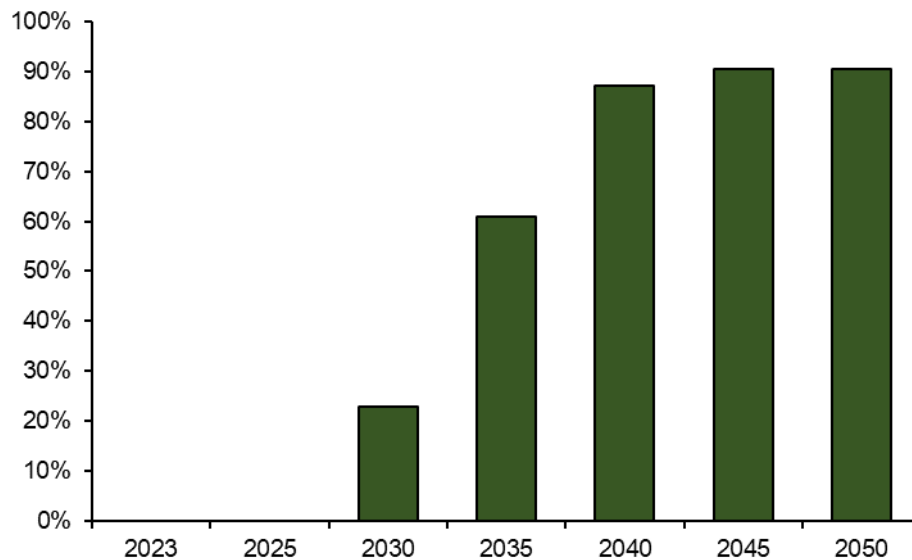
There is a substantial decline from approximately 2,200 tonnes of GHGs per year to just below 700 tonnes per year in the BEB Scenario (**Figure 10**). Emissions remaining after the complete transition of the fleet to BEBs is due to diesel auxiliary heating on board BEBs.





**Figure 10. Annual GHG Emissions (CO<sub>2</sub> in Tonnes), BEB Scenario**

The cumulative percent reduction in GHG emissions is shown in **Figure 11**. The annual emissions reduced grows substantially over time as the diesel fleet is converted to BEBs. By the end of the transition to BEBs, emissions are reduced by approximately 90%.



**Figure 11. Percentage GHG Reductions from Baseline in BEB Scenario**





## 8 PROJECT RISKS & MITIGATION

New technology introduces a host of potential risks associated with transitioning Milton Transit's fleet to a new fuel source. The table below highlights potential areas of risk associated with implementation and operation of BEBs into Milton Transit's fleet, accompanied by the response or countermeasure Milton Transit will take for each identified risk. It should be noted that risk exposure is subjective by nature and the plan's risk exposure will continuously evolve throughout the transition.

| Risk                                                            | Risk Description                                                                                                                                                                                                                                                                                                                                                                                                                           | Risk Response                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|-----------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Infrastructure Transition</b>                                | As BEBs are introduced to the fleet, it is essential that the necessary infrastructure is in place to enable their integration into the service. Coordination with third parties, such as local utilities and infrastructure manufacturers, can often result in lengthy timeframes and disruptions to current operations.                                                                                                                  | Initiate planning for infrastructure and ensure construction considerations are made while maintaining current operations. See that infrastructure upgrades are completed at least six months in advance of vehicles arriving. Following infrastructure installation, it is critical to conduct comprehensive testing and commissioning before placing vehicles and infrastructure into active service.                                                                                                                                               |
| <b>Internal Resource Availability to Support Implementation</b> | The implementation of BEBs will require program management and operational support and may result in resource limitations, additional costs, and delays.                                                                                                                                                                                                                                                                                   | Identify key personnel for the management of procuring the vehicles and infrastructure upgrades as a coordinated program. See that existing resources are supplemented by hiring new roles to address gaps that are been identified. Engage consultants as necessary to offer support during project delivery to support the procurement process, construction, delivery and commissioning. Continue to leverage the Metrolinx TPI Group Purchasing program for procurement and contract administration for BEB and required charging infrastructure. |
| <b>Service Planning and Scheduling</b>                          | The BEB fleet will introduce new variables and processes into service planning and scheduling. Adjusting to these new requirements may take additional time and resources, which could result in an increased cost of service delivery and potential delays in implementation. It is important for service planning and scheduling to be flexible to the changes brought about by the new fleet to ensure smooth and efficient operations. | Initiate service planning adjustments at an early stage to gain insights into the attributes and operational limitations of BEBs using data from the Transition Plan. Ensure staff to identify necessary information and tools, assist them in acquiring additional capabilities, and support optimization of schedules with BEBs to maximize fleet utilization and minimize operating costs.                                                                                                                                                         |



| Risk                                  | Risk Description                                                                                                                                                                                                                                                                                                                                                                                                   | Risk Response                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|---------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Revenue Operations Assumptions</b> | The modelling forecasts the fleet size required to maintain current operations considering operator hours and associated operating costs. However, the underlying assumptions may not consider the full range of operations which may underestimate operational costs.                                                                                                                                             | Initiate the adjustment of service planning practices to align with the characteristics and operational constraints of BEBs using insights from the Transition Plan. This approach aims to minimize the chance of adverse impacts. Additionally, start early and engage in a constructive dialogue with unions to mitigate the impact of any deviations from expected models. The use of on-board AVL / Electric Bus Telematics Software will be critical in creating critical alerts around battery state of charge and operating metrics.                                                                        |
| <b>Supply Chain Disruptions</b>       | The ongoing global shortage of electrical subcomponents, replacement parts, and heightened production demand due to the increased funding available for zero-emissions bus fleets may result in shortages of parts and tooling which would increase costs and delay procurement. Delays in vehicle procurement and delivery would also result in increased maintenance requirements for the current diesel fleets. | Consider supply chain disruptions, as they are applicable to both buses and fixed electrical infrastructure. Plan for adequate lead time to account for potential manufacturing and delivery delays. Ensure that enough local spare parts are maintained either through contracts or storage at the transit facility. Lists of types and quantities of critical spare parts should be provided by both vehicle and charging system suppliers. Strategies to address some of these challenges have been built into the Metrolinx TPI procurement contract (e.g. late delivery penalties, parts availability, etc.). |
| <b>Resiliency</b>                     | Utility blackouts, primary and secondary infrastructure failures, as well as natural disasters or extreme weather events, have the potential to significantly disrupt operations.                                                                                                                                                                                                                                  | Assess the impact and frequency of power outages to evaluate mitigation options that will meet the organization's risk tolerance. Consider the options provided in the facilities report to determine what level of resiliency is required. Having a plan to replace major critical electrical components with long lead times, such as transformers, should be evaluated.                                                                                                                                                                                                                                         |



| Risk                               | Risk Description                                                                                                                                                                                                                                                                                                                  | Risk Response                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Insufficient Grid Capacity</b>  | The planned fleet will require significant power demand which may not be available with current infrastructure and could require additional costs to install new transmission lines or substations                                                                                                                                | Begin constructive engagement with local utilities to ensure necessary infrastructure upgrades are in place in time to support the charging equipment in the early stages. Engagement should be done with the utility as soon as a site is selected for the new bus garage to discuss capacity required and see if the utility will be able to provide the power required. Upgrades will also need to consider impacts from other facility related electrification such as using electric heat pumps for HVAC.                                                                                                                                                                                                                 |
| <b>Technology Interoperability</b> | Potential incompatibility between buses and chargers from different manufacturers may be discovered during testing and commissioning which would result in additional costs and delays.                                                                                                                                           | Thoroughly inquire and assess the compatibility of the equipment to be purchased during the procurement phase. Ensure contracts include testing and commissioning of vehicles with any equipment that is expected to be used. Plan would be to standardize on infrastructure provider and develop Service Level Agreement.                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Technology Obsolescence</b>     | The technology for EVs is quickly evolving and older generation vehicles and chargers may not be compatible with newer ones. These changes can be driven by updates to charging standards, advancements in battery technology, or changes in design principles. As a result, retrofitting older models with the latest technology | Prior to the procurement of additional vehicles and infrastructure, regular and periodic market scans of the current state of the industry are recommended. Vehicle and charging manufacturers should be expected to maintain spare components for the expected lifespan of vehicles. Additionally, a sufficient supply of spare components should be purchased to ensure equipment is able to be kept serviceable. Leverage Metrolinx TPI Group Purchasing contracts to assist with contract administration as well as obsolescence and parts availability throughout the life of the contract. Evaluate alternative delivery options to lease / finance infrastructure through the utility or another 3 <sup>rd</sup> party. |



| Risk                     | Risk Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Risk Response                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Software Issues</b>   | The smart charging software available in modern chargers is subject to bugs and disruptions which would negatively impact operations.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Ensure thorough testing and commissioning are carried out after installation of new infrastructure servicing BEBs and that timely support is available for software that is essential to operations. Leverage Metrolinx TPI Group Purchasing contracts to assist with contract administration and language surrounding obsolescence, reliability and parts availability throughout the life of the contract. Utilize charge-management software to pro-actively alert any charging faults, etc. Review option to have the utility manage charging infrastructure under a service contract. |
| <b>Software Adoption</b> | Delays or failure to adopt necessary software tools for electrification, such as smart charging, dispatch, and control, planning and scheduling, depot management, and fleet telematics, may cause implementation delays for electrification.                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Before procuring new infrastructure for BEBs, conduct a comprehensive assessment of software and data needs. Once installed, thoroughly test and commission the new infrastructure. Leverage Metrolinx to share ideas and best practices around software deployment. This should also consider how it may apply to a broader fleet transition like Municipal Zero Emission Fleet Plans and Infrastructure Planning.                                                                                                                                                                        |
| <b>Known-Unknowns</b>    | <p>The Town has identified a number of anticipated costs to be incurred as a result of the transition to BEBs, but the magnitude of these costs is unknown and/or unable to be predicted with any degree of accuracy. These costs include the cost of training for operations and maintenance staff, potential increases in facility insurance premiums to store BEBs indoors relative to storage of diesel and gasoline vehicles, and the incidental costs associated with implementation of en-route charging infrastructure (including land ownership, right-of-way, utility upgrades, etc.)</p> <p>The Town has also identified the potential labor constraints with maintenance contractors and service providers.</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |



## APPENDIX A: ENERGY MODELLING ANALYSIS

### FIXED-ROUTE SERVICE

The service data used was based on GTFS data for service in 2023, which is representative of current (post-COVID) service conditions. Five fixed-route service BEB scenarios were modelled: baseline, depot charging only with 525 kWh batteries, depot charging only with 675 kWh batteries, and depot and en-route charging with 525 kWh batteries. All scenarios are detailed below following a discussion of key assumptions.

### KEY ASSUMPTIONS

To develop a model relevant for Milton Transit's fleet and operations, a set of assumptions and variables were identified and displayed in **Table 23**. It is noted that the assumptions regarding vehicle Original Equipment Manufacturer (OEM) attributes represent a typical, commercially available BEB model. Subsequent procurements following this analysis may result in vehicle OEM specifications which differ from these assumptions, which may impact the results of this analysis. Additional energy consumption modelling based on the selected OEM should be conducted to confirm any changes in energy and infrastructure requirements.

**Table 23. BEB Simulation Assumptions**

| Variable                                   | Input                                                                                               |
|--------------------------------------------|-----------------------------------------------------------------------------------------------------|
| <b>Service Data</b>                        | December 2022 – January 2023                                                                        |
| <b>Battery Capacity</b>                    | 525 kWh (Existing vehicle battery size)<br>675 kWh (Expected future vehicle battery size)           |
| <b>End-of-Life Battery State of Health</b> | 80% (max battery degradation)                                                                       |
| <b>Energy Reserve</b>                      | 20% state of charge (SOC)                                                                           |
| <b>Heating</b>                             | Diesel Auxiliary Heat                                                                               |
| <b>Ambient Temperature</b>                 | -22C (Cold weather, 10 <sup>th</sup> percentile)<br>+27C (Hot weather, 90 <sup>th</sup> percentile) |
| <b>Passenger Capacity</b>                  | 100% seated capacity                                                                                |
| <b>Depot Charger Power</b>                 | 150 kW @ 95% Efficiency                                                                             |
| <b>En-route Charger Power</b>              | 450 kW (Vehicle Limited) @ 95% Efficiency                                                           |

### BASELINE SCENARIO

The first modelled scenario assumes depot charging is allowed all day with no modifications to block schedules. Buses are reused if a vehicle has a minimum state-of-charge (SOC) of 60% or higher. In this scenario, if a short block is completed and the bus has at least 60% SOC, then the vehicle is used again in the same day to start another block that it can complete. This gives an indication of how feasible the blocks will be based on how Milton currently operates. The results of the baseline scenario indicate that vehicles were not able to complete several of the blocks, so this scenario was discounted as it is not a viable option.

### DEPOT CHARGING ONLY SCENARIOS

These scenarios evaluated a fleet of either 525kWh or 675kWh BEBs with on-board diesel auxiliary heaters that would utilize plug-in depot chargers. It was assumed that buses would be swapped out part way





through the block with a fully charged vehicle when the first vehicle reaches 20% SOC. By swapping the buses, they would be scheduled to run shorter blocks that align with the capabilities of the BEBs.

The model also assumes that when swaps occur, the bus that would normally stay in service would return to the depot, and another bus and operator would drive from the depot to take its place. This has impacts both on fleet size required (peak vehicle requirement) as well as operational costs due to the increased amount of deadhead miles incurred (non-revenue hours and kilometres between the depot and the first/last stop).

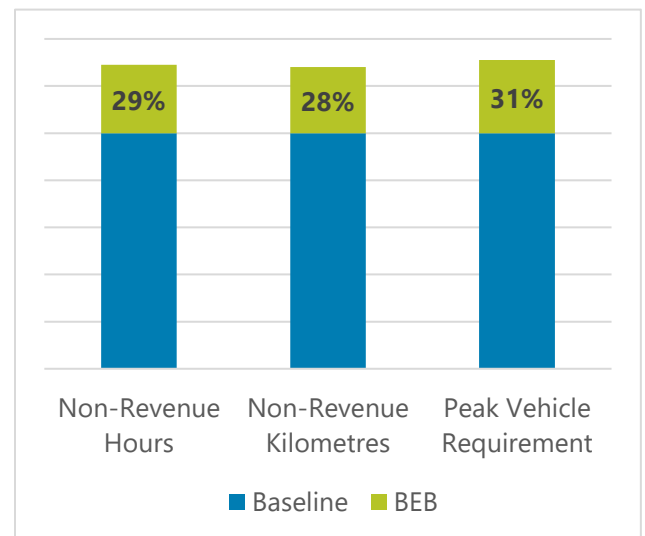
## MODEL RESULTS: 525 KWH BATTERY CAPACITY

A review is provided below that details the main components of the transit service and operations likely to change when transitioning to a 525kWh BEB fleet using only depot charging. **Figure 12** shows an estimate of the increase in non-revenue hours and kilometres as well as the estimated number of vehicles required to continue the current transit service.

- Revenue hours and kilometres remain the same
- Non-revenue hours: **29% increase**
- Non-revenue kilometres: **28% increase**
- Peak Vehicle Requirement: **31% increase**
- At least 3 depot chargers will be required:
  - (3) 150 kW plug-in chargers
- (9) 525kWh BEBs can be deployed before an increase in fleet size is required

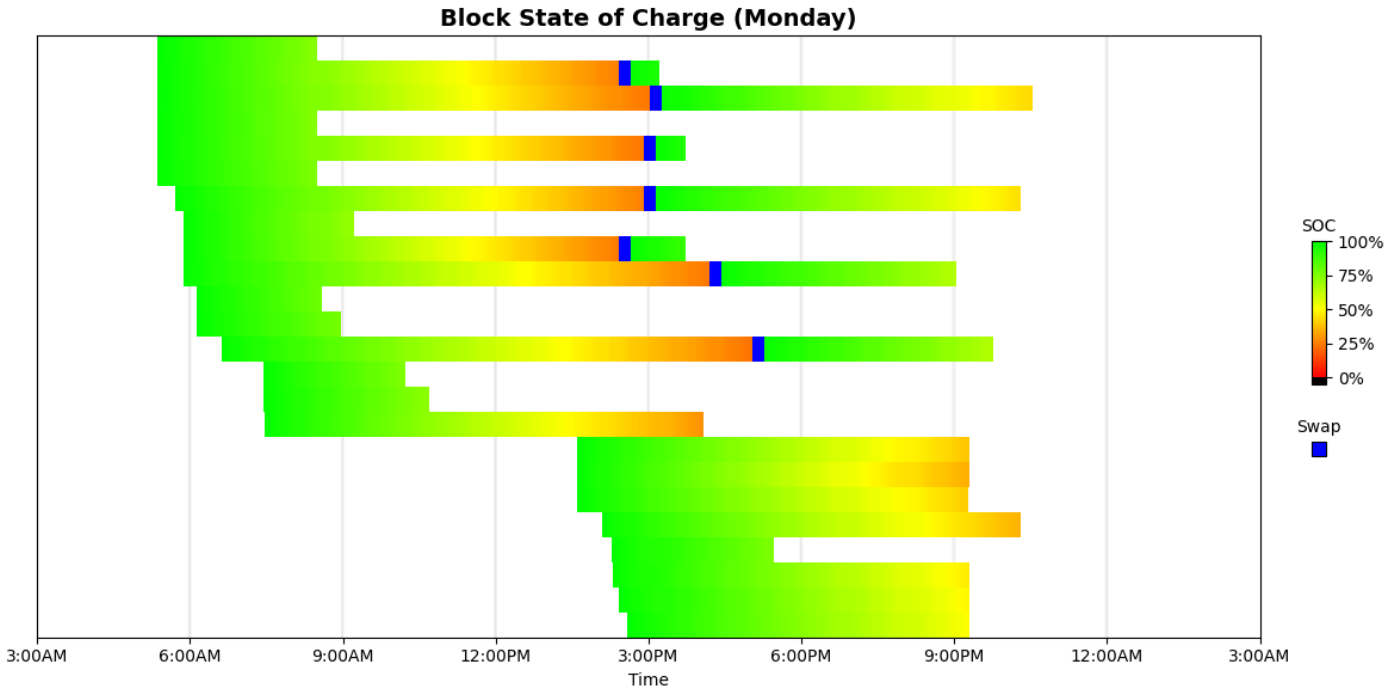
The vehicle battery states of charge on each block during weekday service are shown in **Figure 13**. Weekend service was also modelled, but fleet and charging requirements are driven by weekday service which illustrates the most demanding operations for Milton Transit.

Each block is represented by a line on the chart with the color of the line corresponding to the state of charge of the vehicle. The color changes from green to yellow to red to black as the state of charge drops from 100 to 0 percent. Bus swaps (shown in blue) are introduced only between trips to minimize service impacts. Bus swaps are also inserted in locations shown in blue to guarantee the minimum SOC does not dip below the required 20 percent reserve capacity, including the energy needed to return the vehicle to the depot when a swap is needed. Whenever a vehicle is swapped out, it is replaced with a BEB that has a fully charged battery. Swapping buses is only helpful when the bus either stays near the depot all day or returns within a close distance to the depot at multiple points throughout the day. If a block is scheduled to travel a long distance away from the depot, then there is no convenient opportunity for a swap.



**Figure 12. 525kWh BEB Depot Charging Only Model Outputs**





**Figure 13. 525kWh BEB Depot Charging Only - Weekday Service Block SOC Heatmap**

The modelling reveals which existing service blocks are feasible without the need for en-route charging or a bus swap to complete service. **Table 24** shows which service blocks are feasible with 525 kWh buses and infeasible, respectively. A total of 17 blocks (71%) can be replaced with BEBs at a 1-to-1 ratio without the need for en-route charging. The remaining 7 blocks (29%) would require either en-route charging or a bus swap to complete service.

**Table 24. Summary of Feasible Blocks without Swap for 525 kWh BEB**

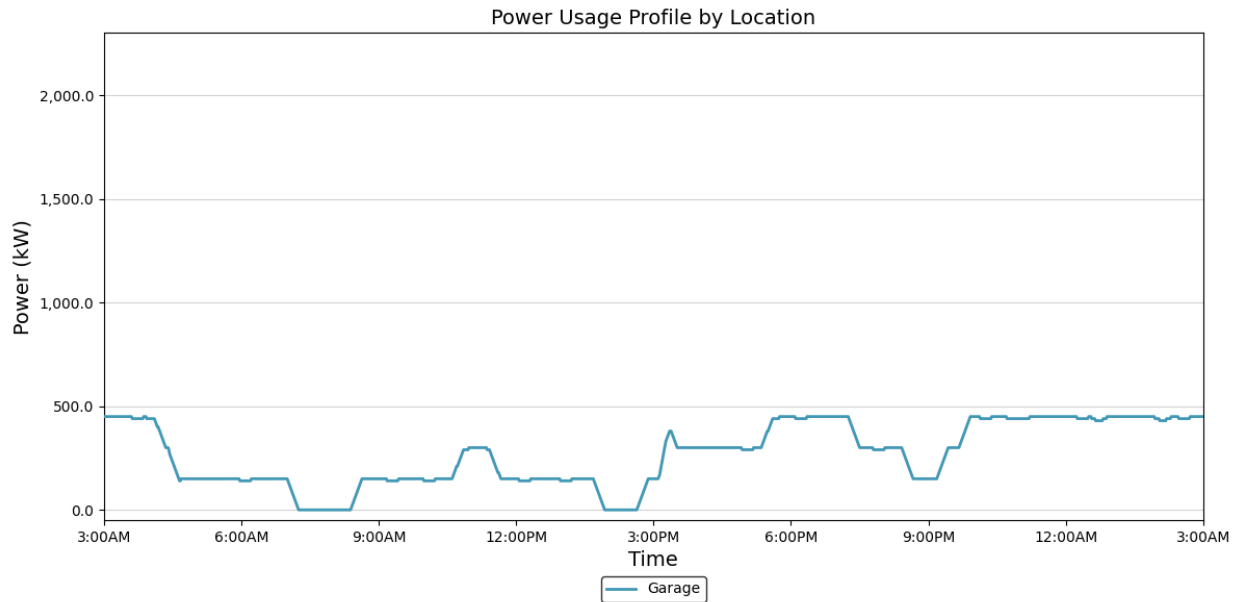
| Feasible with 525 kWh Bus |         |         | Infeasible with 525 kWh Bus |
|---------------------------|---------|---------|-----------------------------|
| 1225529                   | 1225534 | 1225574 | 1225553                     |
| 1225533                   | 1225569 | 1225514 | 1225541                     |
| 1225540                   | 1225519 | 1225547 | 1225575                     |
| 1225544                   | 1225566 |         | 1225567                     |
| 1225556                   | 1225579 |         | 1225524                     |
| 1225557                   | 1225580 |         | 1225509                     |
| 1225592                   | 1225597 |         | 1225550                     |

### Power Requirements

**Figure 14** shows the daily power demand profile for 525kWh BEBs at the depot facility if Milton Transit elects to continue with depot charging only. The highest power demand occurs overnight, peaking at 450 kW, when buses return to the depot and are plugged in. There are two peaks during the day, one between



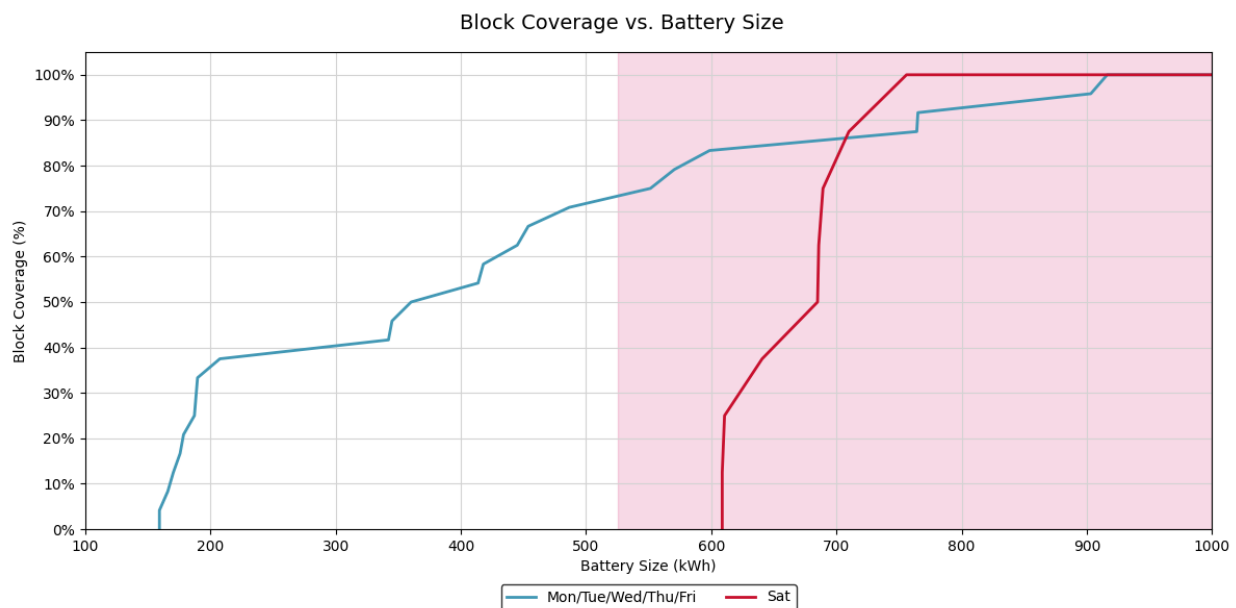
5pm to 7pm and another between 10pm to 4am. Between 5am to 3pm, the demand is relatively low.



**Figure 14. 525kWh BEB Depot Charging Only Maximum Daily Power Profile at Depot Facility**

### Vehicle Battery Capacities

**Figure 15** shows what the percentage of Milton Transit's service becomes feasible without en-route charging by battery size. With 525 kWh buses, 71% of weekday services blocks can be replaced one-to-one without en-route charging. Increasing to 675 kWh, feasibility increases to 83% and a bus battery capacity would need to be at least 1 MW for 100% of service blocks to be feasible.



**Figure 15. Block Feasibility by Required Vehicle Battery Size**



## MODEL RESULTS: 675 KWH BATTERY CAPACITY

Below is a review of the main components of the transit service and operations that are likely to change and should be considered when transitioning to a 675kWh BEB fleet using depot charging only. **Figure 16** shows an estimate of the increase in non-revenue hours and kilometres as well as the estimated number of vehicles required to continue the current transit service.

- Revenue hours and kilometres remain the same
- Non-revenue hours: **21% increase**
- Non-revenue kilometres: **21% increase**
- Peak Vehicle Requirement: **6% increase**
- At least 4 depot chargers will be required:
  - (4) 150 kW plug-in chargers
- (12) 675kWh BEBs can be deployed before an increase in fleet size is required

With a 675kWh BEB, there are operational improvements in Milton service as only four blocks (three fewer blocks than the 525kWh BEB) are feasible with only one swap and the rest are feasible without swaps. The vehicle battery states of charge on each block during weekday service are shown in **Figure 17**.

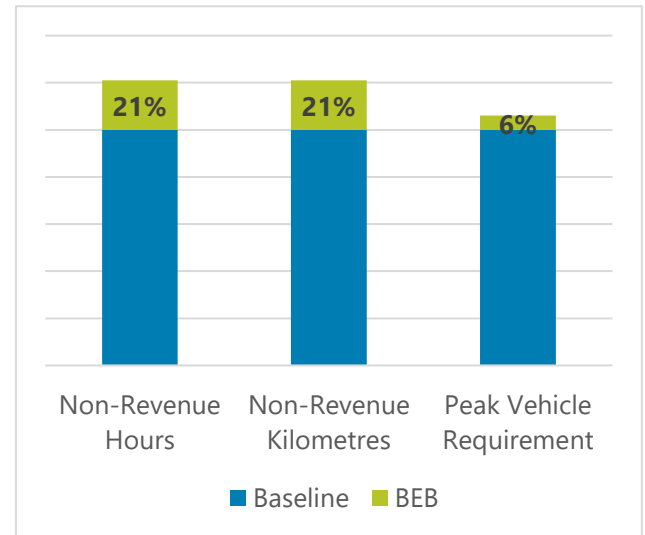


Figure 16. 675kWh BEB Depot Charging Only Model Outputs

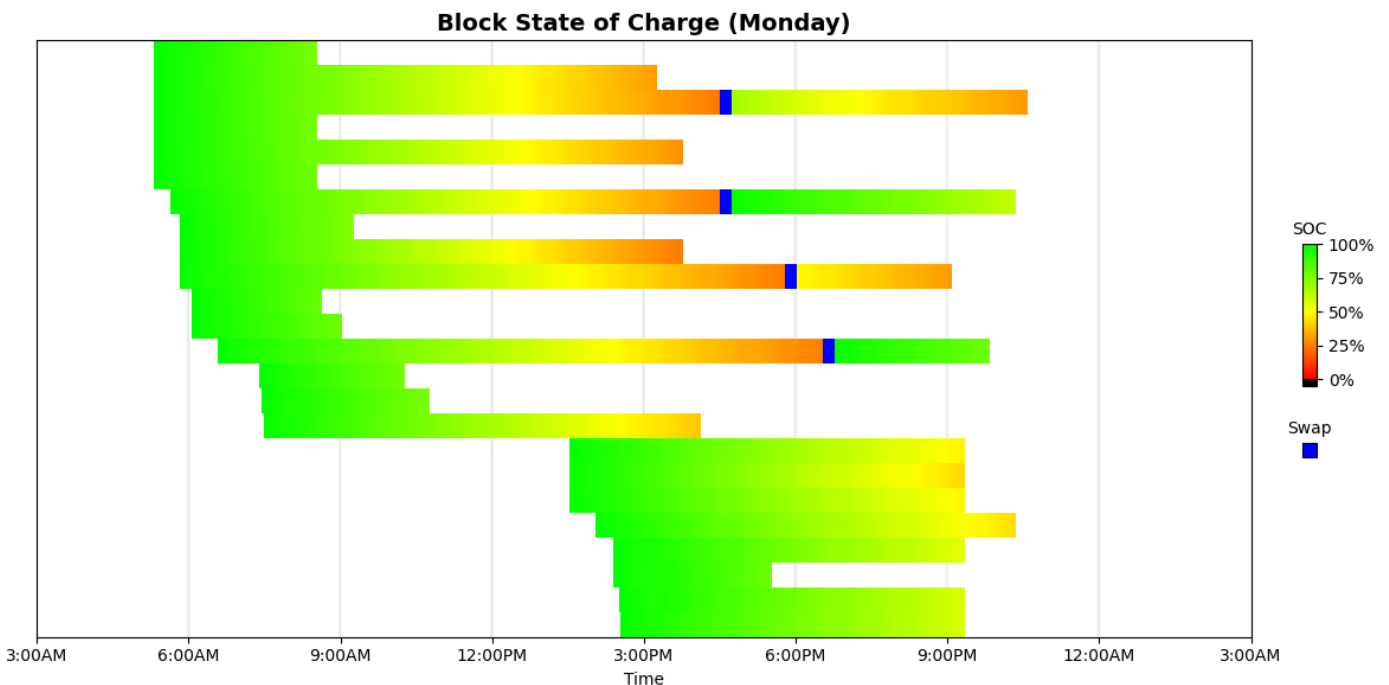


Figure 17. 675kWh BEB Depot Charging Only - Weekday Service Block SOC Heatmap



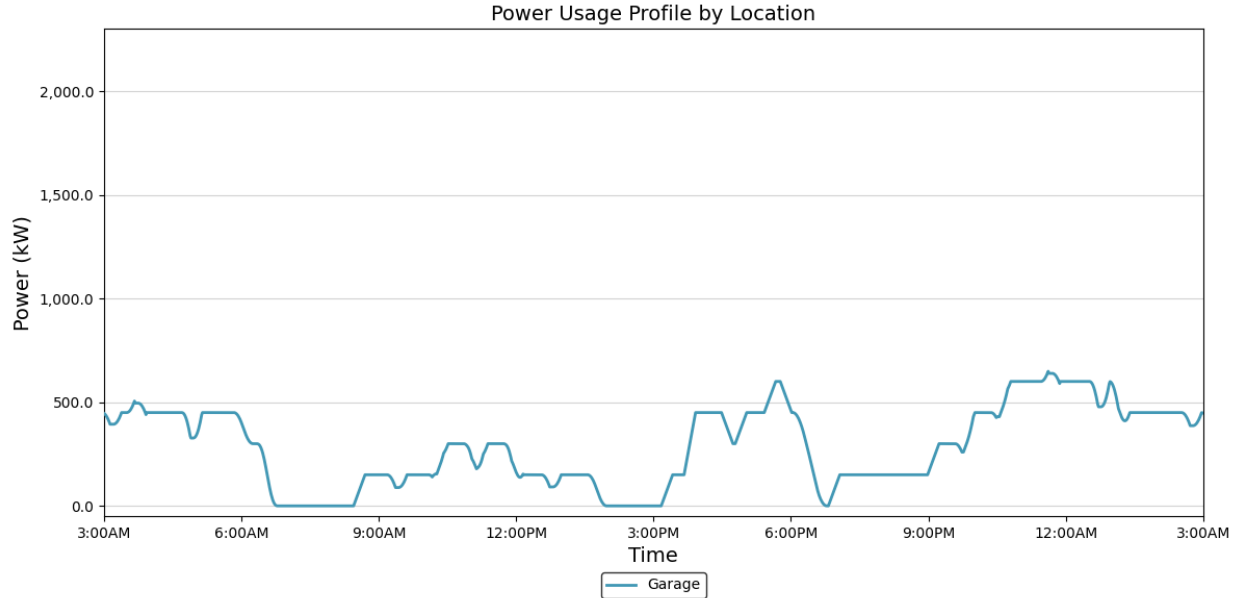
**Table 25** shows which service blocks are feasible with 675 kWh buses and infeasible, respectively. A total of 20 blocks (83%) can be replaced with BEBs at a 1-to-1 ratio without the need for en-route charging. The remaining 4 blocks (17%) would require either en-route charging or a bus swap to complete service.

**Table 25. Summary of Feasible Blocks without Swap for 675 kWh BEB**

| Feasible with 675 kWh Bus |         |         | Infeasible with 675 kWh Bus |
|---------------------------|---------|---------|-----------------------------|
| 1225529                   | 1225534 | 1225574 | 1225541                     |
| 1225533                   | 1225569 | 1225514 | 1225524                     |
| 1225540                   | 1225519 | 1225547 | 1225509                     |
| 1225544                   | 1225566 | 1225553 | 1225550                     |
| 1225556                   | 1225579 | 1225575 |                             |
| 1225557                   | 1225580 | 1225567 |                             |
| 1225592                   | 1225597 |         |                             |

### Power Requirements

**Figure 18** shows the daily power demand profile for 675kWh BEBs at the depot facility if Milton Transit elects to continue with depot charging only. The power demand is highest in the evenings and overnight, peaking at 600 kW. This is primarily due to the buses returning to the depot facility and being plugged in. There is a peak in demand at 6 pm, and then between 11 pm and 6 am. Demand is relatively low between 7 am and 3 pm.



**Figure 18. 675kWh BEB Depot Charging Only Maximum Daily Power Profile at Depot Facility**

## DEPOT & EN-ROUTE CHARGING SCENARIOS

This scenario evaluated a fleet of 525kWh BEBs with on-board diesel auxiliary heaters that would utilize plug-in depot chargers and overhead pantograph chargers en-route positioned at Milton GO Station. Layover times in the existing schedule were used to identify the most ideal locations for en-route chargers.





There was one location identified as having a significant amount of layover time available for buses to charge.

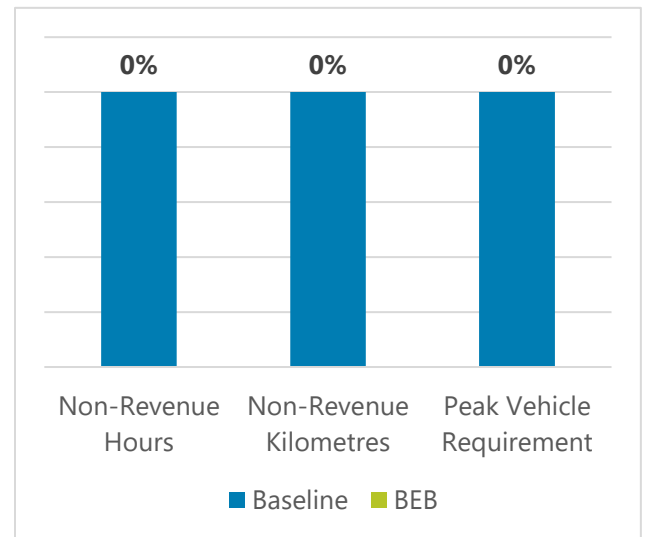
The review of the en-route charging locations does not consider the complexity associated with property ownership, access, existing utilities, and other site constraints that may limit or be prohibitive for these activities. This illustrative exercise would require additional study prior to committing to this work.

## MODEL RESULTS: 525 KWH BATTERY CAPACITY

Below is a review of the main components of the transit service and operations that are likely to change and should be considered when transitioning to a BEB fleet utilizing enroute charging in addition to depot charging. **Figure 19** shows an estimate of no increases in non-revenue hours and kilometres as well as no estimated increases in the number of vehicles required to continue the current transit service.

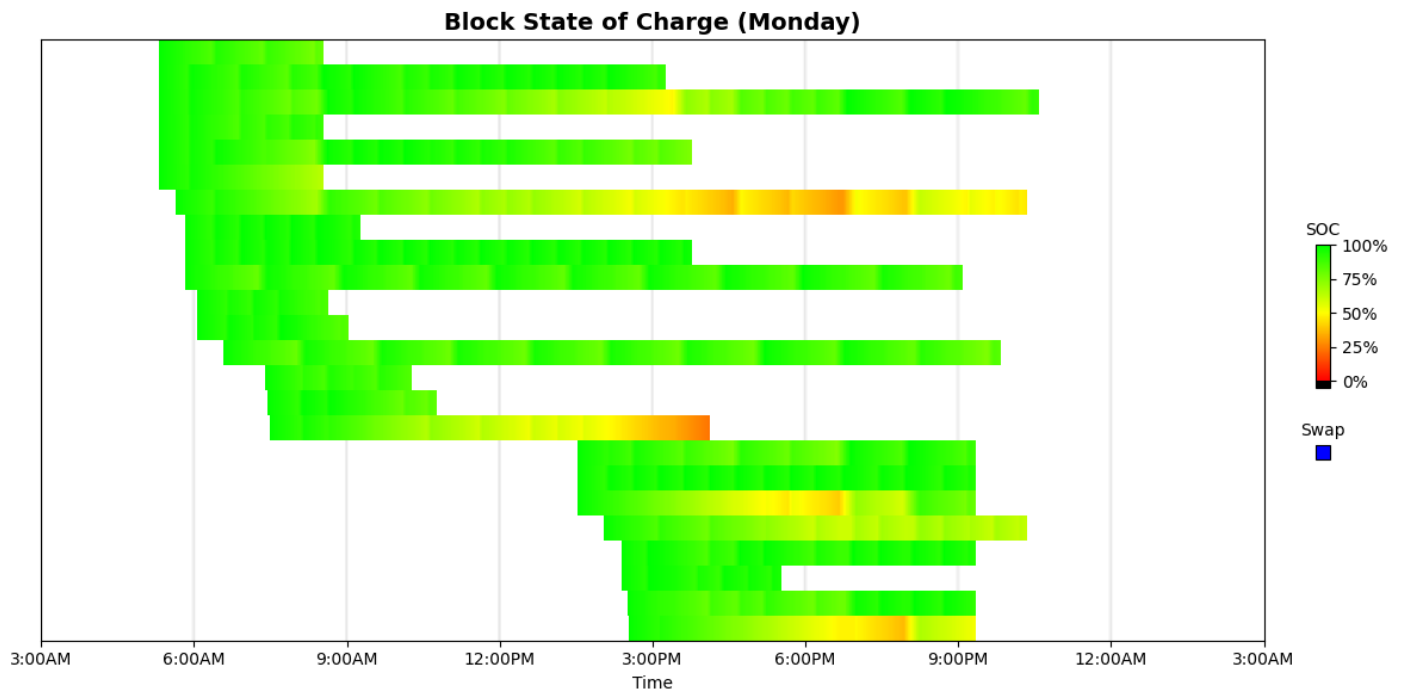
- Revenue hours and kilometres remain the same
- Non-revenue hours and kilometres remain the same
- Peak Vehicle Requirement remains the same
- At least 2 en-route chargers will be required:
  - (2) 450 kW pantograph chargers at Milton GO Station

With the introduction of en-route chargers at Milton GO Station, all service blocks can be completed without the need for schedule modifications or bus swaps as shown in **Figure 20**. Though en-route charging improves feasibility, there are several complexities the Town would need to consider at Milton GO Station.



**Figure 19. BEB Depot and En-Route Charging Model**



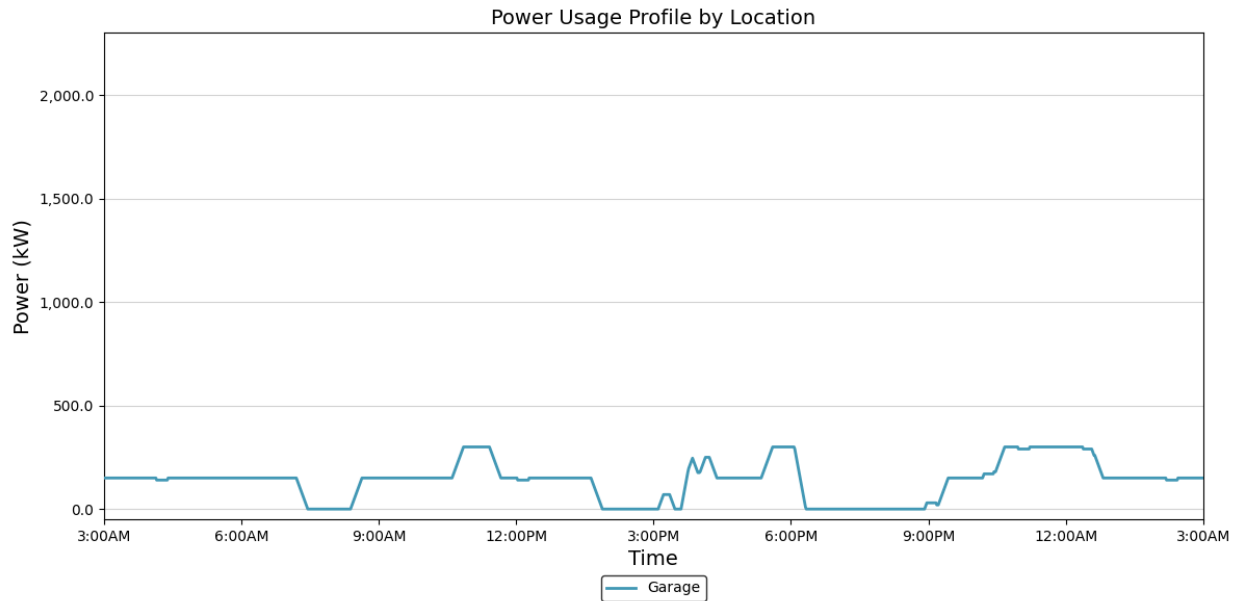


**Figure 20. 525kWh BEB Depot and En-Route Charging - Weekday Service Block SOC Heatmap**

### Power Requirements

**Figure 21** shows the daily power demand profile at the depot facility, peaking at 300 kW, if Milton Transit elects to deploy en-route chargers in the future. The overnight peak demand is slightly reduced and the demand during the day is lower, and more uniform compared to the depot charging only scenario.





**Figure 21. Depot and En-Route Charging Maximum Daily Power Profile at Depot Facility**

## ON-DEMAND/SPECIALIZED SERVICE

Milton Transit on-demand services were modelled separately from fixed route services due to the available data types. The modelling effort for Milton Transit's specialized fleet is based on operating data provided by the agency, as well as battery and charging specifications of BEB equivalents. Existing specialized vehicle average daily miles and hours were considered in the modelling, derived from provided monthly vehicle data. The total energy consumption of the BEB fleet is computed using the average-case vehicles to forecast overall site energy and fleet size impacts.

To protect the life of the BEBs' batteries and avoid range anxiety, a minimum state of charge (SOC) of 20% and a maximum SOC of 90% to protect the life of the battery is assumed. These assumptions are reflected in the analysis by assuming a usable battery capacity equal to 70% of the vehicle's nameplate battery capacity. The use of accessory equipment like wheelchair lifts can also impact the energy consumption, but the impacts are difficult to predict. Accessory equipment does not typically significantly impact energy consumption, but to account for unknown additional energy requirements a 10% energy consumption buffer was added to the daily energy needs of each vehicle that is equipped with a wheelchair lift.

If the daily amount of energy required exceeds the available energy for that vehicle type, then the cases for an increase in fleet size or mid-day fast charging are considered. These additional cases facilitate protecting the vehicle's health while avoiding interruptions to normal operations. Three scenarios were considered: a baseline (business as usual) scenario, a scenario reflecting an expanded BEB fleet, and a scenario where the fleet is not expanded but mid-day recharging is supported.

## MODEL INPUTS

This energy modelling effort was conducted to understand the feasibility of fleet operations using BEBs and to forecast the magnitude of infrastructure needed to support a transition to a BEB fleet. **Table 26** lists the



operational profile of each vehicle modelled; a total of six Arbocs were modelled, assuming four active and two spares and flex profile vehicles are assumed to have the same operational profile as the other Arbocs in service for which data was available. The total energy consumption of the BEB fleet is computed using both the average- and worst-case vehicles, which allows overall site energy and fleet size impacts to be more accurately predicted.

**Table 26. Specialized Fleet Modelling Inputs**

| Vehicle ID        | Quantity Modelled | Average Daily Time (Hours) | Max Daily Time (Hours) | Average Daily Distance (km) | Max Daily Distance (km) |
|-------------------|-------------------|----------------------------|------------------------|-----------------------------|-------------------------|
| M2031 (Arboc)     | 3                 | 7:27:06                    | 11:36:00               | 144.42                      | 249.03                  |
| M1922 (Promaster) | 1                 | 7:58:36                    | 16:31:12               | 163.88                      | 457.35                  |
| M1923 (Promaster) | 1                 | 8:35:18                    | 21:19:48               | 180.83                      | 531.78                  |
| M1921 (Promaster) | 1                 | 8:29:55                    | 14:43:48               | 161.39                      | 411.28                  |
| M2021 (Promaster) | 1                 | 11:43:56                   | 30:59:24               | 233.84                      | 545.79                  |
| M1924 (Promaster) | 1                 | 7:58:39                    | 11:43:12               | 157.9                       | 362.46                  |
| M2022 (Promaster) | 1                 | 7:59:57                    | 12:42:00               | 166.82                      | 398.74                  |
| M2032 (Arboc)     | 3                 | 7:35:06                    | 8:51:00                | 150.36                      | 209.45                  |

## MODEL RESULTS

Milton Transit's specialized fleet can complete most routes on an average day without any increase in required fleet size or the use of DCFCs depending on the operational profile. On a worst-case day, no vehicles can complete their service on a single charge without fleet or service modifications. Two alternate scenarios were modelled, where either the fleet size increases or vehicles are brought back to the depot facility for charging mid-day.

## BASELINE SCENARIO

First, a baseline scenario was modelled to identify the number of vehicles and chargers required to support a BEB fleet based on current operating characteristics. **Table 27** shows which vehicles can complete service on a worst-case day and which cannot. This model illuminated challenges with some BEBs' ability to complete the service required of them on a single charge as shown in the Average Day Feasibility and Worst Case Day Feasibility columns below.



**Table 27. Baseline Scenario Model Results**

| Vehicle ID        | Average km | Max km | Shift Length | Shifts | Average Day Feasibility | Worst Case Day Feasibility |
|-------------------|------------|--------|--------------|--------|-------------------------|----------------------------|
| M2031 (Arboc)     | 144.42     | 249.03 | 10.00        | 1      | Feasible                | Infeasible                 |
| M1922 (Promaster) | 163.88     | 457.35 | 10.00        | 1      | Feasible                | Infeasible                 |
| M1923 (Promaster) | 180.83     | 531.78 | 10.00        | 1      | Feasible                | Infeasible                 |
| M1921 (Promaster) | 161.39     | 411.28 | 10.00        | 1      | Feasible                | Infeasible                 |
| M2021 (Promaster) | 233.84     | 545.79 | 10.00        | 1      | Infeasible              | Infeasible                 |
| M1924 (Promaster) | 157.9      | 362.46 | 10.00        | 1      | Feasible                | Infeasible                 |
| M2022 (Promaster) | 166.82     | 398.74 | 10.00        | 1      | Feasible                | Infeasible                 |
| M2032 (Arboc)     | 150.36     | 209.45 | 10.00        | 1      | Feasible                | Infeasible                 |

The vehicles reaching maximum distance per day experienced battery capacity utilization challenges, leading to the need for an increased fleet size to facilitate bus swaps or mid-day recharging at the depot facility. Without these accommodations, the fleet would not be able to complete their service.

## EXPANDED FLEET SCENARIO

This model scenario assumes that all vehicles that were feasible on a worst-case day remain unchanged, but the five vehicles that could not meet service requirements are assumed to be swapped on-street with a fully charged vehicle to finish service. When daily mileage exceeds the range capability of the BEB, the model will add an additional vehicle to the fleet. Vehicles would remain on the street until their battery reaches 20% SOC and then would be swapped with a fully charged bus for the remainder of service. To accommodate bus swaps, the fleet would need to increase by 8 vehicles, one for each active vehicle reaching the maximum daily distance. **Table 28** indicates the *minimum* infrastructure that would be needed to maintain service but, in practice, the fleet may be charged by higher powered chargers.

**Table 28. Expanded Fleet Scenario Analysis**

| Vehicle ID        | Daily Maximum Distance (km) | BEB Fleet Size | Minimum Charger Level & Output | Peak Load (kW) | Maximum Daily Energy Consumption (kWh) |
|-------------------|-----------------------------|----------------|--------------------------------|----------------|----------------------------------------|
| M2031 (Arboc)     | 144.42                      | 4              | 15 A Level 2                   | 14.4           | 221.5                                  |
| M1922 (Promaster) | 163.88                      | 2              | 15 A Level 2                   | 7.2            | 151.8                                  |
| M1923 (Promaster) | 180.83                      | 2              | 15 A Level 2                   | 7.2            | 166.2                                  |
| M1921 (Promaster) | 161.39                      | 2              | 15 A Level 2                   | 7.2            | 149.5                                  |
| M2021 (Promaster) | 233.84                      | 2              | 30 A Level 2                   | 14.4           | 180.0                                  |
| M1924 (Promaster) | 157.9                       | 2              | 15 A Level 2                   | 7.2            | 146.1                                  |
| M2022 (Promaster) | 166.82                      | 2              | 15 A Level 2                   | 7.2            | 153.6                                  |
| M2032 (Arboc)     | 150.36                      | 4              | 15 A Level 2                   | 7.2            | 228.9                                  |





## MID-DAY RECHARGING SCENARIO

To identify the infrastructure needs of a BEB fleet supported by mid-day recharging, another scenario was modelled where the overall fleet size does not change from the current fleet size, but vehicles are brought back to the depot facility during the day to recharge between shifts. Similar to the expanded fleet scenario, only 1 vehicle would need to be brought back to the depot facility on an average day, but on a worst-case day all vehicles would need to return for mid-day recharging at least once throughout the day to maintain the same level of service. In the model, this is reflected by splitting one shift into either two 5-hour shifts or three 4-hour shifts, depending on the operational profile of the vehicle. When breaking down the existing profile into multiple shifts, all vehicles can complete service on both an average and worst-case day without the need for an increase in fleet size. **Table 29** indicates the *minimum* infrastructure that would be needed to maintain service but, in practice, the fleet may be charged overnight by higher powered chargers; mid-day recharging would utilize the transit fleet's DCFCs and would require between 54 and 79 minutes to recharge between shifts.

**Table 29. Mid-Day Recharging Scenario Analysis**

| Vehicle ID        | Shift<br>Maximum<br>Distance (km) | Shifts | BEB Fleet<br>Size | Minimum<br>Charger Level<br>& Output | Peak Load<br>(kW) | Maximum Daily<br>Energy<br>Consumption (kWh) |
|-------------------|-----------------------------------|--------|-------------------|--------------------------------------|-------------------|----------------------------------------------|
| M2031 (Arboc)     | 124.515                           | 2      | 3                 | 30 A Level 2                         | 21.6              | 88.4                                         |
| M1922 (Promaster) | 152.45                            | 3      | 1                 | 30 A Level 2                         | 7.2               | 28.8                                         |
| M1923 (Promaster) | 177.26                            | 3      | 1                 | 30 A Level 2                         | 7.2               | 32.2                                         |
| M1921 (Promaster) | 205.64                            | 2      | 1                 | 30 A Level 2                         | 7.2               | 41.7                                         |
| M2021 (Promaster) | 181.93                            | 3      | 1                 | 30 A Level 2                         | 7.2               | 39.5                                         |
| M1924 (Promaster) | 181.23                            | 2      | 1                 | 15 A Level 2                         | 3.6               | 39.9                                         |
| M2022 (Promaster) | 199.37                            | 2      | 1                 | 30 A Level 2                         | 7.2               | 42.4                                         |
| M2032 (Arboc)     | 104.725                           | 2      | 3                 | 30 A Level 2                         | 21.6              | 89.2                                         |



## APPENDIX B: FACILITY ASSESSMENT

### DEPOT CHARGING

Depot charging refers to the siting and use of charging infrastructure at the facility where buses are typically stored overnight. At the depot, the main difference between plug-in and pantograph dispensers is the way the vehicle is connected to the charger. Charging speeds will be similar because both dispensers use the same charging modules to deliver the same amount of energy.

There are trade-offs with picking either plug-in or pantograph as the connection option. Pantographs take up less space if mounted to existing overhead structures and can offer an automatic way of connecting the vehicle that doesn't require an operator or service person to physically plug in a cable. Some of the drawbacks are that they're heavier, more expensive (estimated 2x due to structure construction and additional equipment), require more maintenance, require precise vehicle alignment under the pantograph, and interference with wireless communication between the dispenser and the bus may lead to disruptions in the charging process.

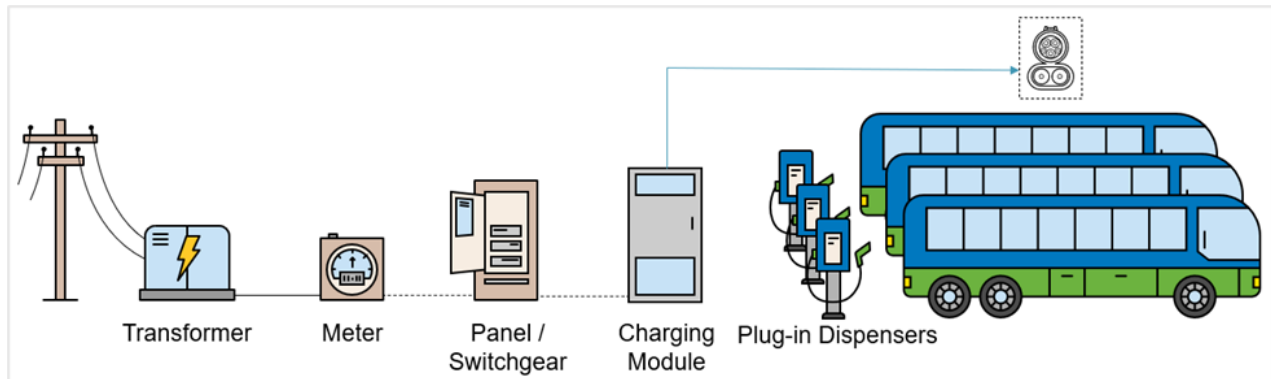
Plug-in charging (**Figure 22**) has the benefits of typically being less expensive, with fewer physical alignment issues and typically fewer communication issues (since there is a hard-wired communication between the charger and dispenser and dispenser and the bus). The downsides are that someone must physically plug the bus in, it typically takes up more floor space (but can also be mounted to the ceiling), requires cable management, and plug-in connectors are more easily damaged.

The CCS plug-in charging standard, SAE J1772 model, has been around since 2011 and is a more mature standard that has received several revisions. The first version of charging standard for pantograph down, J3105-1, was published in 2020. At present, some aspects of the standard are being refined to address some of the issues mentioned above.

For the depot facility, a dispenser for each bus is recommended to ensure that when the fleet is parked at night all vehicles can be charged without the need to circulate buses through a limited number of charging bays. It is likely that there will be times when a charger or dispenser will occasionally be out of service due to failure or routine maintenance. Since transit fleets typically maintain a fleet size that includes several spare buses beyond the number required to meet peak service each day, having at least one dispenser per bus will also provide for resiliency in that there will effectively be spare chargers.

Manufacturers offer products that enable several dispensers to be powered from a single charging cabinet. This can be achieved either through "sequential charging," where buses are put in a queue and charged individually, or through "parallel charging," where power is shared among multiple connected vehicles. This infrastructure reduces the amount of charging modules required and provides multiple dispensers and charging options. Despite this advantage, the failure of a single charging cabinet can impact the charging of multiple buses.



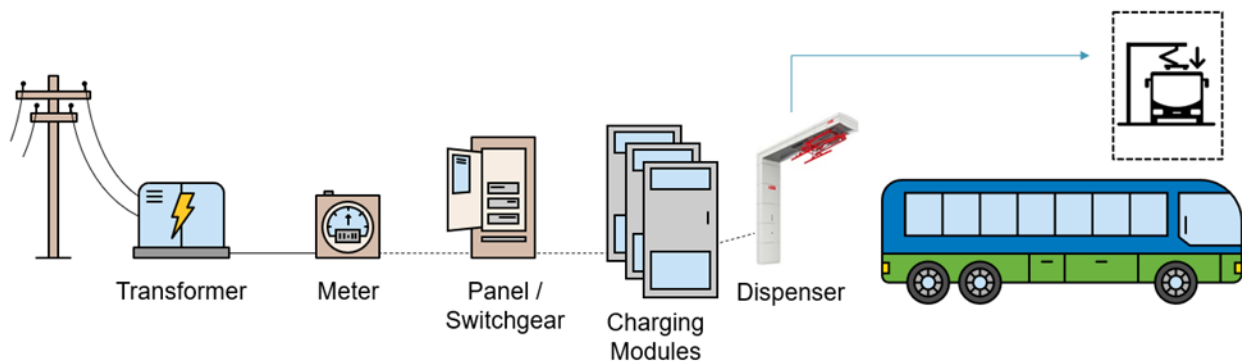


**Figure 22. Equipment Required to Feed a Single Charging Module with 3 Plug-In Dispensers**

Charging modules come in different sizes and power levels depending on the amount of charging required. Some modules can serve up to four dispensers, with the majority of chargers capable of serving up to three dispensers. Regardless of size, it's important to match the number of dispensers to the number of vehicles stored at the facility.

## EN-ROUTE CHARGING

En-route or layover charging is a term used for high-speed charging infrastructure that is placed along a bus route (**Figure 23**). This infrastructure allows BEBs to charge during layover time, which can be as little as 5 minutes, in order to regain some or all of their energy. The current en-route chargers have a rating of approximately 450 kW; however, no bus can currently accept that much power, so several charger manufacturers have begun to reduce their largest charger offering to between 300 and 360 kW. Should future bus models begin to accept higher power charging, the charger size may increase in the future.



**Figure 23. Equipment Required to Feed a Single High-Speed Pantograph Charger**

Typically, all the charging equipment in **Figure 23** will be required on each en-route site, but sites with multiple en-route chargers are able to share larger transformers and switchgear. Charging modules can be separated from the dispensers by 100 metres with some manufactures extending to up to 150 metres. Charging modules and upstream electrical equipment should be in "back of house" areas away from passengers, if possible. Having electrical equipment located away from passenger areas makes it easier for repair and servicing without impacting the public. Charging modules also generate heat and minimal noise



when in operation which is not ideal for customers. Locating charging modules in fenced compounds is further recommended to avoid risk of vandalism.

En-route quick charging requires a large amount of power for each charging station. Facilities that have separate drop-off, layover and pick-up areas are ideal for en-route charging since a fast charger in the layover location can potentially serve multiple routes. Terminus locations without separate drop-off/layover/pickup locations can also use en-route charging but may require additional pantograph dispensers that will allow for charging at the gate where vehicles normally park for the duration of the layover.

## CHARGING INFRASTRUCTURE CONSIDERATIONS

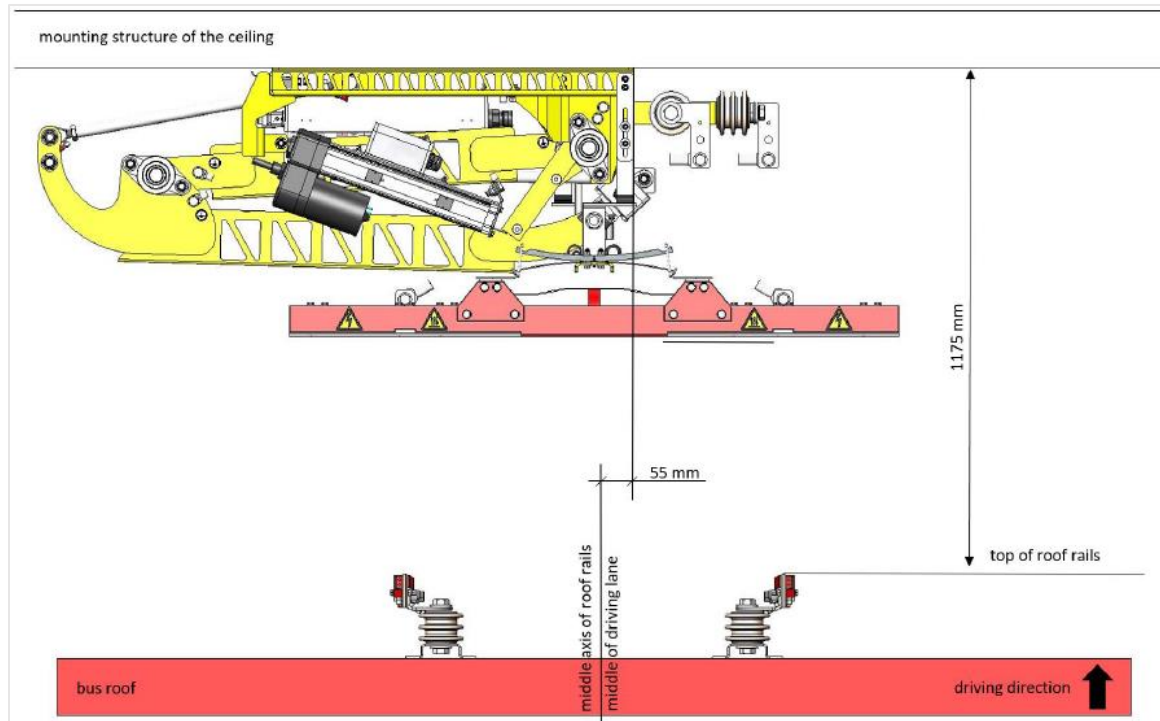
The following sections list factors that were considered when developing the concept plans. They were developed using industry best practices and considered the fact that the Town has the ability to design a brand new facility to accommodate EV charging infrastructure.

### DEPOT CHARGER SELECTION

There are currently a number of charging solutions, including plug-in, pantograph, and wireless inductive charging available for use in transit applications. For Milton Transit, facility space planning constraints may restrict the type of charger dispensers that are operationally feasible. For charging in the indoor parking structure, wall mounted chargers would be a good option for the two outer most parking lanes; while for the four inner parking bays, either would employ overhead retractable plug-in cable reels or overhead pantograph chargers could be installed. These options minimize space requirements within the building by eliminating the need for bay restriping to include space for ground-mounted dispensers and protective bollards.

As the Town is designing its new facility, it should consider designing its roof height to accommodate overhead pantograph charging for the rows of inner parking bays that are not adjacent to a wall. Pantographs are an option for space-saving charging infrastructure. Pantographs require that they be mounted at a particular height above the vehicle. As shown in **Figure 24** the typical depot pantographs need to be mounted around 1.175m above the bus. With the ceiling structure being 5.5m to 6.5m above the ground, the application may require a separate gantry or ceiling mounted structure to support the pantograph at the appropriate height, being around 4.5m off the ground.





**Figure 24. Wabtec Optimal Installation Position of Depot Pantograph**

Ceiling- or wall-mounted cable retractors (**Figure 25**) that have enough cable range to reach the vehicles are a viable option. However, a detailed design is necessary to identify specific locations and determine whether any conflicts with other infrastructure exist where the equipment would be mounted. Motorized cable reels that raise and lower the connectors when not in use are also available. When using motorized retractors, there should also be consideration given to how the reels will be activated, such as by pull cord, remote switch, or other automated custom solutions, or other available options.





**Figure 25. Example of Wall Mounted Cable Reel**

## ROOF STRUCTURAL LOADING

During the new facility design, the structural capacity will need to be designed to accommodate the additional weight of the pantograph or charger reel. The weights of equipment can vary significantly by manufacturer, and this may limit which types of dispensers could be used if mounting to the ceiling structure. In some cases, powered cable reels can be mounted on the wall to avoid putting additional weight on the roof structure of a building. The installation cost between the pantographs and cable reels is not significantly different.

**Table 30** provides information gathered from manufacturer specification sheets. It should be noted that the cable reel dispensers have a significant advantage in terms of the usable range between the dispenser and the bus which can make them a good option for areas with high ceilings.

**Table 30. Dispenser Weight and Dimension Specifications of Select Manufacturers**

| Type       | Manufacturer | Model       | Weight | Useable Range | Dimensions            |
|------------|--------------|-------------|--------|---------------|-----------------------|
| Pantograph | Wabtec       | ChargePANTO | 387 kg | 1.50 – 1.7 m  | 2247 x 1250 x 574 mm  |
| Pantograph | Wabtec       | DepotPANTO  | 90 kg  | 1.0 m max     | 1524 x 825 x 475 mm   |
| Pantograph | Schunk       | SLS 301     | 90 kg  | 0.36 m max    | 1580 x 1020 x 1000 mm |
| Cable Reel | Wabtec       | ChargeREEL  | 125 kg | 6.7 m max     | 900 mm reel diameter  |

## EN-ROUTE PANTOGRAPH CHARGERS

It is important to monitor the utilization of pantograph chargers if they are deployed for en-route charging. To secure a charge, drivers must align the vehicle correctly with the charger. One way to help drivers align the vehicles is by implementing a system, such as an indicator, that they can use for positioning. Some





agencies have used markers both inside and outside the bus and/or speed bumps to help with positioning as shown in **Figure 26**. Given that potential charging stations at transfer points would be situated outdoors and exposed to snow, relying on on-ground markers may not be the best approach for Milton Transit. It may be more practical to adopt another method, such as aligning the front bumper with a landmark that won't be obstructed by snow in the winter, like a bus stop sign.



**Figure 26. Example of Alignment Markers for Proper Bus Positioning<sup>11</sup>**

## UTILITY COORDINATION

Unanticipated utility infrastructure costs and long lead times for critical equipment such as transformers are causing delays for implementing fleet electrification, but the Town's anticipated construction date in 2026 provides sufficient time to address these barriers. Furthermore, it will be important for the Town to understand how Milton Hydro's approved rate tariff will impact its fleet's charging costs.

As the Town is currently in the conceptual stages of facility planning, it was determined that a conversation with Milton Hydro about site specifics was premature. Therefore, a series of considerations is provided below for the Town to consider as they coordinate with Milton Hydro on the design.

## FACILITY UTILITY CONSIDERATIONS

Currently, most EV charging infrastructure is designed to operate at 480 V which is commonly used in the US. If Milton Hydro is unable to provide a 480V connection and instead can only provide a 600V connection,

<sup>11</sup> Source: [Guidebook for Deploying Zero-Emission Transit Buses | Blurbs New | Blurbs | Publications \(trb.org\)](#)



a step-down transformer will need to be purchased to serve the charging equipment. By the time the Town is ready to construct its facility, more EV vendors may offer 600V equipment rated for Canada. The step transformer cost is dependent on size, ranging from \$40,000 USD for 300 kVA to \$70,000 USD for 1000 kVA).

## SITE CONSTRAINTS

A new bus depot facility is currently being considered for construction. Site constraints of the proposed facility are not known at this time. The facility should have access to adequate electrical utility infrastructure that can provide the anticipated energy needed for the electric bus conversion.

## PRIMARY AND SECONDARY METREING

Typically, utilities provide service connections to clients either as primary or secondary metered services.

For a primary metered service connection, the utility brings power to the client at distribution and transmission voltage. The client is responsible for designing, constructing, owning, operating, and maintaining a substation or other medium voltage electrical equipment to step this voltage down and distribute it throughout the facility. Metering equipment for the client is done at the distribution/transmission voltage which is more costly than the equipment required for secondary metering but results in a lower cost per kwh. The client may also choose a primary service even if their power requirement can be provided as a secondary service if the client needs a different voltage than what the utility can supply as a secondary service voltage. The primary meter cost will vary depending on the utility.

Secondary metering service connections have a transformer owned and maintained by the utility that reduces the voltage from the primary distribution voltage to a standardized lower voltage, either 600 V three phase, 208 V three phase, or 120-240 V single phase. With a secondary metering service, a utility meter is then installed downstream of the transformer. Secondary services are generally preferred because they are less expensive and maintained by the utility. However, secondary services can be limited to a maximum service size that is determined by each utility.

Since the new Milton bus depot location has not yet been determined and the potential en-route location may undergo substantial redevelopment, conversations with the utility regarding existing capacity were not completed at this time. Milton should begin discussions with the utility as soon as possible, even while selecting the property as the utilities ability to serve a large bus charging load could have a potential impact on necessary utility feed improvements and costs required to provide adequate power to the site.

## REDUNDANT FEEDS

For critical infrastructure such as that which would power Public Transit services, redundant power feeds to a site are used to increase the reliability of the utility service. This is commonly achieved by bringing a separate circuit to the site that is fed from a different circuit and power line, preferably from a separate substation.

If the redundant feed comes from the same substation and a different circuit this only protects the site from an outage on one of the power lines, such as a tree falling on the power line or a pole breaking. In the event of an outage at the substation, both feeds may experience an outage depending on how the utility designed



or operates the system. For this application, a redundant feed from the same substation is only practical if an alternate circuit is already nearby the site, otherwise a new power line would need to be brought to the site from the nearest location, which can be cost prohibitive. Redundant feeds from a separate substation provides the most robust utility feed for a site and are recommended whenever possible as they can be less costly and more reliable than other redundant sources. Energy resiliency is discussed elsewhere within this appendix.

## ELECTRICAL INFRASTRUCTURE OWNERSHIP

Some municipalities in other regions have looked to partner with their local utilities to install and maintain electrical infrastructure and charging equipment. Business models such as charging as a service (CaaS) and energy as a service (EaaS) are two examples where a third-party service provider offers energy-related assets and services to customers.

CaaS focuses specifically on providing EV charging infrastructure, whereas EaaS encompasses a wider range of energy-related assets and services, including energy storage, renewable energy sources, and energy management systems. Working with local utilities or third parties there may be an opportunity to leverage their expertise to allow the transit agency to focus on its core business which is operating transit service. Utilities have expertise in electrical infrastructure maintenance, energy management, energy market trends, renewable energy and regulatory compliance that can ensure that charging infrastructure is installed and scaled to meet the demands of the transit agency, and that energy usage is optimized to minimize costs.

Reliability and backup power are also critical components that can be included in EaaS agreements and are often factored into the service level agreements (SLAs) between the EaaS provider and the customer.

In utility discussions with Milton Hydro, the Town can bring up these alternative options for consideration.

## UTILITY RATE CONSIDERATIONS

Electrical costs are determined based on the utility's approved rate tariff which in Ontario is regulated and approved by the Ontario Energy Board (OEB). In Ontario's energy system, customers are classified into two categories: Class A and Class B.

A Class A customer in Ontario's energy system refers to a larger business or industrial customer that has an average peak demand of more than 5 megawatts (MW) in any of the previous twelve months. These customers have the option to participate in the Industrial Conservation Initiative (ICI) program, which allows them to reduce their Global Adjustment (GA) charges by reducing their electricity consumption during periods of peak demand.

A Class B customer refers to a residential or smaller business customer that has an average peak demand of less than 5 MW in any of the previous twelve months. These customers are charged a regulated price for the electricity they consume, which is set by the OEB and is based on the Hourly Ontario Energy Price (HOEP). Class B customers also pay a GA charge calculated on an hourly basis and is included in the overall electricity price that Class B customers pay.



Customers in Ontario also have the option of purchasing electricity from third party energy retailers approved by the OEB. When purchasing electricity through energy retailers, customers are still responsible for other aspects of electricity like delivery, regulatory and global adjustment charges.

- **Monthly Service Charges (\$):** Base charges, assessed monthly included for every meter location. This likely will not change with adding BEB's to the fleet.
- **Energy Consumption Charges (\$/kwh):** Charges for quantity of electrical energy consumed over a monthly period. Charge is based on kilowatt-hours (kWh) that are used, and the price Milton Transit will pay depends on the time of day and time of year the BEBs are charging vehicles from the grid. (See below).
- **Demand Charges (\$/KW):** Demand is measured in kilowatts (kW) and the demand charge is a \$/KW fee assessed based on the highest kW level drawn in the monthly billing period. This charge is of particular importance to fleet managers of BEBs. For example, if Milton Transit charged BEBs in the middle of the afternoon at the exact time it is drawing its peak power for its other electric services, this may significantly increase its monthly demand charge. The use of charge management systems can help mitigate the effect of demand charges with BEBs and other EVs.

## APPLICABLE UTILITY CHARGES

Based on the Milton Hydro utility rates ([Milton Hydro - Electricity Rates](#)), time-of-use rates were updated on November 1, 2023. Milton Hydro has three General Service rate schedules and one Large User (over 5,000 kW) schedule. Based on the predicted energy consumption to electrify the existing bus fleet, four chargers would peak at approximately 600 kW, which would qualify for the General Service 50 kW to 999 kW rate schedule. Increased fleet size may require additional charging load and may push Milton Transit to one of the larger rate categories (i.e. General Service 1,000 to 4,999 kW or Large User).

- **Monthly Service Charges:** The Milton Hydro Monthly Service Chargers include a Customer Charge and a \$0.25 SSS Administration Charge. The Customer Charger is \$86.74 for the 50 to 999 kW and \$682.42 for the 1,000 to 4,999 kW General Service categories.
- **Demand Charges:** There are numerous demand charges that apply to Milton Hydro rates including Distribution Variable, Transmission Network and Connection, rate riders, etc. Excluding the riders, the Demand Charges range from \$11.4941 to for 50 to 999 kW and \$10.1767/kW for the 1,000 to 4,999 kW General Service categories, respectively.
- **Energy Consumption Charges:** Energy consumption charges can be difficult to predict with some rate schedules. Milton Hydro includes \$0.0052/kWh for regulatory charges. Milton Hydro's rate schedule does not appear to vary with rate category. Milton Hydro currently charges \$0.182/kWh for On-Peak, \$0.122/kWh for Mid-Peak, and \$0.087/kWh for Off-Peak winter rates, but the online rate schedule doesn't indicate to which service class these apply. Winter rates run from November 1 through April 30, while Summer rates run from May 1 through October 31. Off-peak rates occur from 7 PM to 7 AM under both seasonal schedules while Mid- and On-Peak rates vary depending on season.



## CHANGING UTILITY RATE STRUCTURES

It's important to note that the demand for electricity is increasing, partly due to the shift towards clean electricity in fleets and building systems. This increase in demand is causing some utilities in North America to modify their rate structures. The following are examples of different rate structures that utilities have implemented to accommodate the rising demand. These examples are intended to provide insight into how rates may evolve in the future.

## SEASONAL CONSIDERATIONS

Many utilities utilize seasonal rates during different times of year. These rates generally reflect the rate changes from the bulk power provider and generally charge less when less is consumed (i.e. summer when daylight hours are longer and temperatures are more moderate).

Milton Hydro already utilizes Winter and Summer seasonal rates and will likely continue to do so.

## TIME OF USE (TOU)

Some utilities also utilize TOU rates to incentivize customers to consume power during off-peak times, when possible, thus creating a peak-shaving effect. This approach allows utilities to defer large infrastructure projects that would otherwise be needed for high peak consumption but then not utilized during the majority of time. TOU rates also help to better regulate generation needs and mitigate costs.

Milton Hydro already utilizes TOU rates and will likely continue to do so.

## ELECTRIC VEHICLE CHARGING RATES

Some utilities are beginning to incentivize electric vehicle adoption with specific EV tariff structures. These tariff structures are designed to accommodate the unique electricity needs of EV's and EV fleets, and to incentivize EV charging at times that are optimal for the grid. For example, the Ontario Energy Board (OEB) is introducing an "ultra-low" overnight rate for residential customers. As of 2023, this structure is not applicable to Milton Transit's fleet.

## SEPARATE METRES/FEEDS FOR EV CHARGING

Many utilities have been employing a separate service and meter for electric vehicle charging. This meter is separate from the rest of the facilities at the site and means that it only measures the demand and consumption of EV charging.

Separate meters allow for the utility to isolate the demand and consumption of vehicle charging compared to other loads at the site which can allow them to apply discounted EV electricity rates. Separate meters or sub-meters are typically recommended for EV charging infrastructure even if the utility does not currently offer an EV rate. Utility tariffs are constantly changing and if an EV charging rate becomes available in the future, additional metering modifications will not be required.

Another reason this is preferable is that different departments within the Town are responsible for different expenses, such as bus operations for charging versus administration for building electrical and outside lighting. Separate meters or sub-meters will allow the Town to understand how much of their energy costs are going to move the fleet compared to normal building loads.



## SOLAR GENERATION RATES

There are a few ways the PV system can benefit on-site loads. First, PV provides local power generation to offset the loads and reduce, or negate, the overall load during PV generation hours. In instances where the PV system is generating more energy than the load requires, the system can generate revenue through a net metering program. In the case of net metering, the excess solar energy is sold back to the grid/utility at a wholesale rate, which is typically less than the purchase price of energy, and the amount is credited to the owner's utility bill.

Due to most net metering policies, energy generated on-site from PV is most valuable when utilized to feed on-site loads. Further coordination with the utilities is recommended to ensure that future utility rates will allow for net metering and to understand any potential caveats or limits associated with it.

## MAINTENANCE AREA CONSIDERATIONS

### MAINTENANCE BAY CHARGING

It is not expected vehicles will be routinely charged in maintenance bays, however, there may be instances when having some charging capability in the maintenance bays can be useful. For example, in case of a charging issue with a vehicle, it can be placed in a maintenance bay to diagnose the problem.

Portable chargers are available that could be shared between maintenance bays and deployed as needed. They would require appropriate power for the equipment to be available to the maintenance bays which could be connected by a Mennekes connection and relocated between maintenance bays as needed.

## VEHICLE ROOFTOP ACCESS

BEBs have a significant amount of equipment mounted on the roof of the vehicles including electrical converters, battery packs, and charging rails that will require service and/or troubleshooting. Fall protection systems will need to be in place that enable staff to safely work on those components of the vehicle. While personal fall protection equipment such as harnesses and retractors can allow this type of work to be done, the preferable way is to have permanent or portable scaffolding that allows staff to work on equipment without the need for personal fall protection equipment.

## LIFTING DEVICES FOR ROOFTOP EQUIPMENT

Along with access to the roof of the vehicle, it may also be necessary to be able to lift items like battery packs on or off the roof for service and replacement. The capacity of cranes attached to the roof should be checked against the heaviest equipment the manufacturer expects will need to be moved on or off the roof of the vehicle.

## SPARE PARTS STORAGE

Having an adequate supply of spare parts that will be unique to the BEBs and charging infrastructure is something that is recommended. With fewer vehicles on the road compared to internal combustion engine (ICE) vehicles, parts can have longer than normal lead times and having critical spares for both BEB and ICE vehicles will be necessary as the fleet transitions. The space requirement for those additional spare parts should be evaluated once information from the supplier has been provided in terms of the recommended quantity and type of critical spares.





## FLOOR AND HOIST CAPACITY

The empty vehicle weight of a BEB is typically heavier than that of diesel bus due to the significant weight of battery packs in the vehicle. This varies by manufacturer and battery pack configuration. Publicly available curb weights of several diesel, hybrid and BEBs are listed in **Table 31** to illustrate the magnitude of the weight difference between the different vehicle types.

**Table 31. Curb Weight of BEBs from Select Manufacturers**

| Propulsion       | Manufacturer | Model              | Curb Weight          |
|------------------|--------------|--------------------|----------------------|
| Diesel           | Nova         | LFS                | 12,981 kg            |
| Battery Electric | Nova         | LFSe+              | 16,002 kg            |
| Diesel           | New Flyer    | Xcelsior           | 12,587 kg            |
| Diesel-Hybrid    | New Flyer    | Xcelsior Hybrid    | 13,200 kg            |
| Battery Electric | New Flyer    | Xcelsior Charge NG | 15,440 kg (480 kWh)* |
| Battery Electric | Proterra     | ZX5 Max            | 15,131 kg (440 kWh)* |
| Battery Electric | BYD          | K9MD               | 16,089 kg (496 kWh)* |

*\*Note: Curb weights are from Altoona testing reports. Configuration options such as higher capacity battery packs can significantly impact vehicle weights.*

The structural capacity of the concrete floor inside the garage should be assessed to understand the impacts of operating heavier vehicles. If sufficient as-built information is available for the facility this may be able to be done through a desktop engineering analysis. If capacity of the flooring is unable to support heavier vehicle types, it may be possible to purchase lighter vehicles or consider if modifications could be made to the existing foundation.

To evaluate the vehicle hoist capacity, the actual weight of vehicles purchased should be compared to the hoist capacity at the transit garage to ensure that the current equipment is capable of safely lifting the vehicles. Weight distribution of BEBs can be more disproportionate than diesel buses so it's important that manufacturers are able to provide not only total curb weight but also the specific weight on a per axle basis.

## SOLAR AND BATTERY ENERGY STORAGE

Some transit agencies deploying BEBs add distributed energy resources like solar panels and battery energy storage systems (BESS) for added benefit. Understanding how these resources could be deployed and operated at existing and proposed facilities will assist in determining potential benefits for Milton Transit.

## SOLAR PHOTOVOLTAICS (PV)

Solar PV is an increasingly popular choice for on-site supplemental energy generation as solar costs have decreased significantly over the last decade. Solar PV is typically not capable of offsetting the entire bus charging energy demand. However, PV can offset a meaningful portion of overall demand resulting in a "net load" that is lower than scenarios without PV. The overall impact of solar PV is dependent on a fleet's charging schedule. A solar installation will have a greater impact on demand charges, and thus, a utility bill, if fleet charging is aligned with solar PV production. Even if day-time fleet charging is limited, the integration of on-site solar may help offset Milton Transit's increased load.



The PVWatts® Calculator was used to estimate the solar energy that could be generated at the conceptual site. PVWatts® is a tool created by the National Renewable Energy Laboratory (NREL) and uses the location and weather data for each site to estimate a monthly generated power output of the solar PV system, including overall system efficiency losses.

The planned roof for Phase I (including office and storage) has a total area of 7,940 square metres. It is assumed that 80% of the rooftop area can be used for PV. This can accommodate approximately 680 kW DC of solar, which would yield 873,000 kWh in Year 1.

Aligning a roof-mounted solar installation with a new roof is optimal and can prolong the useful life of the roof by preventing UV degradation. For flat roofs, a ballasted racking system can secure panels and limit any penetrations to a single direction service connection from the roof to the electric service panel. Pitched roofs with a standing seam metal roof can utilize racking systems that clamp to the seam, similarly, reducing roof penetration needs to a single direction service connection.

A new installation would be connected to the grid through net-metering where any excess generated energy not used by charging infrastructure or building loads would be sold back to the utility and credited to Milton Transit for future use.

## BATTERY ENERGY STORAGE SYSTEM (BESS)

Energy storage devices can play a critical role within a microgrid or distributed energy resource (DER) system. Although energy storage systems (ESS) are not a generation method, they can provide greater reliability and resiliency for a microgrid, along with potential energy bill reduction applications. They are especially useful when utilizing renewable generation methods, as it can help reduce some of the intermittency issues and extract more value out of those types of assets. Battery energy storage systems (BESS) are the most prominent and mature technology for distributed scale systems and microgrids.

For transit facilities, BESS systems are typically utilized for shifting loads in a strategic way that may help reduce demand charges and total energy costs associated with large charging loads that occur during peak rate hours. The size (kW) and duration (kWh) of a potential BESS is heavily dependent on the available space for installation as size of the system will increase as the nameplate capacity and operational duration increases. BESS size will vary from vendor to vendor, but most solutions are typically of a containerized configuration. Systems of this nature are generally modular and flexible in terms of size with footprints ranging from 2.4 m x 3.7 m upwards to 12 m x 2.4 m (12 m ISO containers).

Agencies that are not subject to a tariff that has time of use charges and those that have access to net-metering may not require BESS since the grid can effectively act as that storage mechanism. Beyond the initial capital cost of purchasing the BESS, they have a usable life and will need to be replaced after operating a certain number of cycles. There are also operating maintenance costs to consider as well as some efficiency losses as energy is put into and taken out of the BESS.

For Milton Transit, the electric vehicle charging system is already designed to manage the demand and keep it at a consistent level throughout the day. This means there are no significant peaks that would benefit from the addition of a BESS. Since the demand profile is relatively flat, there is no need to shift the load, and it is not recommended to use a BESS with the current tariff structure.



## RESILIENCY CONSIDERATIONS

There are a number of technologies and strategies that can be considered at the Milton Transit facility to increase resiliency. Some involve installation of additional infrastructure while others are potential operational strategies that could reduce or mitigate risks which may impact service. These technologies may decline in price, and increase in efficiency, by the time construction commences in 2025-2026. This may include localized generation and battery energy storages systems as described above, along with items such as hydrogen fuel cells, spare buses, or service reductions. Each method provides different levels of support for the fleet and its infrastructure, and their costs to implement should be weight against the need for increased reliability.

While the electric utility will never be able to maintain a system that provides power 100% of the time to every customer, some improvements can increase reliability to an area or a single customer. Milton Transit must balance the operational risk and costs with the resiliency and reliability needs.

## REDUNDANT GRID SOURCES

Depending on the base location another method to increase resiliency is to employ a redundant feeder from the utility grid. Ideally, this secondary redundant source is served by a separate circuit than the primary feeder and could provide power to the transit base in the event the primary source experiences an outage or fault. There are several main grid components that affect the grid source reliability.

## SUBSTATIONS

The electric utility typically takes service from the generation and transmission grid at the utility's substation. The substation converts electricity from a high transmission voltage to the local medium voltage system. Due to land constraints and large load requirements, the local utilities generally operate multiple transformers within each substation and each transformer is connected to multiple medium voltage, distribution feeders. Most outages at the substation level are localized to a single substation transformer. The presence of multiple substation transformers provides redundancy during most normal operations. The utility usually plans maintenance outages to avoid impacting the entire substation; however, when planning for redundant power to the transit base chargers, Milton Transit should request redundant distribution feeders be fed from separate substations if feasible or at the least from separate substation transformers.

## DISTRIBUTION FEEDERS

Medium voltage distribution feeders are installed and operated by the utility to supply electricity to their customers. Utility planners work to ensure that the grid will operate as reliably and efficiently as possible. Utility planners consider how to add new loads to the grid and how to best operate the local grid when maintenance or other outages impact an area or customer. In most cases, impacts to the distribution feeders are seldom known or experienced by the utility customer.

Unexpected outages at the distribution level are often localized and able to be fed from a separate distribution feed. Underground distribution feeder outages are most commonly caused by digging into the line. Underground feeder outages do not happen frequently but occur for a longer duration. To avoid long-duration underground outages, utilities typically operate a loop system that can be switched from one source to another to avoid lengthy delays.



Overhead distribution feeders are installed nearer to the ground than transmission lines, so they are more likely to be impacted by tree branches and animals contacting the bare conductors and shorting the system. Overhead distribution feeders are also not built to the same strength as the transmission lines, so wind and downed trees can also impact these overhead feeders. Overhead feeder outages occur more frequently than underground outages but are repaired much quicker because they are more accessible. Overhead feeders are often configured to allow multiple sources to back feed the line in the event of outage or maintenance.

Some factors for consideration of the distribution feeders may include:

- Whether the charging infrastructure will require a 100% redundant backup source; If 100% redundancy is required, this will increase cost and on-site space required for the utility to provide this level of redundancy.
- Providing separate distribution sources from two separate substations is most desirable but also most costly. If redundant distribution feeds are installed, the Town should consider utilizing sources from separate transformers within that substation.

## INTERNAL COMBUSTION ENGINE (ICE) GENERATION

There are two traditional methods for generating power: combustion turbines and internal combustion engine driven generators. These technologies are both effective for generating power on a large or small scale, whether for primary power generation or backup power. Combustion turbines usually have a higher power output, ranging from 500 kW to 25 MW, but they can also be used to meet larger distributed loads. These machines require hydrocarbon fuel, such as natural gas, oil, or fuel mix, to operate. ICE generators come in a variety of sizes making them highly scalable. These machines have a high degree of reliability and can operate on demand but also require fuel input and maintenance. This provides high degrees of reliability and some resilience, but they may fall short in terms of environmental concerns due to the utilization of fossil fuels.

Using ICE generation to offset BEB charging load is generally not an optimal solution due to high maintenance costs, fuel input, and emissions that make it unsuitable for consistent use. However, these generation methods can still serve as backup power to enable reduced transit operations during electric service outages.

When selecting an ICE generator, footprint is an important consideration. A typical stationary diesel ICE backup generator will require a footprint of approximately 7 m<sup>2</sup>/MW. Therefore, a 1.5 MW stationary backup generator would require approximately 10.5 m<sup>2</sup>, not including ancillary equipment such as transfer switches or noise reduction enclosures.

In addition to stationary ICE generators, there are also portable ICE generators available in a variety of sizes up to about 2 MW. Charging infrastructure at facilities can be designed with capacity to connect portable generators. The benefits of having a portable generator at the depot facility should be considered. This option provides flexibility to relocate the generator as needed, in case of power outages, and eliminates the requirement for separate generators at each site where chargers are installed, including en-route charging



locations. This also allows the option to scale up backup generation in the future by purchasing additional generators if reliability continues to be a challenge.

## HYDROGEN FUEL CELL GENERATIONS

Hydrogen fuel cells can provide a large amount of power in a smaller footprint than other renewable sources and do not suffer from intermittency. Fuel cells also have low to no emissions depending on the fuel utilized but do require fuel input, additional infrastructure, and safety equipment to maintain high temperatures within the device and to safely store potentially volatile fuels.

Historically, fuel cells have relied on hydrogen as their primary fuel source. To use hydrogen fuel cells, a hydrogen fuel source must be available at the intended site. Hydrogen delivery can be accomplished either through on-site or off-site generation. On-site generation requires raw components that are readily available at the site, such as water or natural gas and electricity. The cleanliness of the hydrogen produced is largely determined by the source of the electricity used in the generation process. Renewable sources, such as hydropower, are considered more desirable than coal or hydrocarbon generation. Generating hydrogen on-site requires significantly more infrastructure than the existing facilities can accommodate. On the other hand, if hydrogen is generated off-site, storage tanks and pumps will be required to store and deliver the fuel to the fuel cells. Truck-and-tank delivery systems are typically used for off-site generation since hydrogen pipelines capable of supporting a 1 MW or larger generator are not currently available.

The size, form factor and fuel cell stack deployment are vendor dependent. A 440 kW containerized fuel cell will have a space requirement of 8.5 m x 3.4 m x 2.7 m or an approximate footprint of 0.07 m<sup>2</sup>/kW. The estimated footprint includes only the space required for the fuel cell stacks and does not include the required space for ancillary equipment such as fuel storage or electrolyzers. A 1.5 MW containerized fuel cell installation would utilize 16 units and requires an approximately 100 m<sup>2</sup> footprint.

Similarly, a modular installation would have an approximate space requirement of 4.6 m x 2.7 m x 2.1 m for a 250 kW unit. A 1.5 MW modular installation would require 6 x 250 kW units with an estimated footprint of 100 m<sup>2</sup>. These estimates do not include the necessary space for fuel storage and maintenance access.

In general, fuel cells are not ideal for emergency generator applications where the equipment is stored and operated only for a limited number of hours each year. The reason for this is that fuel cells need to maintain high operating temperatures to function effectively and efficiently. If a fuel cell is cold, it can take up to 10 hours to heat up to the optimal temperature. This long startup time is usually not acceptable for emergency generation applications. One potential solution to this problem is to equip the fuel cell to provide a small portion or the entirety of the full load during normal operation. This way, the fuel cell is always operating and maintains its ability to run during an outage. By operating in this way, the primary and backup power sources can effectively swap roles, so that the electrical grid serves as a backup to the fuel cell, providing the desired level of resiliency. Fuel cells have a very fast ramp rate, which means that they can quickly increase their power output to meet sudden demand. If a fuel cell is kept in hot standby mode and ramped up to full load during an outage, it can provide similar starting characteristics as internal combustion engine (ICE) generators. However, it's important to note that keeping the fuel cell in hot standby mode will require the consumption of natural gas or hydrogen during normal operation.



## REDUCED BUS SERVICE

In the event of an outage, it's important to have a resiliency plan in place that involves reducing the number of bus services that are offered. This can help ensure that the buses are able to maintain a sustainable level of operation, depending on the severity, type, and duration of the outage (whether it's a utility, local, or software issue). Once the outage is resolved and the buses are fully charged, services can be returned to normal levels of operation. Different plans can be developed to optimize services for different outage categories to streamline service reductions. It should be noted that in the event of a large-scale outage, such as those caused by a large natural disaster, the overall demand for transit service will likely decrease as the disaster has larger regional impacts beyond local services. This should be considered if reduced operations plans are developed in the future. Overall, service reduction plans are dependent on the type and scale of an outage and are a viable option as a primary or secondary method of operation resiliency.

## SPARE BUS CAPACITY

Maintaining a fleet of spare buses is also a viable option to sustain a higher percentage of operational transit routes in the event of an outage. This spare fleet would be in addition to the 6% spares that are described in **Table 16** and **Table 35** since these spare buses would largely be reserved for utility outages when additional buses are needed for service. The size of the spare fleet would be dependent on the acceptable/anticipated outage duration and other system reliability factors.

Depending on the type and length of a potential outage, buses can be swapped with fully charged spares from a reserve fleet once they reach a low state of charge. Maintaining a reserve fleet of BEBs would allow Milton Transit to maintain their emissions goals while enabling a greater sense of resiliency for transit operations. However, a reserve fleet of this style is still limited by the charging infrastructure which may be impacted by the potential outage.

A reserve fleet containing diesel buses can provide a greater amount of bus swaps as they are not limited by potential charging outages. While this method may be viable during a phased fleet conversion, this would no longer be viable and considered once the entire fleet becomes battery electric.

While a reserve bus fleet can provide a greater sense of resiliency and allow for increased transit operations during an outage, there are significant costs and space requirements associated with purchasing and maintaining a reserve fleet that should be weighed against the benefits of developing and storing additional vehicles.

## EN-ROUTE/LAYOVER CHARGING

In the event of an outage localized to a transit base, en-route chargers could be utilized to keep transit routes in service. An outage localized at a transit base could affect the charging infrastructure and the charging schedule at the base. As an alternative to significantly reducing transit services, specific routes could be rerouted to utilize en-route charging until the outage at the base is resolved. The duration in which this solution can be utilized for resiliency is dependent on the severity of the outage. Likely, this could be utilized for a short period of time to keep a single day's routes in service without major revision of the transit routes. This would be dependent on the final charging infrastructure design and the location of en-route chargers.





## RESILIENCY RECOMMENDATIONS

Historically, power outages experienced by Milton Transit have been short and infrequent. However, more frequent outages may occur due to extreme temperatures or severe weather events because of global climate change. There are several redundancies that Milton Transit could implement, but in the short-term these will be limited to a reduction of transit bus services and the potential implementation of a diesel backup generator. If the agency experiences a short, isolated outage, Milton Transit may be able to operate the existing service routes with decreased frequency, minimizing the impact reduced service has on riders. In the event of a widespread, prolonged outage, Milton Transit may reduce service to strictly critical operations; this may include the transport of first responders or hospital transport. To support critical operations, Milton Transit will likely need to operate at least 20% of the fleet although this may change depending on service coverage and requirements within the Town's business continuity plans and any commitments to providing transportation during emergencies.

Reduction of services at the beginning of the transition to BEBs would not necessarily require backup power as this service could be supported by the diesel fleet, but alternative redundancies will need to be considered when BEBs make up a larger portion of the fleet. While a backup generator may not be required immediately, it is suggested that the infrastructure be included in the initial phases of the transition to allow for service resiliency. Defining the operational goals and acceptable levels of service during an outage will determine the need and sizing of the infrastructure. There are cost-effective options that Milton Transit can utilize if the grid reliability changes or operational workarounds are insufficient, and a greater number of vehicles must be utilized to maintain critical operations.

Solar PV is being considered as an added improvement to the proposed new Milton Transit Facility. BESS is also considered as part of this study and will be further evaluated during design development via cost-benefit and high-level pros and cons assessment. In the future, Milton Transit may reconsider alternative backup power sources to reach a net-zero carbon footprint with 100% renewable energy.

Milton Transit will continue to evaluate new ways to mitigate the risk of reduced operations through redundancy in power delivery by fueling a portion of the BEB fleet using backup power or by partnering with the utility power provider for a redundant feed. As other municipalities begin planning for transitions to zero emissions and implementing alternative backup or redundant power methods, Milton Transit may opt for the same methods depending on performance and realized risk of outages now and in the future.

## BUILDING CODE AND FIRE SAFETY

Indoor storage of vehicles is not a new concept, but the introduction of BEBs is an aspect that introduces new risks to facilities. Regulatory authorities are still working to determine if additional requirements will be needed. The biggest change with the introduction of BEBs and charging infrastructure is the increase in high voltage electrical equipment that is now being installed as well as the possibility of lithium-ion battery fires from vehicles stored inside facilities.

Each province and territory in Canada has its own building code, which may adopt the National Building Code of Canada (NBCC) or modify it to suit local requirements. These codes may include specific provisions related to fire safety in buildings that house BEBs or other hazardous materials. While the NBCC does not



specifically address battery electric vehicles currently, it sets standards for fire safety, electrical systems, ventilation, and other aspects that would apply to any building.

The Canadian Electric Code (CEC) is a national standard for electrical installations in Canada. It provides requirements for the safe installation and use of electrical equipment, including charging stations for BEBs. Electrical codes are already in place that dictate measures that would be required for installation of high voltage electrical equipment and their required safety devices. Electrical designs will need to be done by qualified professionals and will be reviewed through the building permit process to ensure the designs meet relevant electrical code requirements.

Fire safety standards for BEBs are an emerging area and some codes have not yet caught up to determine what the requirements should be for facilities that house BEVs. Vehicle fires are not a new concept for buildings and while, to date, battery electric vehicle fires are statistically less common than internal combustion vehicles, they do happen and behave differently. For example, if thermal runaway occurs in a battery pack, the fire can be difficult to extinguish, may take hours to put out, and has the potential to reignite. While insurance rate premiums have not yet increased due to battery electric bus fires, that potential exists, and premiums may increase if bus fires increase. It is anticipated that the bus and charger manufacturers will continue to improve their battery monitoring, fire suppression, and overall safety to avoid harming public and operators as well as to avoid costly recourse such as vehicle recalls and lawsuits.

Fleet operators have been proactive in thinking about how to mitigate these risks and while the current building codes may not explicitly dictate requirements, there are suggestions that can be provided based on experience as to what transit agencies should consider in terms of additional fire safety measures:

- Develop a fire safety plan with the local fire department that addresses how to deal with a fire.
- Performing a facility fire safety risk assessment to evaluate aspects such as:
  - Rating of the building fire suppression system in vehicle storage areas.
  - Availability of water for the fire department to be able to extinguish fires.
  - Emergency power shut offs for charging equipment.
  - Manual HVAC controls to exhaust smoke and fumes from a vehicle fire.
- Having an ongoing dialogue with first responders after implementation so that first responders are familiar with the facility, vehicles, and tools available to deal with fires at the facility.



## APPENDIX C: BUDGET & FINANCIAL PLAN

This appendix breaks down all details of the financial analysis, including assumptions, model results, and supplementary tables for cost breakdowns over the whole analysis period.

### FLEET TRANSITION SCENARIOS

The financial analysis considers two scenarios for Milton Transit's fleet transition. Each scenario evaluates the capital, operating, maintenance, and fuel/electricity costs over the 2023-2050 period. The assumptions used are detailed further below. The two scenarios evaluated reflect the following:

- **Baseline (Business as Usual) Scenario:** Reflects the scenario where no transition to BEBs occurs. All replacements of the current diesel fleet are with new diesel buses. Specialized 6m and 8m vehicles are replaced with new gas-powered vehicles.
- **BEB Transition Scenario:** This scenario reflects the full transition of Milton Transit's fleet to 675 kWh BEBs, and in-depot charging only as part of a phased transition beginning in 2024. Specialized 6m and 8m fleet vehicles are replaced with BEV equivalents.

### LIFECYCLE COST ANALYSIS

The lifecycle cost analysis compares the lifecycle cost of implementing each scenario described above. The analysis includes the cost of purchasing buses and related infrastructure, ongoing O&M costs, and fuel and electricity costs.

### KEY COST ASSUMPTIONS

The analysis relies on several assumptions like bus operating statistics and purchasing schedules for the Baseline and BEB Scenarios. Capital costs include vehicle purchase costs, BEB charging infrastructure costs, annual cost of transfers to reserve for equipment replacement, and any required electric utility service upgrades.

The projections in this analysis are based on numerous assumptions using the best available data. However, there are several "known-unknowns" in the analysis that have not been quantified. For completeness, they are listed here to reflect that projections may vary from the forecasts used in this analysis.

- **BEB prices:** BEB prices may fall over the near-medium term as technology advances. This analysis uses current pricing and does not factor in the potential for price parity with diesel buses.
- **Vehicle charger service life:** the service life of charging infrastructure is an unknown because there is not data available on the average service life based on actual performance. A 12-year service life is assumed for transfer to reserve costs, but the annual maintenance costs is intended to capture the annualized replacement cost of a charger.
- **Labor and staffing costs:** the precise quantity and type of staffing and training needed will vary based on the precise fleet needs, who performs the training, and when it occurs. As a result, it is not quantified in this analysis.
- **Insurance costs:** due to the higher electricity demand and BEBs to be used at Milton Transit facility, the Town noted potential increased insurance costs. These are noted as an unknown in this analysis and not quantified.



## VEHICLE CAPITAL COSTS

**Table 32.** Capital Cost Assumptions, 2023\$ presents the unit cost assumptions for conventional and battery electric buses and specialized transit vehicles. These include the purchase costs and mid-life rehabilitation costs.

**Table 32. Capital Cost Assumptions, 2023\$**

| Capital Assumptions                    |             |
|----------------------------------------|-------------|
| Diesel Bus Cost                        | \$915,024   |
| Battery Electric Bus Cost (675 kWh)    | \$1,909,686 |
| Repowering Cost                        | \$600,000   |
| 6m Specialized Transit (ICE)           | \$218,473   |
| 6m Specialized Transit (BEB)           | \$393,319   |
| 8m Specialized Transit (ICE)           | \$258,888   |
| 8m Specialized Transit (BEB)           | \$462,843   |
| Diesel Bus Midlife Rehabilitation Cost | \$120,300   |
| BEB Midlife Rehabilitation Cost        | \$7,000     |

## INFRASTRUCTURE CAPITAL COSTS

**Table 33** identifies the capital costs associated with charging infrastructure required for BEVs listed in the replacement schedule. As noted in the fleet modelling analysis, the Milton Transit Facility has been designed to phase in additional infrastructure primarily including substations, 150 kW charging equipment, circuit breakers, and other infrastructure needed to facilitate charging for the BEB fleet. Costs are presented in 2023 dollars, similar to other capital costs modelled.

**Table 33. Infrastructure Unit Cost Assumptions, 2023\$**

| Infrastructure                                | Unit Cost |
|-----------------------------------------------|-----------|
| Plug-In Depot Charger Cabinet (150 kW)        | \$154,097 |
| Plug-In Depot Charger Wall-Mounted Dispenser  | \$25,265  |
| Plug-In Depot Charger Overhead Reel Dispenser | \$32,158  |

## OPERATING AND MAINTENANCE COST ASSUMPTIONS

Ongoing operating and maintenance (O&M) costs for Milton Transit's conventional diesel fleet and their modelled BEB replacements are part of this analysis.

- **Bus Operations:** The operating cost per hour was based on Milton Transit's submission to CUTA 2021 Conventional Transit Statistics. The total cost of operations was inflated to 2023 dollars, then divided by total vehicle hours. This cost is applied to total estimated operating hours for diesels and BEBs throughout the transition plan.
- **Bus Maintenance:** The maintenance cost per kilometre for diesel buses was calculated based on Milton Transit's submission to CUTA 2021 Conventional Transit Statistics. The total maintenance cost was inflated to 2023 dollars, then divided by total vehicle kilometres. A literature review of



maintenance costs for BEBs identified a range of 10%-30% cost savings relative to diesel, primarily due to fewer part replacements and simpler drivetrain maintenance. For BEB annual maintenance costs, a 10% cost savings assumption was applied to remain conservative. This is based on the Argonne National Laboratory's Total Cost of Ownership study completed in 2021.<sup>12</sup>

- **Fuel Efficiency:** Litres per 100 kilometres (L/100km) was calculated as an average of the diesel consumption divided by total vehicle kilometres travelled recorded by Milton Transit reported in CUTA 2021 Conventional Transit Statistics.<sup>13</sup>
- **Maintenance of BEB Charging Equipment:** Costs shown in reflect annualized maintenance cost values from a service level agreement for a charger representative of proposed EV charging equipment.

## OPERATING COST ASSUMPTIONS

The cost of labor in both scenarios is based on the anticipated operating hours in both scenarios. The cost per hour is assumed to be the same, but the total cost in the BEB Transition Scenario is greater due to an increase in non-revenue hours to deadhead to and from the garage. Fuel efficiency, spare ratio, and other KPIs are not impacted by reduced services to COVID in 2021. Pre-COVID GTFS data was used in the vehicle modelling and is reflected in operating statistics used in the financial analysis.

**Table 34. Unit Operating Cost, 2023\$**

|                          | 2023\$  |
|--------------------------|---------|
| Operating Cost (\$/hour) | \$98.59 |

<sup>12</sup> [Comprehensive Total Cost of Ownership Quantification for Vehicles with Different Size Classes and Powertrains \(anl.gov\)](#)

<sup>13</sup> Fuel efficiency rates and KPIs are not impacted by reduced transit service due to COVID in 2021.



**Table 35. Annual Operating and Maintenance Cost Assumptions (2023\$)**

| Conventional Fleet Operating Assumptions  | Diesel   | BEB       |
|-------------------------------------------|----------|-----------|
| Operating Costs (\$/hr)                   | \$98.59  | \$98.59   |
| Maintenance Cost (\$/km)                  | \$0.64   | \$0.58    |
| BEB Maintenance Cost Efficiency Factor    | -        | 10%       |
| Charger Efficiency                        | -        | 95%       |
| Charger Maintenance Cost (\$/year)        | -        | \$5,959   |
| Average Useful Life of New Bus            | 12       | 12        |
| Bus Fuel Efficiency (L/100 km)            | 46.1     | -         |
| Diesel Heater Efficiency (L/km)           | -        | 0.034     |
| Spare Bus Ratio (Peak Fleet/Total Fleet)  | 6%       | 6%        |
| Fixed Route Transfer to Reserve (\$/year) | \$76,252 | \$159,140 |

## FUELING COST ASSUMPTIONS

Estimated annual diesel fuel and electricity reflect a combination of growth rate assumptions. Additionally, the following assumptions and sources were used to estimate projected change in cost of diesel and electricity.

### DIESEL AND GASOLINE FUEL COSTS

The analysis assumed diesel fuel costs in 2023 are \$1.49 per litre, as identified in the 2024 Budget. The analysis assumes that gasoline fuel costs in 2023 are \$1.46 per litre as identified in Milton's 2024 Budget. The wholesale prices had provincial and federal taxes layered on, including the unrecoverable net HST. Wholesale fuel costs were assumed to remain constant. The carbon tax was assumed to escalate in line with the latest federal carbon pricing plan, while other provincial and federal taxes were assumed to remain constant for the duration of the analysis. All BEBs were assumed to have diesel heaters to ensure electric power can focus on maintaining maximum driving range. The average fuel efficiency of diesel heaters was obtained based on industry experience to estimate the diesel usage per kilometre travelled.

**Table 36. Diesel and Gasoline Unit Cost Assumptions, 2023\$**

|                                 | 2023   | 2025   | 2030   | 2035   | 2040   | 2045   | 2050   |
|---------------------------------|--------|--------|--------|--------|--------|--------|--------|
| Diesel Cost (\$/Litre)          | \$1.49 | \$1.49 | \$1.49 | \$1.49 | \$1.49 | \$1.49 | \$1.49 |
| Gasoline Cost (\$/Litre)        | \$1.46 | \$1.46 | \$1.46 | \$1.46 | \$1.46 | \$1.46 | \$1.46 |
| Diesel Carbon Levy (\$/Litre)   | \$0.17 | \$0.25 | \$0.45 | \$0.45 | \$0.45 | \$0.45 | \$0.45 |
| Gasoline Carbon Levy (\$/Litre) | \$0.14 | \$0.21 | \$0.37 | \$0.37 | \$0.37 | \$0.37 | \$0.37 |

### ELECTRICITY COSTS

Electricity costs are included in the analysis were based on a per kilowatt-hour (kWh) usage fee. The values used in the analysis were determined from published rates available from Milton Hydro. The dollar per kWh





(\$/kWh) usage fee was based on the weighted average cost per kWh from Milton Hydro and the Global Adjustment Factor for 2023. The analysis assumes a 5% efficiency loss between chargers and BEBs.

**Table 37. Electricity Unit Cost Assumptions, 2023\$**

|                            | 2023    |
|----------------------------|---------|
| Electricity Price (\$/kWh) | \$0.20  |
| Demand Charge (\$/kW)      | \$11.67 |

## MAINTENANCE COST ASSUMPTIONS

A literature review of maintenance costs for BEBs identified a range of 10%-30% cost savings relative to diesel, primarily due to fewer part replacements and simpler drivetrain maintenance. For BEB annual maintenance costs, a 10% cost savings assumption was applied to remain conservative.

**Table 38. Maintenance Cost Unit Assumptions, 2023\$**

|                                 | 2023   |
|---------------------------------|--------|
| Diesel Maintenance Cost (\$/km) | \$0.64 |
| BEB Maintenance Cost (\$/km)    | \$0.58 |

## SPECIALIZED FLEET ASSUMPTIONS

In addition to the conventional fleet, Milton Transit also operates a specialized fleet, currently containing 8m and 6m ICE vehicles. 8m and 6m vehicle capital and operating expenses are presented separately from the conventional fleet. 8m and 6m vehicle operating statistics were calculated from Milton Transit data for 2022. The average daily kilometres driven, hours utilized, and assumed utilization were combined to calculate the operating statistics for the fleet on an annual basis. The 8m specialized fleet is expected to remain at 8 vehicles. The 6m specialized fleet is expected to grow from 8 vehicles to 15 vehicles to meet future service needs. **Table 39** shows the operating assumptions for the specialized transit fleet.



**Table 39. On-Demand Fleet Operating and Maintenance Cost Assumptions, 2023\$**

| Non-Conventional Fleet Operating Assumptions               | Diesel/Gasoline | BEB      |
|------------------------------------------------------------|-----------------|----------|
| <b>Maintenance Cost (\$/km)</b>                            | \$0.61          | \$0.55   |
| <b>8m Fuel Efficiency (L/100 km)</b>                       | 41.0            | -        |
| <b>6m Fuel Efficiency (L/100 km)</b>                       | 31.9            | -        |
| <b>Average BEB:Diesel Transition Ratio</b>                 | -               | 1.00     |
| <b>Daily Energy Usage per 6m Vehicles (kWh)</b>            | -               | 76.9     |
| <b>Daily Energy Usage per 8m Vehicles (kWh)</b>            | -               | 88.6     |
| <b>Average Useful Life of Specialized Vehicles (years)</b> | 7               | 8        |
| <b>8m Average Daily Kilometres Driven</b>                  | 177             | 177      |
| <b>6m Average Daily Kilometres Driven</b>                  | 147             | 147      |
| <b>8m Average Daily Hours Utilized</b>                     | 10              | 10       |
| <b>6m Average Daily Hours Utilized</b>                     | 10              | 10       |
| <b>8m Specialized Transfer to Reserve (\$/year)</b>        | \$36,984        | \$57,855 |
| <b>6m Specialized Transfer to Reserve (\$/year)</b>        | \$31,210        | \$49,165 |

## BASELINE SCENARIO

The Baseline Scenario is defined as where there is no transition to electric vehicles over the study period. As described above, the Baseline Scenario refers to the current diesel fleet being replaced strictly by new diesel buses in alignment with the current fleet retirement schedule. **Table 40** below shows the annual total number of hours and kilometres operated by the diesel fleet; this service level is assumed to grow from 2023 through 2040 in the Baseline Scenario. While there is expected to be service growth from 2041-2050, this is assumed to be flat in the analysis due to uncertainty about the timing and quantity of future fleet expansion.

**Table 40. Baseline Scenario Annual Service Levels**

|                                | 2023      | 2025      | 2030      | 2035      | 2040      | 2045      | 2050      |
|--------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| <b>Kilometres Travelled</b>    | 1,222,080 | 1,222,080 | 2,749,680 | 3,360,721 | 3,360,721 | 3,360,721 | 3,360,721 |
| <b>Hours of Operation</b>      | 53,034    | 53,034    | 119,327   | 145,844   | 145,844   | 145,844   | 145,844   |
| <b>Litres of Fuel Consumed</b> | 563,785   | 563,785   | 1,268,516 | 1,550,408 | 1,550,408 | 1,550,408 | 1,550,408 |

## BASELINE CAPITAL COST ESTIMATES

Under the Baseline Scenario, the fleet mix remains entirely diesel and gasoline vehicles for the duration of the study period. Milton Transit's fleet retirement schedule as of November 2022 was used to determine the capital purchases needed each year. **Table 41** illustrates the near-, mid-, and long-term total number of replacement ICEVs purchased based on the fleet retirement schedule. These vehicle purchases also assume that some vehicles are replaced more than once between now and 2050, thus a total that is larger than the 45 vehicles.



**Table 41. Baseline Scenario Periodic Capital Purchases Assumptions Based on the Fleet Retirement Schedule**

|                          | Replacement |           |           | Growth    |           |           | Total     |           |           |
|--------------------------|-------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
|                          | Phase 2A    | Phase 2B  | Phase 3   | Phase 2A  | Phase 2B  | Phase 3   | Phase 2A  | Phase 2B  | Phase 3   |
|                          | 2025-2028   | 2029-2030 | 2031-2040 | 2025-2028 | 2029-2030 | 2031-2040 | 2025-2028 | 2029-2030 | 2031-2040 |
| <b>Baseline Scenario</b> |             |           |           |           |           |           |           |           |           |
| <b>Bus – 12M</b>         | -           | 7         | 12        | 16        | 3         | 25        | 16        | 10        | 37        |

**Table 42** presents the annual costs estimates based on the unit cost and growth rate assumptions and the annual fleet needs shown in **Table 41** above. The values are in 2023 dollars.

**Table 42. Annual Capital Cost Estimates, Selected years, 2023\$, Millions**

|                          | Replacement |           |           | Growth    |           |           | Total     |           |           |
|--------------------------|-------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
|                          | Phase 2A    | Phase 2B  | Phase 3   | Phase 2A  | Phase 2B  | Phase 3   | Phase 2A  | Phase 2B  | Phase 3   |
|                          | 2025-2028   | 2029-2030 | 2031-2040 | 2025-2028 | 2029-2030 | 2031-2040 | 2025-2028 | 2029-2030 | 2031-2040 |
| <b>Baseline Scenario</b> |             |           |           |           |           |           |           |           |           |
| <b>Bus – 12M</b>         | -           | \$6.4     | \$11.0    | \$14.6    | \$2.7     | \$22.9    | \$14.6    | \$9.2     | \$33.9    |
| <b>Bus – 6M</b>          | \$1.3       | \$0.4     | \$4.4     | \$0.7     | \$0.4     | \$0.9     | \$2.0     | \$0.9     | \$5.2     |
| <b>Bus – 8M</b>          | \$0.5       | \$1.0     | \$1.6     | -         | -         | -         | \$0.5     | \$1.0     | \$1.6     |

## BASELINE OPERATING COST ESTIMATES

The annual operating costs between 2023 and 2050 are calculated by multiplying the hours of operation by the estimated hourly operating cost. presents the near-, mid-, and long-term total periodic operating costs under the Baseline Scenario.

**Table 43. Baseline Scenario Periodic Operating Cost Estimates, 2023\$, Millions**

|                        | 2023 - 2030 | 2031 - 2040 | 2041 - 2050 |
|------------------------|-------------|-------------|-------------|
| <b>Operating Costs</b> | \$64.1      | \$138.6     | \$143.8     |

## BASELINE MAINTENANCE COST ESTIMATES

The annual maintenance costs between 2023 and 2050 are calculated by multiplying the kilometres travelled by the estimated per kilometre maintenance cost. presents the near-, mid-, and long-term total periodic operating costs under the Baseline Scenario.



**Table 44. Baseline Scenario Periodic Maintenance Costs Estimates, 2023\$, Millions**

|                          | 2023 - 2030 | 2031 - 2040 | 2041 - 2050 |
|--------------------------|-------------|-------------|-------------|
| <b>Maintenance Costs</b> | \$13.0      | \$26.7      | \$28.2      |

## BASELINE FUELING COST ESTIMATES

Under the Baseline Scenario, the only fuel required to operate the fleet is diesel. The annual diesel fuel costs were calculated based on the annual kilometres travelled, the average fuel economy, and the cost of diesel. The estimated diesel fuel consumed by buses was calculated by multiplying the average fuel economy from Milton fleet data and the total kilometres travelled. The litres of fuel were then multiplied by the average price per litre of diesel detailed in the O&M Cost Assumptions section above. The diesel cost calculation is shown in **Table 45** below.

**Table 45. Baseline Scenario Periodic Diesel Costs, 2023\$, Millions**

|                          | 2023 - 2030 | 2031 - 2040 | 2041 - 2050 |
|--------------------------|-------------|-------------|-------------|
| <b>Diesel Fuel Costs</b> | \$10.3      | \$22.3      | \$23.1      |

## BASELINE SPECIALIZED TRANSIT FLEET COSTS

Milton Transit currently operates a specialized transit fleet with gasoline and diesel buses. Under the Baseline Scenario, it was assumed there is no transition to electric vehicles over the study period. The current paratransit fleet will be replaced by new gasoline buses on an as-needed basis. Capital purchases for the specialized fleet was based on the projected retirement of existing vehicles and the future service expansion plan.

**Table 46** summarizes the capital purchase plan of paratransit vehicles for selected years.

**Table 46. Specialized Fleet Periodic Total Capital Purchases**

|                          | Replacement |           |           | Growth    |           |           | Total     |           |           |
|--------------------------|-------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
|                          | Phase 2A    | Phase 2B  | Phase 3   | Phase 2A  | Phase 2B  | Phase 3   | Phase 2A  | Phase 2B  | Phase 3   |
|                          | 2025-2028   | 2029-2030 | 2031-2040 | 2025-2028 | 2029-2030 | 2031-2040 | 2025-2028 | 2029-2030 | 2031-2040 |
| <b>Baseline Scenario</b> |             |           |           |           |           |           |           |           |           |
| <b>Bus – 6M</b>          | 6           | 2         | 20        | 3         | 2         | 4         | 9         | 4         | 24        |
| <b>Bus – 8M</b>          | 2           | 4         | 6         | -         | -         | -         | 2         | 4         | 6         |

**Table 47** displays the costs associated with the purchase schedule of specialized gas vehicles in **Table 45**.



**Table 47. Baseline Scenario Specialized Transit Periodic Capital Cost Estimates, 2023\$, Millions**

| Replacement              |           |           |           | Growth    |           |           | Total     |           |           |
|--------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
|                          | Phase 2A  | Phase 2B  | Phase 3   | Phase 2A  | Phase 2B  | Phase 3   | Phase 2A  | Phase 2B  | Phase 3   |
|                          | 2025-2028 | 2029-2030 | 2031-2040 | 2025-2028 | 2029-2030 | 2031-2040 | 2025-2028 | 2029-2030 | 2031-2040 |
| <b>Baseline Scenario</b> |           |           |           |           |           |           |           |           |           |
| <b>Bus – 6M</b>          | \$1.3     | \$0.4     | \$4.4     | \$0.7     | \$0.4     | \$0.9     | \$2.0     | \$0.9     | \$5.2     |
| <b>Bus – 8M</b>          | \$0.5     | \$1.0     | \$1.6     | -         | -         | -         | \$0.5     | \$1.0     | \$1.6     |

**Table 48** contains the annual maintenance costs for the specialized vehicles.

**Table 48. Baseline Scenario Periodic Operations & Maintenance Costs, 2023\$, Millions**

|                                | 2023 - 2030 | 2031 - 2040 | 2041 - 2050 |
|--------------------------------|-------------|-------------|-------------|
| <b>Annual Maintenance Cost</b> | \$3.4       | \$5.9       | \$6.6       |

**Table 49** summarizes the annual fuel costs for the baseline scenario for selected years over the 2023 to 2050 period.

**Table 49. Baseline Scenario Periodic Total Fuel Costs, 2023\$, Millions**

|                                                   | 2023 - 2030  | 2031 - 2040  | 2041 - 2050  |
|---------------------------------------------------|--------------|--------------|--------------|
| <b>Average Unit Cost of Gasoline<sup>14</sup></b> | \$1.46       | \$1.46       | \$1.46       |
| <b>Cost of Gasoline (\$millions)</b>              | \$2.4        | \$4.9        | \$5.4        |
| <b>Gasoline Fuel Carbon Tax (\$millions)</b>      | \$0.5        | \$1.3        | \$1.4        |
| <b>Total Cost of Fuel</b>                         | <b>\$2.9</b> | <b>\$6.2</b> | <b>\$6.8</b> |

## BASELINE SUMMARY

Under the Baseline Scenario, the total cost of implementation was estimated to be \$692.7 million in 2023 dollars. The total capital costs are \$209.6 million. Total lifecycle O&M costs of \$483.1 million include operations, maintenance, and propulsion costs. The full results of the Baseline scenario are shown in **Table 50** below.

<sup>14</sup> Average cost of gasoline in first year of year excerpt



**Table 50. Baseline Scenario Summary, 2023\$, Millions, 2023-2050**

| 2023\$, Millions                              | Baseline       |
|-----------------------------------------------|----------------|
| Buses                                         | \$108.0        |
| Midlife Rehabilitation                        | \$81.4         |
| Specialized Transit                           | \$20.2         |
| Related Infrastructure                        | -              |
| <b>Lifecycle Capital Costs, Total</b>         | <b>\$209.6</b> |
| Operations & Maintenance                      | \$398.4        |
| Propulsion                                    | \$55.7         |
| Related Infrastructure O&M                    | -              |
| <b>Lifecycle O&amp;M, Fixed Route</b>         | <b>\$454.1</b> |
| Operations & Maintenance                      | \$15.8         |
| Propulsion                                    | \$13.2         |
| <b>Lifecycle O&amp;M, Specialized Transit</b> | <b>\$29.0</b>  |
| <b>Total Lifecycle Costs, Entire Fleet</b>    | <b>\$692.7</b> |

## BEB TRANSITION SCENARIO

As described above, the BEB Transition Scenario refers to the current diesel fleet being replaced with BEBs in alignment with the current fleet retirement schedule. In the model, blocks are converted from diesel to electric buses using a two-step prioritization method. Blocks are prioritized first if they can be converted on a one-to-one basis (diesel to BEB) without the need for en-route charging infrastructure. After the initial conversion, BEBs are reprioritized based on blocks that can be converted on a one-to-one basis with the greatest total kilometres travelled.

**Table 51** below shows the incremental annual total number of hours, kilometres, litres of diesel, and kWh of electricity operated and consumed by the fleet; as diesel buses are phased out and BEBs are introduced into the fleet, the total operating hours and kilometres increases due to an increase in non-revenue hours and miles, impacting costs and fuel consumption. In later years of the transition, diesel consumption is attributed solely to diesel auxiliary heaters equipped on the BEBs.

**Table 51. BEB Transition Scenario Annual Service Levels**

|                         | 2023      | 2025      | 2030      | 2035      | 2040      | 2045      | 2050      |
|-------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| <b>Diesel</b>           |           |           |           |           |           |           |           |
| <b>Kilometres</b>       | 1,222,080 | 1,222,080 | 2,142,465 | 1,412,991 | 152,760   | -         | -         |
| Hours                   | 53,034    | 53,034    | 92,893    | 62,878    | 6,629     | -         | -         |
| <b>Litres of Diesel</b> | 563,785   | 563,785   | 1,010,538 | 719,711   | 181,731   | 116,546   | 116,546   |
| <b>BEB</b>              |           |           |           |           |           |           |           |
| <b>Kilometres</b>       | -         | -         | 646,590   | 1,980,741 | 3,247,809 | 3,402,182 | 3,402,182 |
| Hours                   | -         | -         | 27,312    | 82,752    | 137,085   | 143,520   | 143,520   |
| <b>kWh</b>              | -         | -         | 1,071,532 | 3,256,665 | 5,372,031 | 5,625,623 | 5,625,623 |





## BEB TRANSITION CAPITAL COST ESTIMATES

The focus for the BEB Scenario is the financial impact of the changes in fleet mix and associated capital infrastructure and service plans over the 2023 to 2050 period.

**Table 52** illustrates the near-, mid-, and long-term total number of vehicles and chargers purchased based on the fleet retirement schedule. These vehicle purchases also assume that some vehicles are replaced more than once between now and 2050, thus a total that is greater than 45 buses.

**Table 52. BEB Scenario Periodic Capital Purchase Assumptions**

| Replacement                                |           |           | Growth    |           |           | Total     |           |           |           |
|--------------------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
|                                            | Phase 2A  | Phase 2B  | Phase 3   | Phase 2A  | Phase 2B  | Phase 3   | Phase 2A  | Phase 2B  | Phase 3   |
|                                            | 2025-2028 | 2029-2030 | 2031-2040 | 2025-2028 | 2029-2030 | 2031-2040 | 2025-2028 | 2029-2030 | 2031-2040 |
| BEB Transition Scenario – Diesel/Gasoline  |           |           |           |           |           |           |           |           |           |
| Bus – 12M                                  | -         | -         | -         | 8         | -         | -         | 8         | -         | -         |
| Bus – 6M                                   | 3         | -         | -         | 2         | -         | -         | 5         | -         | -         |
| Bus – 8M                                   | 1         | -         | -         | -         | -         | -         | 1         | -         | -         |
| BEB Transition Scenario – Battery Electric |           |           |           |           |           |           |           |           |           |
| BEB – 12M                                  | -         | 6         | 11        | 8         | 3         | 25        | 8         | 9         | 36        |
| BEB – 6M                                   | 3         | 2         | 20        | 1         | 2         | 4         | 4         | 4         | 24        |
| BEB – 8M                                   | 1         | 4         | 6         | -         | -         | -         | 1         | 4         | 6         |

BEBs were assumed to be purchased two years prior to entering service. Once BEBs can no longer replace a diesel bus on a one-to-one basis without enroute chargers, we assumed additional BEBs are purchased to cover routes with bus swaps. As noted in the Key Cost Assumptions section above, 1 diesel bus is converted (“repowered”) to a BEB halfway through its service life. Diesel purchases along with BEBs are made through 2029, after which only BEB vehicles are purchased.

**Table 53** presents the annual costs estimates based on the unit cost assumptions and the annual capital needs.



**Table 53. BEB Scenario Periodic Total Capital Cost Estimates, 2023\$, millions**

|                                                   | Replacement |           |           | Growth    |           |           | Total     |           |           |
|---------------------------------------------------|-------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
|                                                   | Phase 2A    | Phase 2B  | Phase 3   | Phase 2A  | Phase 2B  | Phase 3   | Phase 2A  | Phase 2B  | Phase 3   |
|                                                   | 2025-2028   | 2029-2030 | 2031-2038 | 2025-2028 | 2029-2038 | 2031-2040 | 2025-2028 | 2029-2030 | 2031-2038 |
| <b>BEB Transition Scenario – Diesel/Gasoline</b>  |             |           |           |           |           |           |           |           |           |
| Bus – 12M                                         | -           | -         | -         | \$7.3     | -         | -         | \$7.3     | -         | -         |
| Bus – 6M                                          | \$0.7       | -         | -         | \$0.4     | -         | -         | \$1.1     | -         | -         |
| Bus – 8M                                          | \$0.3       | -         | -         | -         | -         | -         | \$0.3     | -         | -         |
| <b>BEB Transition Scenario – Battery Electric</b> |             |           |           |           |           |           |           |           |           |
| BEB – 12M                                         | -           | \$11.5    | \$21.0    | \$15.3    | \$5.7     | \$47.7    | \$15.3    | \$17      | \$69      |
| BEB – 6M                                          | \$1.2       | \$0.8     | \$7.9     | \$0.4     | \$0.8     | \$1.6     | \$1.6     | \$1.6     | \$9.4     |
| BEB – 8M                                          | \$0.5       | \$1.9     | \$2.8     | -         | -         | -         | \$0.5     | \$1.9     | \$2.8     |
| <b>Charging Infrastructure Cost</b>               |             |           |           |           |           |           |           |           |           |
| Infrastructure                                    | \$10.3      | \$3.7     | \$17.8    | -         | -         | -         | \$10.3    | \$3.7     | \$17.8    |

In addition to the cost of vehicles and chargers, lump sum phasing costs shown in **Table 54** include budgetary pricing provided by electrical infrastructure OEMs for unit substations, and typical unit costs for other civil and electrical work (conduits, grounding, patching), and other anticipated construction expenses. The per-phase costs also factor in a 4% engineering design and a 20% contingency based on concept plan details.

**Table 54. Infrastructure Phasing Assumptions, 2023\$**

| Phase           | Cost         | Purchase Year | Key Equipment                                                                                                                     |
|-----------------|--------------|---------------|-----------------------------------------------------------------------------------------------------------------------------------|
| <b>Phase 1</b>  | \$7,472,500  | 2025          | 2667 kVA unit substation (#1), initial deployment of chargers as shown in the phasing plan and concept figures.                   |
| <b>Phase 2A</b> | \$2,827,400  | 2025-2028     | Expansion of DCFC and Level 2 charging infrastructure.                                                                            |
| <b>Phase 2B</b> | \$3,748,000  | 2029-2030     | 2667 kVA unit substation, Eighteen (18) 150 kW wall-mounted plug-in dispensers, thirteen (13) 7.2 kW specialized transit chargers |
| <b>Phase 3</b>  | \$17,785,500 | 2031-2038     | 2667 kVA unit substation (#2), ultimate deployment of chargers as shown in the phasing plan and concept figures.                  |

Over the 2023 to 2050 period, total capital costs for the BEB Scenario were estimated to be \$273.6 million in 2023 dollars. As shown on the previous figures and tables, the bulk of the BEB fleet transition would occur between 2025 and 2035, with the remaining diesel buses in service replaced by BEBs by 2041. To accommodate the BEB fleet, a total of forty-five (45) 150 kW in-depot dispensers will be acquired between 2024 and 2032.

## BEB TRANSITION OPERATING COST ESTIMATES

In the model, blocks were converted from diesel to electric buses using a two-step prioritization method. Blocks were prioritized first if they can be converted on a one-to-one basis (diesel to BEB) without the need



for enroute charging infrastructure. After the initial conversion, BEBs were reprioritized based on blocks that can be converted on a one-for-one basis with the greatest total kilometres travelled.

**Table 55** summarizes the annual vehicle operating costs and annual transfers to reserves for replacement between 2023 and 2050. As noted above, by 2042 the entire fleet has been transitioned to BEBs.

**Table 55. BEB Scenario Periodic Total Operating Cost Estimates, 2023\$, millions**

|                                               | 2023 - 2030   | 2031 - 2040    | 2041 - 2050    |
|-----------------------------------------------|---------------|----------------|----------------|
| Diesel Operating Costs                        | \$54.6        | \$48.0         | \$0.3          |
| BEB Operating Costs                           | \$10.0        | \$89.9         | \$141.2        |
| Diesel Bus Transfers to Reserve               | -             | -              | -              |
| BEB Transfers to Reserve                      | \$11.6        | \$60.2         | \$74.5         |
| Electrical Infrastructure Transfer to Reserve | \$2.3         | \$3.7          | \$2.3          |
| <b>Total</b>                                  | <b>\$78.5</b> | <b>\$201.8</b> | <b>\$218.3</b> |

## BEB FUELING COST ESTIMATES

Based on the methodology described in O&M Cost Assumptions, summarizes the fuel and electricity cost estimates for the BEB scenario for selected years over the 2023 to 2050 period. These costs were estimated to be \$19.4 million for diesel and \$21.7 million in 2023 dollar terms for electricity. Diesel fuel consumption in the latter years of the study period is from the auxiliary heaters on board BEBs.

**Table 56. BEB Transition Scenario Fuel and Electricity Annual Usage**

|                  | 2023    | 2025    | 2030      | 2035      | 2040      | 2045      | 2050      |
|------------------|---------|---------|-----------|-----------|-----------|-----------|-----------|
| Litres of Diesel | 563,785 | 563,785 | 1,010,538 | 719,711   | 181,731   | 116,546   | 116,546   |
| kWh              | -       | -       | 1,071,532 | 3,256,665 | 5,372,031 | 5,625,623 | 5,625,623 |

**Table 57. BEB Scenario Periodic Total Fuel and Electricity Cost Estimates, 2023 \$, Millions**

|                            | 2023 - 2030  | 2031 - 2040   | 2041 - 2050   |
|----------------------------|--------------|---------------|---------------|
| Diesel Fuel Costs          | \$6.9        | \$6.0         | \$1.2         |
| Electricity Costs          | \$0.8        | \$8.2         | \$12.7        |
| Carbon Levy Costs          | \$2.0        | \$2.7         | \$0.5         |
| <b>Total Fueling Costs</b> | <b>\$9.7</b> | <b>\$16.9</b> | <b>\$14.5</b> |

## BEB TRANSITION MAINTENANCE COST ESTIMATES

**Table 58** summarizes the annual vehicle maintenance costs, mid-life rehabilitation costs, and the annual EV chargers' maintenance costs between 2023 and 2050. As noted above, by 2041 the entire fleet has been transitioned to BEBs.



**Table 58. BEB Scenario Periodic Total Operating Cost Estimates, 2023 \$, Millions**

|                                           | 2023 - 2030   | 2031 - 2040   | 2041 - 2050    |
|-------------------------------------------|---------------|---------------|----------------|
| <b>Diesel Maintenance Costs</b>           | \$8.4         | \$7.7         | \$0.05         |
| <b>BEB Maintenance Costs</b>              | \$8.7         | \$85.8        | \$141.2        |
| <b>Related Infrastructure Maintenance</b> | \$0.04        | \$0.5         | \$0.9          |
| <b>Total</b>                              | <b>\$17.2</b> | <b>\$94.0</b> | <b>\$142.1</b> |

## BEB TRANSITION SPECIALIZED TRANSIT FLEET COSTS

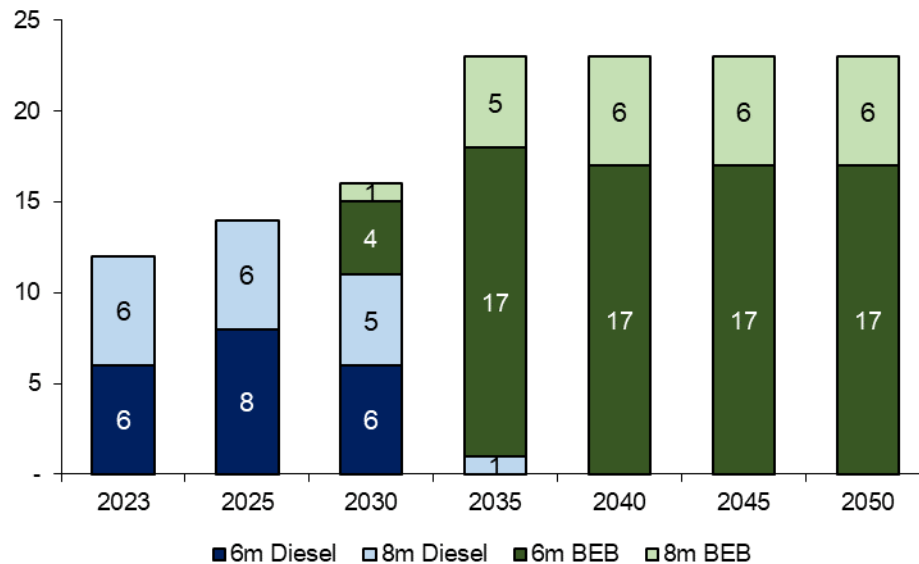
Milton Transit offers specialized and on-demand transit services along with its fixed route fleet. Capital purchases of 6m and 8m "Specialized" vehicles based on the projected retirement of existing vehicles and planned introduction of new vehicles are shown in **Table 59**. The totals include purchases of replacements in future years, so the total purchases exceed the 23 vehicles of the expanded fleet.

**Table 59. BEB Scenario Periodic Specialized Transit Capital Purchases**

|                                                   | Replacement |           |           | Growth    |           |           | Total     |           |           |
|---------------------------------------------------|-------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
|                                                   | Phase 2A    | Phase 2B  | Phase 3   | Phase 2A  | Phase 2B  | Phase 3   | Phase 2A  | Phase 2B  | Phase 3   |
|                                                   | 2025-2028   | 2029-2030 | 2031-2040 | 2025-2028 | 2029-2030 | 2031-2040 | 2025-2028 | 2029-2030 | 2031-2040 |
| <b>BEB Transition Scenario – Diesel/Gasoline</b>  |             |           |           |           |           |           |           |           |           |
| <b>Bus – 6M</b>                                   | 3           | -         | -         | 2         | -         | -         | 5         | -         | -         |
| <b>Bus – 8M</b>                                   | 1           | -         | -         | -         | -         | -         | 1         | -         | -         |
| <b>BEB Transition Scenario – Battery Electric</b> |             |           |           |           |           |           |           |           |           |
| <b>BEB – 6M</b>                                   | 3           | 2         | 20        | 1         | 2         | 4         | 4         | 4         | 24        |
| <b>BEB – 8M</b>                                   | 1           | 4         | 6         | -         | -         | -         | 1         | 4         | 6         |

**Figure 27** below displays the specialized fleet composition by vehicle type for selected years in the study period. Based on the planned retirement of current diesel vehicles, the entire baseline fleet is expected to be converted by 2033. There is one growth 6m ICEV that is purchased during Phase 2A, which remains in service until 2035. This chart is constructed based on the purchase schedule outlined above and in the Fleet Deployment Plan. The chart accounts for the two year lag between purchase and entering service.





**Figure 27. Specialized Fleet Composition, Selected Years**

**Table 60** displays the costs associated with the purchase of specialized transit vehicles.

**Table 60. Specialized Transit Capital Costs, 2023\$ Millions**

|                                                   | Replacement |           |           | Growth    |           |           | Total     |           |           |
|---------------------------------------------------|-------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
|                                                   | Phase 2A    | Phase 2B  | Phase 3   | Phase 2A  | Phase 2B  | Phase 3   | Phase 2A  | Phase 2B  | Phase 3   |
|                                                   | 2025-2028   | 2029-2030 | 2031-2040 | 2025-2028 | 2029-2030 | 2031-2040 | 2025-2028 | 2029-2030 | 2031-2040 |
| <b>BEB Transition Scenario – Diesel/Gasoline</b>  |             |           |           |           |           |           |           |           |           |
| Bus – 6M                                          | \$0.7       | -         | -         | \$0.4     | -         | -         | \$1.1     | -         | -         |
| Bus – 8M                                          | \$0.3       | -         | -         | -         | -         | -         | \$0.3     | -         | -         |
| <b>BEB Transition Scenario – Battery Electric</b> |             |           |           |           |           |           |           |           |           |
| BEB – 6M                                          | \$1.2       | \$0.8     | \$7.9     | \$0.4     | \$0.8     | \$1.6     | \$1.6     | \$1.6     | \$9.4     |
| BEB – 8M                                          | \$0.5       | \$1.9     | \$2.8     | -         | -         | -         | \$0.5     | \$1.9     | \$2.8     |

**Table 61** below contains annual cost estimates for O&M for the specialized transit fleet in 2023\$.

**Table 61. BEB Scenario Periodic Specialized Fleet Maintenance Costs, 2023\$, Millions**

|                                      | 2023 - 2030  | 2031 - 2040   | 2041 - 2050   |
|--------------------------------------|--------------|---------------|---------------|
| Specialized ICE O&M                  | \$3.0        | \$0.4         | -             |
| Specialized BEB O&M                  | \$0.3        | \$5.3         | \$6.5         |
| Transfer to Reserve, Specialized BEB | \$2.3        | \$12.3        | \$13.2        |
| <b>Total</b>                         | <b>\$5.7</b> | <b>\$18.0</b> | <b>\$19.6</b> |



**Table 62** below shows the annual fuel cost estimates for the specialized transit fleet for selected years.

**Table 62. BEB Scenario Periodic Specialized Fleet Fuel Costs, 2023\$, Millions**

|                                 | 2023 - 2030  | 2031 - 2040  | 2041 - 2050  |
|---------------------------------|--------------|--------------|--------------|
| <b>Annual Electricity Costs</b> | \$0.1        | \$1.0        | \$1.2        |
| <b>Annual Diesel Fuel Costs</b> | \$1.8        | \$0.2        | -            |
| <b>Annual Carbon Levy Costs</b> | \$0.5        | \$0.1        | -            |
| <b>Total Fuel Costs</b>         | <b>\$2.3</b> | <b>\$1.3</b> | <b>\$1.2</b> |

## BEB TRANSITION SUMMARY

Under the BEB Transition Scenario, the total cost of implementation was estimated to be \$729.8 million in 2023 dollars. The total capital costs are \$273.6 million. Total lifecycle O&M costs of \$456.3 million include operations, maintenance, lifecycle replacement costs, and propulsion costs. O&M costs make up the largest fraction of the total with approximately \$435.6 million in costs in 2023 dollars.

**Table 63. BEB Scenario Summary, 2023\$, Millions, 2023-2050**

| 2023\$                                         | BEB Transition Scenario |
|------------------------------------------------|-------------------------|
| <b>Buses</b>                                   | \$204.5                 |
| <b>Midlife Rehabilitation</b>                  | \$2.8                   |
| <b>Specialized Transit</b>                     | \$34.4                  |
| <b>Related Infrastructure</b>                  | \$31.8                  |
| <b>Life Cycle Capital Costs, Total</b>         | <b>\$273.6</b>          |
| <b>Operations &amp; Maintenance</b>            | \$393.0                 |
| <b>Propulsion</b>                              | \$41.1                  |
| <b>Related Infrastructure O&amp;M</b>          | \$1.5                   |
| <b>Life Cycle O&amp;M, Fixed Route</b>         | <b>\$435.6</b>          |
| <b>Operations &amp; Maintenance</b>            | \$15.5                  |
| <b>Propulsion</b>                              | \$5.1                   |
| <b>Life Cycle O&amp;M, Specialized Transit</b> | <b>\$20.7</b>           |
| <b>Total Fleet Lifecycle Costs</b>             | <b>\$729.8</b>          |

## LIFECYCLE COST COMPARISON

This section provides a comparison of the capital, O&M, and fuel/electricity cost estimates among the three scenarios over the entire 2023-2050 period. All values are presented in 2023\$ terms, unless otherwise noted.

## CAPITAL COST COMPARISON

**Table 64** provides a comparison of total capital costs among the two scenarios. As shown in the table, capital costs in the BEB Scenario are \$64.0 million more expensive due primarily to the difference in vehicle costs, as well as the additional equipment and infrastructure investments that would be required for BEB implementation.





**Table 64. Capital Cost Comparison, 2023\$ Millions, 2023-2050**

|                                            | Baseline       | BEB            | Variance       |
|--------------------------------------------|----------------|----------------|----------------|
| <b>Diesel – Replacement</b>                | \$42.1         | \$6.4          | -\$35.7        |
| Diesel Replacement Quantity                | 45             | 7              |                |
| <b>Diesel – Growth</b>                     | \$65.9         | \$11.0         | -\$54.9        |
| Diesel Growth Quantity                     | 72             | 12             |                |
| <b>BEB – Replacement</b>                   | -              | \$72.6         | \$72.6         |
| BEB Replacement Quantity                   | -              | 38             |                |
| <b>BEB – Growth</b>                        | -              | \$114.6        | \$114.6        |
| BEB Growth Quantity                        | -              | 60             |                |
| <b>8m Specialized ICE – Replacement</b>    | \$6.2          | \$0.8          | -\$5.4         |
| 8m ICE Replacement Quantity                | 24             | 3              |                |
| <b>8m Specialized BEB – Replacement</b>    | -              | \$9.7          | \$9.7          |
| 8m BEB Replacement Quantity                | -              | 21             |                |
| <b>6m Specialized ICE – Replacement</b>    | \$11.6         | \$0.7          | -\$10.9        |
| 6m ICE Replacement Quantity                | 53             | 3              |                |
| <b>6m Specialized BEB – Replacement</b>    | -              | \$19.7         | \$19.7         |
| 6m BEB Replacement Quantity                | -              | 50             |                |
| <b>6m Specialized ICE – Growth</b>         | \$2.4          | \$0.9          | -\$1.5         |
| 6m ICE Growth Quantity                     | 11             | 4              |                |
| <b>6m Specialized BEB – Growth</b>         | -              | \$2.8          | \$2.8          |
| 6m BEB Replacement Quantity                | -              | 7              |                |
| <b>Total Fleet Purchases</b>               | <b>\$128.2</b> | <b>\$239.0</b> | <b>\$110.8</b> |
| <b>Diesel Midlife Rehabilitation</b>       | \$81.4         | \$2.3          | -\$79.2        |
| <b>BEB Midlife Rehabilitation</b>          | -              | \$0.5          | \$0.5          |
| <b>Additional Infrastructure</b>           | -              | \$31.8         | \$31.8         |
| <b>Total Fleet Lifecycle Capital Costs</b> | <b>\$209.6</b> | <b>\$273.6</b> | <b>\$64.0</b>  |

## O&M COST COMPARISON

**Table 65** provides a comparison of total operating and maintenance cost estimates over the 2023 to 2050 period based on the assumptions described in the prior sections. As mentioned earlier the primary unknown for O&M costs is vehicle maintenance costs for BEBs and associated infrastructure. The technology is still relatively new and long-term detailed analysis of vehicle maintenance costs is not available.



**Table 65. O&M Cost Comparison, 2023\$ Millions, 2023-2050**

|                                                      | Baseline       | BEB            | Variance      |
|------------------------------------------------------|----------------|----------------|---------------|
| <b>Diesel O&amp;M</b>                                | \$414.2        | \$121.8        | -\$292.4      |
| <b>BEB O&amp;M</b>                                   | -              | \$286.7        | \$286.7       |
| <b>Diesel Bus – Transfer to Reserve</b>              | \$89.0         | -              | -\$89.0       |
| <b>BEB – Transfer to Reserve</b>                     | -              | \$153.7        | \$153.7       |
| <b>8m Specialized Gas Transfer to Reserve</b>        | \$5.1          | -              | -\$5.1        |
| <b>8m Specialized BEB Transfer to Reserve</b>        | -              | \$8.8          | \$8.8         |
| <b>6m Specialized Gas Transfer to Reserve</b>        | \$11.3         | -              | -\$11.3       |
| <b>6m Specialized BEB Transfer to Reserve</b>        | -              | \$20.3         | \$20.3        |
| <b>Electrical Infrastructure Transfer to Reserve</b> | -              | \$8.3          | \$8.3         |
| <b>Related Infrastructure O&amp;M Costs</b>          | -              | \$1.5          | \$1.5         |
| <b>Total Fleet Lifecycle O&amp;M Costs</b>           | <b>\$519.7</b> | <b>\$601.2</b> | <b>\$81.4</b> |

Finally, **Table 66** provides a comparison of total costs for diesel fuel and electricity over the 2023 to 2050 period. Based on the assumptions in this analysis, the BEB Scenario would have lower fuel and electricity costs in 2023-dollar terms.

**Table 66. Fuel and Electricity Cost Comparison, 2023\$ Millions, 2023-2050**

|                                               | Baseline      | BEB           | Variance       |
|-----------------------------------------------|---------------|---------------|----------------|
| <b>Diesel Costs</b>                           | \$49.5        | \$16.6        | -\$32.9        |
| <b>Electricity Costs</b>                      | -             | \$23.8        | \$23.8         |
| <b>Carbon Levy Costs</b>                      | \$19.4        | \$5.7         | -\$13.6        |
| <b>Total Fleet Lifecycle Propulsion Costs</b> | <b>\$68.9</b> | <b>\$46.2</b> | <b>-\$22.7</b> |

## NET PRESENT VALUE (NPV) ANALYSIS

A net present value (NPV) analysis was conducted to compare the BEB Scenario to the Baseline Scenario. Costs over the 2023 to 2050 period are presented in 2023 dollars. The analysis evaluated the direct cost impacts to Milton Transit to understand the additional costs of implementing a BEB transition plan relative to operating business-as-usual.

This analysis assumed growth in service levels according to the proposed fleet expansion schedule provided by Milton Transit. The analysis only looks at direct cost impacts to Milton and does not attempt to monetize public benefits to society.

Additionally, the analysis assumed that capital costs will not be offset by grant or incentive funding. Including additional funding sources, such as ICIP or ZETF, may affect the results of the analysis. However, since these funds have not been applied for or secured by Milton, they are not included in this analysis.

The transition to BEBs is anticipated to cost \$37.1 million more than maintaining a fully diesel fleet for the BEB scenario. The result shows that the higher capital costs of BEB buses is not offset by O&M and



propulsion cost savings relative to the Baseline Scenario. Please note that the transfer to reserve costs is not included in the totals for either scenario, as this would substantially overstate the projected costs.

**Table 67. Overall Lifecycle Cost Comparison, Millions of 2023\$, 2023-2050**

| 2023\$                                         | Baseline Scenario | BEB Transition Scenario | Variance       |
|------------------------------------------------|-------------------|-------------------------|----------------|
| <b>Buses</b>                                   | \$108.0           | \$204.5                 | \$96.6         |
| <b>Midlife Rehabilitation</b>                  | \$81.4            | \$2.8                   | -\$78.7        |
| <b>Specialized Transit</b>                     | \$20.2            | \$34.4                  | \$14.2         |
| <b>Related Infrastructure</b>                  | -                 | \$31.8                  | \$31.8         |
| <b>Life Cycle Capital Costs, Total</b>         | <b>\$209.6</b>    | <b>\$273.6</b>          | <b>\$64.0</b>  |
| <b>Operations &amp; Maintenance</b>            | \$398.4           | \$393.0                 | -\$5.5         |
| <b>Propulsion</b>                              | \$55.7            | \$41.1                  | -\$14.6        |
| <b>Related Infrastructure O&amp;M</b>          | -                 | \$1.5                   | \$1.5          |
| <b>Life Cycle O&amp;M, Fixed Route</b>         | <b>\$454.1</b>    | <b>\$435.6</b>          | <b>-\$18.5</b> |
| <b>Operations &amp; Maintenance</b>            | \$15.8            | \$15.5                  | -\$0.2         |
| <b>Propulsion</b>                              | \$13.2            | \$5.1                   | -\$8.1         |
| <b>Life Cycle O&amp;M, Specialized Transit</b> | <b>\$29.0</b>     | <b>\$20.7</b>           | <b>-\$8.3</b>  |
| <b>Total Fleet Lifecycle Costs</b>             | <b>\$692.7</b>    | <b>\$729.8</b>          | <b>\$37.1</b>  |

## INFRASTRUCTURE FINANCING OPTIONS

There are several external financing opportunities available to Milton to secure funding for its BEB fleet transition. The two primary external funding sources are the Investing in Canada Infrastructure Program (ICIP), and the Zero Emission Transit Fund (ZETF).

The ICIP is administered by Infrastructure Canada and has invested \$131 billion in over 85,000 projects. This program has already funded several other municipalities' transit fleet buses, including conventional transit and other mobility services. The federal government will invest up to 40% for most municipal public transit costs, though this may increase to 50% for rehabilitation projects. Funding provided by Infrastructure Canada is divided among the provinces who distribute funding by municipality.

The ZETF is administered by the Canadian Infrastructure Bank, and targets projects that enable or implement transit fleet electrification. The ZETF offers flexible financing solutions, including grants and loans to applicants. ZETF funding decisions are determined by project viability, estimated operational savings, and estimated GHG emission reduction. Approximately \$2.75 billion in funding is earmarked for the ZETF program to numerous municipal transit agencies.

Funding from either program may be used to offset planning, capital, and operating costs associated with transitioning diesel fleets to BEBs or alternative fuel technologies. As this funding has not been secured by Milton, it is not included in this analysis.



## APPENDIX D: GHG EMISSIONS ANALYSIS

Greenhouse gas (GHG) emission reductions is an additional benefit of transitioning from diesel buses to BEBs. HDR performed supplementary calculations to quantify the impacts of BEB operations on GHG emissions relative to the Baseline Scenario.

### ASSUMPTIONS AND METHODOLOGY

The analysis quantified GHG impacts based on estimates of diesel fuel and electricity usage by conventional transit buses over the 2023-2050 period. The following assumptions were used to quantify emissions based on litres of fuel and kWh of electricity consumed.

The emission rate for diesel fuel is 2.681 kilograms (kgs) of carbon dioxide (CO<sub>2</sub>) per litre of fuel. The emission rate for gasoline fuel is 2.28 kgs of CO<sub>2</sub> per litre of fuel. This value was obtained from the Canadian National Inventory Report, 2023. The emission rate was multiplied by the annual litres of fuel consumed to calculate the annual kgs of CO<sub>2</sub> emitted. To quantify the impact of electricity usage on GHG emissions, the total kWh of electricity used per year was multiplied by the corresponding Electricity Emission Intensity factor for Ontario from 2023 to 2050. This factor represents the kg of CO<sub>2</sub> per kWh based on the average electricity grid mix for the province. The intensity factor declines over time due to anticipated introduction of new renewable power generation sources. The Electricity Emission Intensity Factor was obtained from the Average Grid Electricity Emission Intensities table in the ZETF GHG+ Guidance Modules, Annex C.

### GHG EMISSION REDUCTION IMPACTS

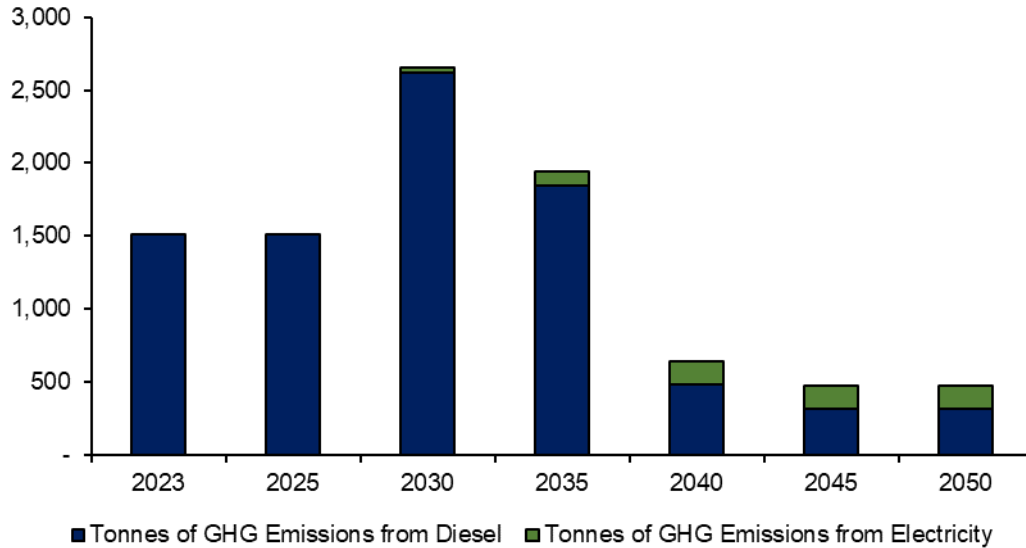
Based on the assumptions above, the GHG emissions from BEB operations are summarized in **Table 68** below. Over the study period, BEBs will reduce emissions by approximately 76,900 tonnes.

**Table 68. Total GHG Emissions (CO<sub>2</sub> in Tonnes), Baseline and BEB Scenarios**

|                                 | 2025         | 2030         | 2040         | Total          |
|---------------------------------|--------------|--------------|--------------|----------------|
| Diesel                          | 2,168        | 4,134        | 5,156        | 120,466        |
| BEB                             | -            | -            | -            | -              |
| <b>Total, Baseline Scenario</b> | <b>2,168</b> | <b>4,134</b> | <b>5,156</b> | <b>120,466</b> |
| Diesel                          | 2,168        | 3,144        | 487          | 40,374         |
| BEB                             | -            | 40           | 174          | 3,131          |
| <b>Total, BEB Scenario</b>      | <b>2,168</b> | <b>3,184</b> | <b>662</b>   | <b>43,505</b>  |

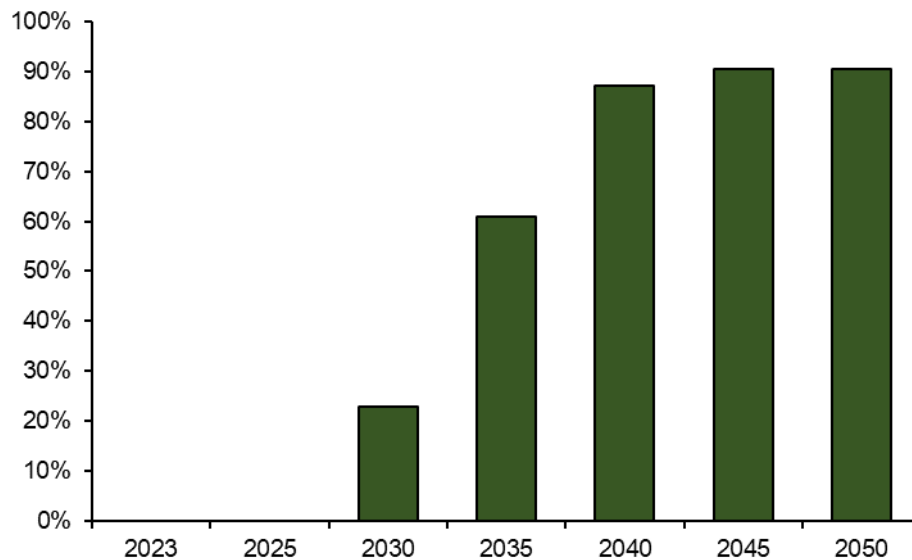
This reduction is due to the dramatically lower operating emissions of BEBs relative to diesel buses. **Figure 28** below shows the annual GHG emissions from operations as the fleet mix changes in the BEB Scenario. There is a substantial decline from approximately 2,200 tonnes of GHGs per year to just below 700 tonnes per year in the BEB Scenario.





**Figure 28. Annual GHG Emissions, BEB Scenario, tonnes**

The cumulative percent reduction in GHG emissions is shown in **Figure 29** below. The annual reduced emissions grow substantially over time as the diesel fleet is converted to BEBs. By the end of the transition to BEBs, emissions are reduced by approximately 90%.



**Figure 29. Percentage GHG Reductions from Baseline in BEB Scenario**





# The Corporation of the Town of Milton

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Report To: Council

From: Jill Hogan, Commissioner, Development Services

Date: April 15, 2024

Report No: DS-029-24

Subject: Technical Report: Official Plan Amendment and Zoning By-law Amendment Applications by Milteron Developments Ltd., applicable to lands known municipally as 8010-8150 Derry Road West, Milton. (Town Files: LOPA 02/23 & Z-07/23)

**Recommendation:** **THAT Development Services Report DS-029-24 outlining application for amendments to the Town of Milton Official Plan and Zoning By-law 016-2014, as amended, to facilitate the construction of a three-storey 27-unit stacked townhouse building, amend the parking rates for the proposed stacked townhouse and apartment buildings and increase the maximum gross floor area for accessory buildings, BE APPROVED;**

**AND THAT staff be authorized to amend Official Plan Amendment No. 81 in accordance with the draft Official Plan Amendment attached as Appendix 1 to Report DS-029-24 for Council adoption;**

**AND THAT staff be authorized to bring forward an amending Zoning By-law in accordance with the draft By-law attached as Appendix 2 to Report DS-029-24 for Council Adoption;**

**AND FURTHER THAT the Town Clerk forward a copy of Report DS-029-24 and the decision to the Region of Halton for their information.**

## EXECUTIVE SUMMARY

The applicant is seeking amendments to the Town of Milton Official Plan and Zoning By-law 016-2014, as amended, to facilitate the construction of a three-storey 27-unit stacked townhouse building, amend the parking rates for the proposed stacked townhouse and apartment buildings and increase the maximum gross floor area for accessory buildings.

An Official Plan Amendment is required to permit an increase in maximum density to 295 units per hectare, an increase from the permitted 283 units per hectare, to accommodate the proposed 27-unit stacked townhouse building. The applicants have applied to amend the



## EXECUTIVE SUMMARY

existing site specific Residential High Density (RHD\*261) zone to reduce the required parking for apartment buildings and stacked townhouse dwellings to 1.0 spaces per dwelling unit plus 0.2 visitor spaces per dwelling unit. Additionally, the applicants are seeking an increase in the maximum combined gross floor area of 270 square metres for accessory buildings whereas the by-law permits a maximum of 25 square metres. The applicant has indicated that the increased floor area is required to accommodate 3 bicycle storage shelters (73 square metres each), a pool shed (11.75 square metres), a garbage building (12.37 square metres), as well as to allow for space for future needs.

## Conclusions and Recommendations

Staff recommends that the applications for amendments to the Town of Milton Official Plan and Zoning By-law 016-2014, as amended, **BE APPROVED** for the following reasons:

1. The proposal conforms to Provincial, Region and Town planning policy;
2. The proposal meets all of the technical requirements of the affected Civic Departments and all other agencies;
3. The proposed residential building is compatible with both existing and future surrounding land uses and represent an appropriate form of residential intensification;
4. The development will continue to provide alternative, transit friendly housing form in the Town of Milton.

## REPORT

### Background

**Owner:** Milteron Developments Ltd., 3625 Dufferin Street, Toronto, ON.

**Applicant:** Korsiak Urban Planning, 277 Lakeshore Road East, Oakville, ON.

### **Location/Description:**

The subject lands are located in Ward 3 at the southeast corner of Regional Road 25 and Derry Road within the Bristol Survey Secondary Plan. The lands are currently being constructed to accommodate 3 apartment buildings (25-storey, 20-storey, and 14-storey) and 34 townhouse units, with associated underground and surface parking.

Surrounding land uses include commercial plazas to the north and northwest, a gas bar and associated car wash to the west and a tributary of Sixteen Mile Creek to the immediate south and east of the subject lands. Grade-related residential subdivisions exist to the west of the

## Background

subject lands, to the north beyond the commercial uses, and to south and east beyond Sixteen Mile Creek.

### Previous Approvals:

In June of 2019, Council approved an Official Plan Amendment and Zoning By-law Amendment (Files: LOPA 07/17 & Z-012/17) to facilitate the construction of three apartment buildings with heights of 16, 20 and 25-storey's, five 3-storey townhouse buildings, one 3-storey stacked townhouse building and associated parking and amenity areas. Through the subsequent Site Plan application, the applicant removed the 24 unit 3-storey stacked townhouse building and incorporated those units within the apartment buildings. This was achieved through a minor variance application (File: A20-040) as the site specific Zoning By-law Amendment contained a maximum number of apartment units. The total number of dwelling units remained as approved through the Official Plan Amendment. Additionally, the height of the approved 16-storey apartment building was reduced to 14-storey's through the detailed design.

### Proposal:

The applicant is seeking amendments to the Town of Milton Official Plan and Zoning By-law 016-2014, as amended, to facilitate the construction of a three-storey 27-unit stacked townhouse building, including increasing the maximum residential density, amend the parking rates for the proposed stacked townhouse and apartment buildings and increase the maximum gross floor area for accessory buildings.

Figure 2 illustrates the proposed concept plan. The application proposes one 27-unit stacked townhouse building, shown as Building "D", along with associated parking and a 74.5 square metre amenity area, located in the north east portion of the subject lands. The remainder of the site, currently under construction, was previously approved to accommodate the development of three apartment buildings ranging from 25 to 14-storey's, and 34 traditional townhouses, associated underground/surface parking and outdoor amenity areas. Site access to the site is provided via Regional Road 25 and Derry Road.

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

- Planning Justification Report, prepared by Korsiak Urban Planning, dated July 2023.
- Functional Servicing and Stormwater Management Report, prepared by Candevcon Limited, dated October 5, 2017, revised August 14, 2023.
- Noise Study, prepared by RWDI Air Inc. dated August 21, 2023.
- Public Engagement Strategy, prepared by Korsiak Urban Planning, dated July 7, 2023
- Slope Stability Review, prepared by Sirati & Partners, dated April 10, 2023
- Traffic Impact Study, prepared by GHD Limited, dated August 21, 2023

## Background

- Parking Assessment (Addendum to TIA - Parking Justification Report), prepared by GHD Limited, dated March 14, 2024.
- Urban Design Brief, prepared by Kirkor Architects & Planners, dated August 17, 2023.

## Planning Policy

In 2019, the Town of Milton Council approved Official Plan Amendment Number 56, which designated the subject lands as Special Policy Area No.36, as shown on Schedule I1 - Urban Area Specific Policy Areas. This amendment permitted the subject lands to be developed to provide three high-rise residential buildings with heights of 25, 20 and 16 storeys, a 3-storey stacked townhouse building and five 3-storey townhouse buildings, with a maximum density of 283 units per hectare. Following the approval of the Official Plan and Zoning By-law Amendment's, and through the detailed design site plan application process, the applicants removed the previously proposed stacked townhouse building and relocated those units within the apartment buildings. The current application seeks permission to increase the maximum density and re-introduce the stacked townhouse building, in the same location as previously approved, to the development.

The subject lands are designated Secondary Mixed Use Node as shown on Schedule B - Urban Area Land Use Plan within The Town's Official Plan. The Secondary Mixed Use Node designation provides a range of commercial uses to serve the surrounding residential uses, including a major food store, as well as a location for office and institutional and a full range of residential uses including low, medium and high densities.

Additionally, Schedule K -Intensification Areas of the Town's Official Plan has identified Derry Road and Regional Road 25 as "Intensification Corridors" and the subject land as "Intensification Area". The Official Plan defines "intensification corridors" as: "intensification areas identified along major roads, arterials or higher order transit corridors that have the potential to provide a focus for higher density mixed use development consistent with planned transit service levels".

Section 2.1.3.2 states while higher density mixed use development is generally directed towards to the Urban Growth Centre, additional mixed use development at higher densities is planned to occur within secondary mixed use nodes, located at significant intersections, and along intensification corridors.

Section 2.1.6.1 states that the Town shall promote intensification in order to support the development of compact, efficient, vibrant, complete and healthy communities that:

- a) Support a strong and competitive economy;
- b) Protect, conserve, enhance and wisely use land, air and water;
- c) Optimize the use of existing and new infrastructure;

## Background

- d) Manage growth in a manner that reflects Milton's vision, goals and strategic objective;
- e) Support achievement of the intensification and density targets of this Plan.

Section 2.1.6.2 states that Intensification Areas are located within the Urban Area and consist of the Urban Growth Centre, Major Transit Station Areas, Intensification Corridors and Secondary Mixed Use Nodes along with specific sites.

Section 2.1.6.3 states that the Intensification and the development of Intensification Areas shall be promoted to achieve the following objectives:

- a) To provide an urban form that is complementary to existing developed areas, uses space more economically, promotes live-work relationships, fosters social interaction, enhances public safety and security, reduces travel by private automobile, promotes active transportation, and is environmentally more sustainable;
- b) To provide opportunities for more cost-efficient and innovative urban design;
- c) To provide a range of employment opportunities, facilities and services in centralized locations that are readily accessible by public transit;
- d) To provide a diverse and compatible mix of land uses, including residential and employment uses, to support neighbourhoods;
- e) To create a vibrant, diverse and pedestrian-oriented urban environment;
- f) To cumulatively attract a significant portion of population and employment growth;
- g) To provide high quality public open spaces with site design and urban design standards that create attractive and vibrant places;
- h) To support transit and active transportation for everyday activities;
- i) To generally achieve higher densities than the surrounding areas;
- j) To achieve an appropriate transition of built form to adjacent areas;
- k) For Major Transit Station Areas, Intensification Corridors and Secondary Mixed Use Nodes:
  - a. to achieve increased residential and employment densities in order to ensure the viability of existing and planned transit infrastructure and service; and,
  - b. to achieve a mix of residential, office, institutional and commercial development, where appropriate; and

Furthermore, Section 2.1.6.5 states that it is the policy of the Town to: b) provide opportunities for further intensification within Intensification Corridors and Secondary Mixed Use Nodes in accordance with the policies of the Plan; d) direct development with higher densities, including mixed uses and transit supportive land uses to Intensification Areas; f) ensure the proper integration of Intensification Areas with surrounding neighbourhoods through pedestrian walkways, cycling paths and transit routes, and the protection of the physical character of these neighbourhoods through urban design; h) promote development densities that will support existing and planned transit; i) consider intensification and development of Intensification Areas as the highest priority of urban development with the Town and consider programs and incentives, including Community Improvement Plans under the Planning Act, to promote and support intensification; j) adopt parking standards

## Background

for Intensification Areas that promote the use of active transportation and public transit; s) promote the use of rehabilitated brownfield and greyfield sites for residential intensification.

Section 2.6.3.14 states that as an incentive to encourage travel demand management, the Town may permit reduced parking standards for developments which demonstrate through their travel demand management plan and implementation strategy that a reduction in the parking standards is appropriate. A reduction in parking standards may also be considered in locations where mixed use development is permitted, where there is a significant density of development and good accessibility to transit in accordance with the policies of Section 3.5 of this Plan. Staff note that Travel Demand Management measures were implemented through the initial approvals for the development, which included car sharing, subsidized transit passes for residents in the development and a reduction in parking rates for the apartment units and stacked townhouse units. Through the current application, the applicant proposes a further reduction in the parking rates. This is discussed under the Issues section of this report.

Section 2.7 states that with regard to housing, it is the Town's goal to meet current and future housing needs by ensuring that an appropriate range and mix of housing by density, type and affordability are permitted within the Town to meet a wide range of needs of current and future households. Section 2.7.3.1 states that at least 50% of new housing units produced annually be in the form of townhouses or multi-storey buildings.

It is the opinion of staff that the proposed Official Plan Amendment is in conformity with the above policies and direction of the Town of Milton Official Plan and that the proposed 27-unit stacked townhouse building will provide additional housing through intensification in an area designated for high density development. The overall development will encourage social interaction through the large amenity areas, both ground level and rooftop, which will provide residents opportunity for the enjoyment of passive recreation within their development. Through the continued implementation of the Travel Demand Measures approved for the lands, which includes car sharing, bicycle use and utilization of local transit through subsidized passes, the demand by private automobile is reduced, local transit is supported and active transportation is promoted. The intensification of the lands and the variety of housing forms offered on-site, which include apartment units, townhouse units and the proposed stacked townhouse building, will achieve higher densities than the surrounding areas, which are predominantly low and medium density residential developments outside of the secondary mixed use node while also complimenting the existing area. It is the opinion of staff that the proposal will be well integrated into the community as it affords access to nearby community facilities such as the Milton Sports Centre, is well served by Milton Transit, and will continue to support the existing retail uses in the immediate area.

Staff reviewed the application in relation to the policies of the Provincial Policy Statement (2020), the Growth Plan (2020), the Halton Region Official Plan and the Town of Milton Official Plan, the Bristol Survey Secondary Plan. Town staff and our agency partners are

## Background

satisfied that the Official Plan Amendment as presented through this report, conform to the applicable Provincial, Regional and Town land use planning policies and regulations.

Attached to this report as Appendix 1 is the Official Plan Amendment.

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

The subject lands are currently zoned a site-specific Residential High Density (RHD\*261) zone under the Town's Zoning By-law. As indicated previously, the site specific zoning was approved by Council in 2019 and was implemented to facilitate the construction of three apartment buildings with heights of 16, 20 and 25-storey's, five 3-storey townhouse buildings, one 3-storey stacked townhouse building and associated parking and amenity areas. Through the detailed design, the development was refined and the height of the 16-storey apartment building was reduced to 14-storeys, and the stacked townhouse building was removed and the units were accommodated within the apartment buildings (through Minor Variance A2-20/040). The current application proposes to amend the existing site specific Residential High Density (RHD\*261) zone to reduce the required parking for apartment buildings and stacked townhouse dwellings to 1.0 spaces per dwelling unit plus 0.2 visitor spaces per dwelling unit. Additionally, the applicants are seeking an increase in the maximum combined gross floor area of 270 square metres for accessory buildings whereas the by-law permits a maximum of 25 square metres. The applicant has indicated that the increased floor area is required to accommodate 3 bicycle storage shelters (73 square metres each), a pool shed (11.75 square metres), a garbage building (12.37 square metres), as well as to allow for space for future needs. Planning staff have no concern with the increase in floor area to accommodate the additional accessory buildings. The request for a reduction in parking is discussed under the Issue's section of this report.

The Region of Halton has requested a Holding Provision be applied to the zoning of Building "D", the 27-unit stacked townhouse, until such time as the applicant has amended their Allocation Agreement with the Region and has provided a letter confirming no potentially contaminating activities have occurred on site since previous investigations and a letter of reliance has been provided to their satisfaction.

Attached to this report as Appendix 2 is the site-specific Zoning By-law

### Site Plan Approval

Site Plan approval is required prior to the issuance of a building permit for any new development on the site. Detailed site plan drawings addressing such matters as building elevations, lot grading and drainage, site design, 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



## Background

in accordance with the approved drawings. It should be noted that a Site Plan Approval for this development is being granted in phases, with each building being approved per phase.

## Discussion

### Public Consultation

Notice for the public meeting held on October 23, 2023, was provided pursuant to the requirements of the Planning Act on September 28, 2023.

The applicant held a virtual Public Information Centre (PIC) on Tuesday May 30, 2023. The purpose of the PIC was to provide the public with an informal opportunity to not only view the drawings and concepts illustrating the proposal, but also to ask questions of the applicant and consultants and learn about the application process. Staff were present at the PIC as well. The PIC was attended by one member of the public and Councillor Khalqi. The resident expressed concern with the capacity of the local schools and their ability to accommodate new students from the development. This is discussed under the Issue's section of this report.

### Agency Circulation

The Official Plan Amendment and Zoning By-law applications and all supporting 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. As noted previously, the Region has requested a Holding Provision on the zoning of the 27-unit stacked townhouse building until such time as the Allocation Agreement with the Region has been updated and sufficient Regional allocation of water and wastewater services has been secured.

With regard to the review of the proposed parking reductions, the Town's Transportation section had noted initial concerns and had requested a Peer Review of the required Parking Justification Study. This is discussed further in the Issues section.

## Issues

### School Enrollment

At the Public Meeting, as well as at the public information session, concern was expressed regarding the number of school children the proposed development would accommodate and the impact to the local school system. Planning staff contacted representatives at both the Halton Catholic District School Board and the Halton District School Board for student enrollment projections. Based on the projections provided directly by the respective School Boards, the proposed development is not anticipated to produce a significant number of

## Discussion

students. The Halton District School Board has indicated that they are projecting a maximum of 13 students in grades K-12. The Halton Catholic District School Board indicated they are projecting 8 students in grades K-12. The initial development had yielded an estimated 76 students. Both the Halton Catholic District School Board and the Halton District School Board offered no objections to the proposed applications subject to standard conditions and warning clauses be applied at the time of a future Site Plan/Plan of Condominium application. Staff are aware of the constraints Schools within the Town are facing with increasing student population and will continue to work with the School Boards to accommodate future schools within the municipality.

### Safety and Landscaping along Derry Road

Concern was expressed with having the stacked townhouse building front along Derry Road and potential conflict with residents and Derry Road. The entrances to the units are approximately 3.9 metres from the property line with proposed landscaping at the edge of the property line. Through the detailed site plan process, staff will examine the feasibility of more robust landscaping or other measures to reduce the risk of potential conflict.

### Traffic Lights

A member of Council inquired about the potential of traffic lights being installed at the east entrance to the site along Derry Road. Through the initial approvals for the development, traffic lights were identified as a requirement and are currently being installed in this location. This will assist in not only regulating traffic flow but also providing an additional safe access for pedestrians to the commercial plazas to the north of the subject lands.

### Parking

The applicant has proposed to reduce the required parking for apartment buildings and stacked townhouse dwellings to 1.0 space per dwelling unit, whereas the site specific zoning required 1.03 spaces per unit (1-bedroom apartment units) and 1.15 spaces per unit (all other apartment units) and 1.15 space per stacked townhouse unit. This results in a reduction of 56 parking spaces. In support of their request, the applicant submitted a Traffic Impact Study (which contained a section on the parking analysis) prepared by GHD Limited which concluded that the proposed resident rate of 1.0 space per unit would be sufficient to meet the parking demand of the residents of the development. The study found that the existing demand for residential parking spaces, based on sales data for Buildings "A" and "B", is 1 space per unit with the expectation that the remaining 239 units (28 units in Buildings "A" and "B", all 184 units and Building "C" and the proposed 27-unit stacked townhouse building) will be sold at 1.0 space per unit. A small surplus of parking would be available should a resident want to purchase an extra parking space. The Town's Transportation section has reviewed the submission and offered no objection to the proposed reduction. They have noted that a factor of consideration is that the proposed rate will assist in the overall Transportation Demand Management strategy in reducing single-occupant vehicle trips. This encourages

## Discussion

residents to consider the use of alternative modes of transportation, and supports the Town's vision of a more integrated transportation network by reducing the need for residents to own more than one vehicle (or any at all).

Also taken into consideration is the continued improvement and intensification of the area's transit network, to be facilitated through the future road improvements of the supporting transportation network (i.e., widening of both Derry Road, and Regional Road 25). As the development is situated on the corner of a major intersection with existing transit services, residents will have direct access and benefit from a variety of converging transit routing options.

Additionally, the application proposes to reduce the visitor parking to 0.2 spaces per unit for apartments and stacked townhouse dwellings whereas the Town's Zoning By-law requires 0.25 spaces per unit. This would result in a visitor parking reduction of 32 parking spaces. Planning and Transportation staff have been reluctant to reduce the visitor parking rates below the 0.25 per unit minimum with only a small number of developments in Milton having a reduced rate. Through discussion with the applicant, and with the understanding that other municipalities similar to Milton have lower rates permitted as of right, the applicants submitted an addendum to the previously submitted report further assessing the proposed visitor parking rates. This addendum examines the visitor parking demand in three high density residential proxy sites located in Milton (620-630 Sauve Street, 1105-1124 Leger Way and 610 Farmstead Drive) and one in Oakville (98 Kaitting Trail). The assessment concluded that the average visitor rate for all proxy sites examined was 0.13 parking spaces per unit for visitor parking, well below the proposed 0.20 per unit rate being proposed by the applicant.

Additionally, the addendum analyses best practices for residential visitor parking rates in other municipalities (Burlington, London, Hamilton, Cambridge, Oakville, Belleville, Newmarket, Vaughan and Mississauga). The assessment found that the visitor rates ranged from 0.10 visitor spaces per unit (London, Ontario) to 0.25 visitor spaces per unit (Cambridge, Ontario), with most requiring 0.2 visitor spaces per unit or less.

Upon receipt of the addendum, and in addition to the internal review by the Town's Transportation section, Staff had arranged to have the report Peer Reviewed (at the applicant's expense). The Peer Review generally accepted the findings of the parking assessment but requested one additional proxy site be included in a further addendum, to be reviewed by the Town of Milton, which would represent a high rise development. In turn, the analysis was amended to include an additional proxy site at 41 Speers Road in Oakville, which consists of a 17-storey apartment building. The findings from this site were in line with the previously studied locations. Town of Milton Transportation staff have reviewed the submitted parking assessment and have agreed with the findings of the report as well as concur with the Peer Review of the assessment. As Planning staff rely on the expertise of



## Discussion

the Town's Transportation staff in assessing the provision of parking, planning staff support the request for a reduction in the visitor parking rate to 0.2 spaces per unit.

## Conclusion

It is the opinion of Planning that the proposed amendments to the Town's Official Plan and Zoning By-law conform 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 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 providing a complete community by offering a range of housing options that can support convenient access to the necessities of daily living, including access to the existing local stores and services located in the mixed use neighbourhood.

Staff recommends that the draft Local Official Plan amendment and draft Zoning By-law amendment, attached as Appendix 1 and 2, be brought forward for Council adoption.

## Financial Impact

None arising from this report

Respectfully submitted,

Jill Hogan  
Commissioner, Development Services

For questions, please contact: Aaron Raymond, MCIP, RPP, Phone: Ext. 2313  
Senior Planner

## Attachments

Figure 1 - Location Map  
Figure 2 – Concept Pan  
Figure 3 – Renderings  
Appendix 1 – Official Plan Amendment No. 81  
Appendix 2 – Zoning By-law Amendment

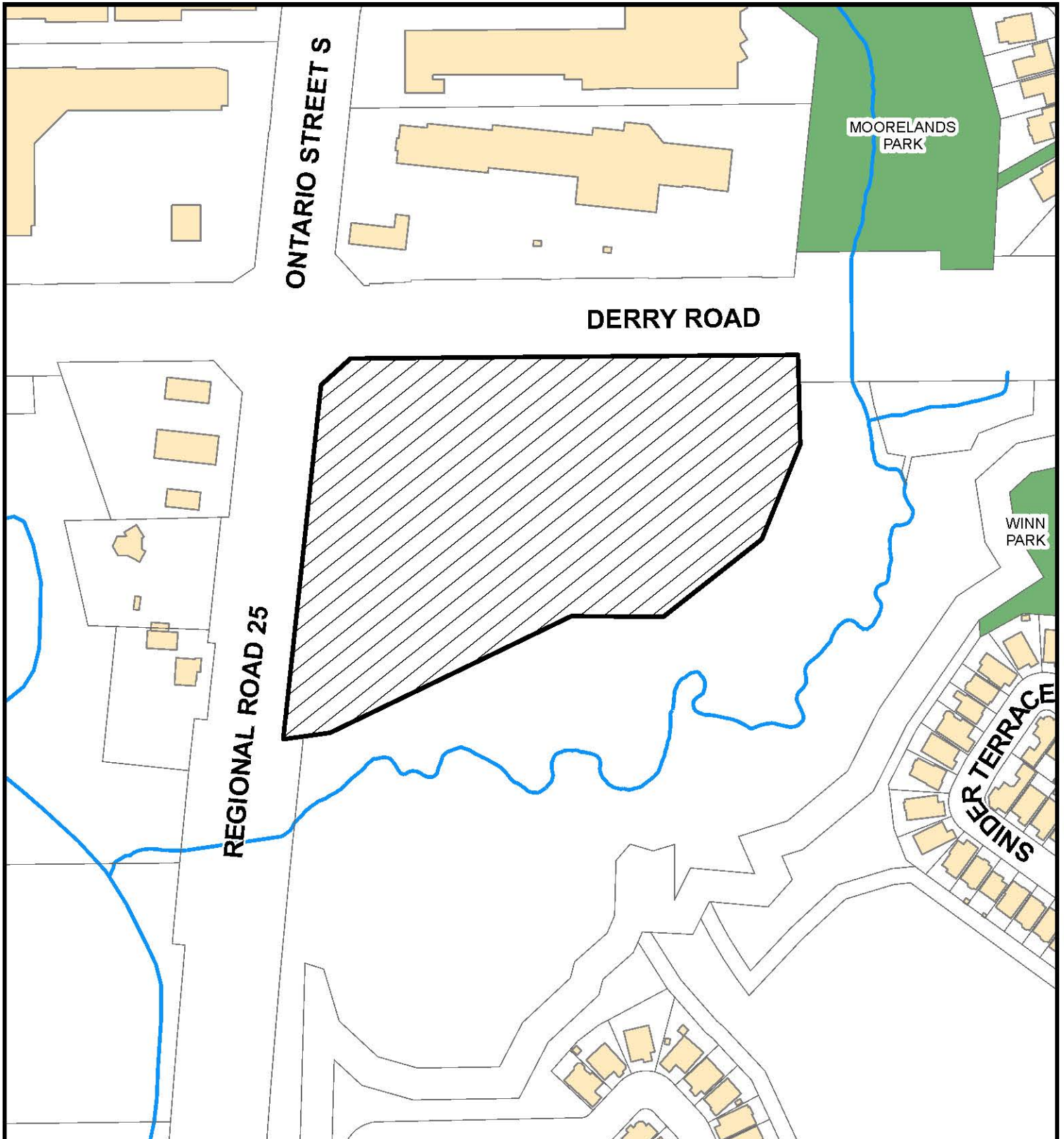
Approved by CAO  
Andrew M. Siltala  
Chief Administrative Officer



## 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 25, 2024

Scale: 1: 2,500

File: Z-07/23  
LOPA-02/23

Planning & Development Department



Subject Property  
Page 258 of 409

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Do Not Scale The Drawings.  
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This Drawing Is Not To Be Used For Construction Until Signed By The Architect.  
Date:

**KIRKOR**  
ARCHITECTS AND PLANNERS  
20 De Boers Drive Suite 400  
Toronto, ON M3J 0H1

No.: Revision: Date:

|    |                            |               |
|----|----------------------------|---------------|
| 15 | LOPA & ZBA SUB #2 - BLDG D | AUG 17, 2023  |
| 14 | LOPA & ZBA SUB - BLDG D    | MAY 03, 2023  |
| 13 | SPA RESUB #10 - BLDG B     | DEC 12, 2022  |
| 12 | SPA RESUB #9 - BLDG B      | OCT 18, 2022  |
| 11 | SPA RESUB #8 - BLDG B      | JUNE 21, 2022 |
| 10 | SPA RESUBMISSION #7        | SEPT 10, 2021 |
| 09 | SPA RESUBMISSION #6        | JULY 8, 2021  |
| 08 | SPA RESUBMISSION #5        | APR. 15, 2021 |
| 07 | SPA RESUBMISSION #4        | NOV. 20, 2020 |
| 06 | SPA RESUBMISSION #3        | AUG. 20, 2020 |
| 05 | SPA RESUBMISSION #2        | JAN. 17, 2020 |
| 04 | SPA SUBMISSION             | AUG. 9, 2019  |
| 03 | LOPA & ZBA RE-SUBMISSION   | DEC 19, 2018  |
| 02 | LOPA & ZBA RE-SUBMISSION   | JULY 24, 2018 |
| 01 | LOPA & ZBA SUBMISSION      | OCT 2, 2017   |

No: Issued For: Date:

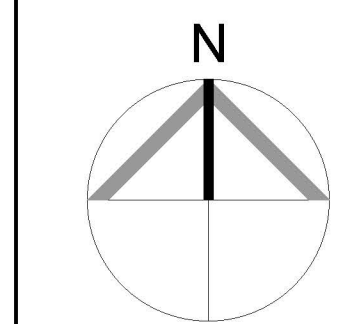
Drawing Title:  
**OVERALL SITE PLAN**

Project:  
Lindvest

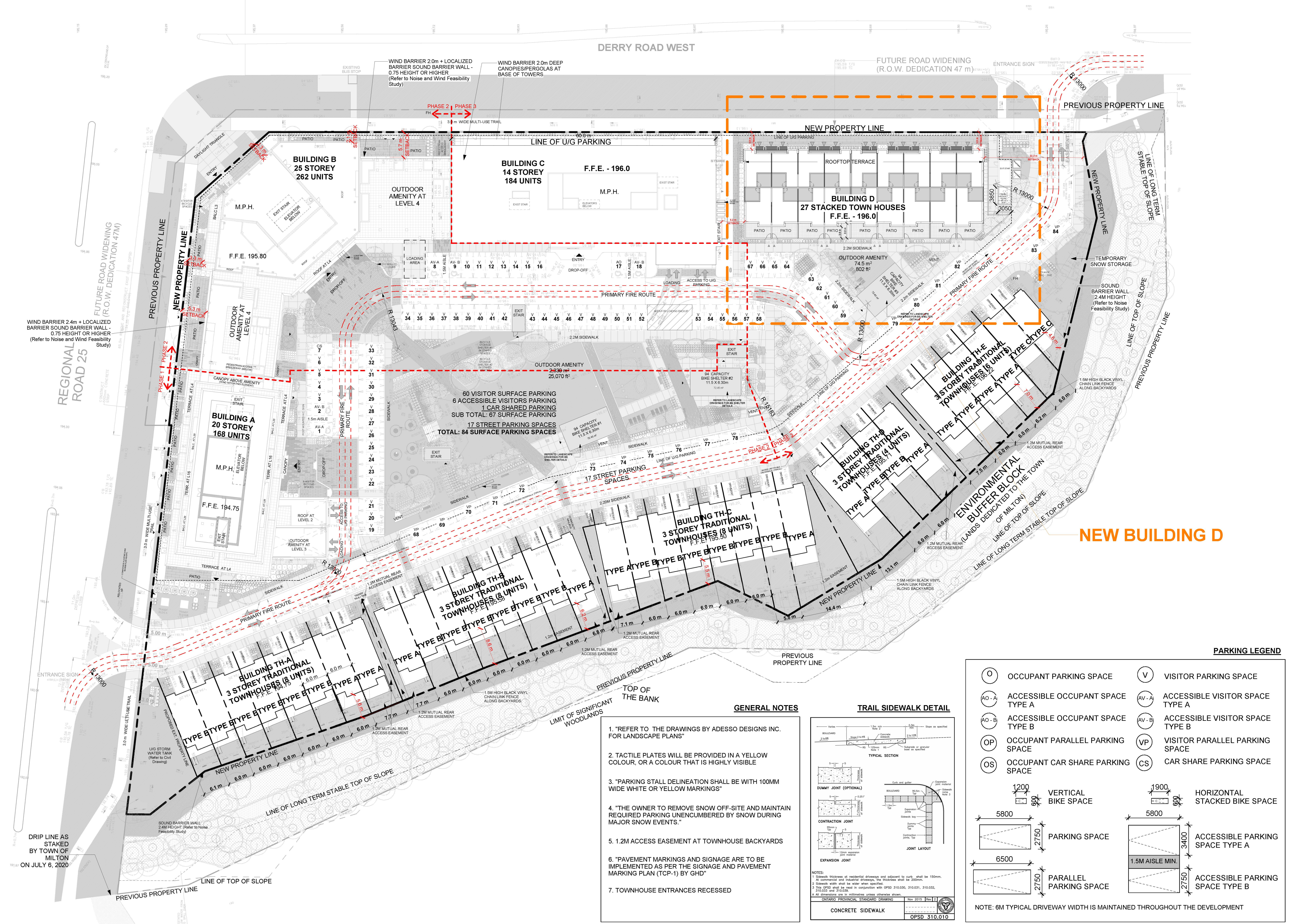
8010, 8020, 8030, 8110,  
8120, 8130, 8140 & 8150  
Derry Road West

Connect Condo - Building D

Scale:  
As indicated  
NB  
MC  
21-011  
AUG 17, 2023  
Date:  
Drawing No.:

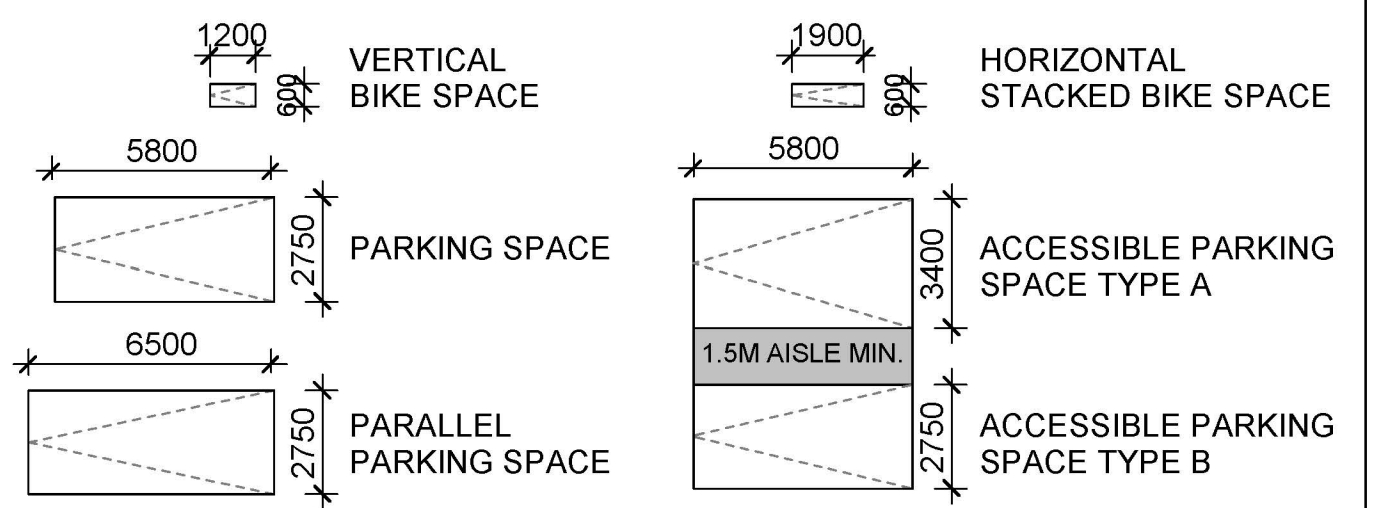


**dA1.2**



**PARKING LEGEND**

- O OCCUPANT PARKING SPACE
- AO-A ACCESSIBLE OCCUPANT SPACE TYPE A
- AO-B ACCESSIBLE OCCUPANT SPACE TYPE B
- OP OCCUPANT PARALLEL PARKING SPACE
- OS OCCUPANT CAR SHARE PARKING SPACE
- V VISITOR PARKING SPACE
- AV-A ACCESSIBLE VISITOR SPACE TYPE A
- AV-B ACCESSIBLE VISITOR SPACE TYPE B
- VP VISITOR PARALLEL PARKING SPACE
- CS CAR SHARE PARKING SPACE

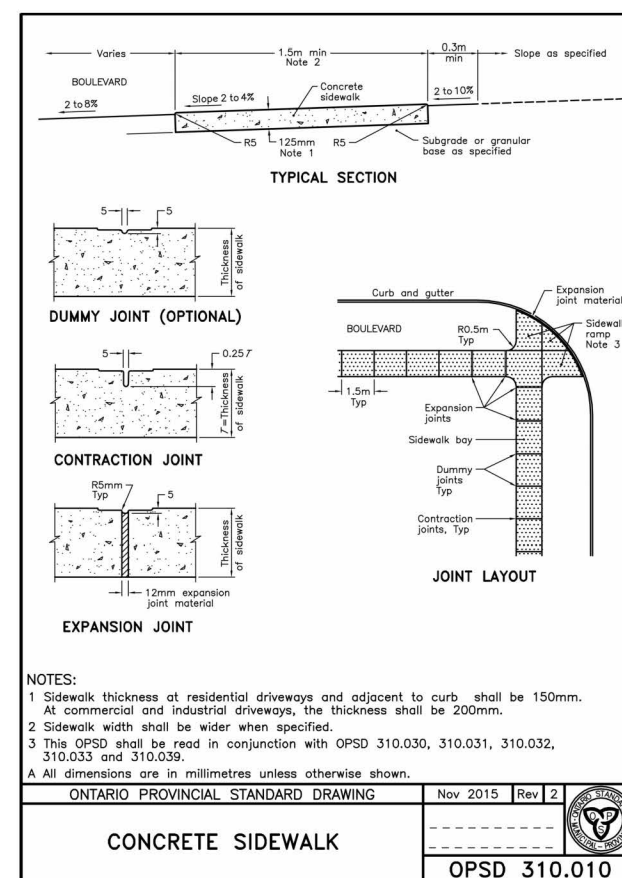


NOTE: 6M TYPICAL DRIVEWAY WIDTH IS MAINTAINED THROUGHOUT THE DEVELOPMENT

**GENERAL NOTES**

- "REFER TO THE DRAWINGS BY ADESSO DESIGNS INC. FOR LANDSCAPE PLANS"
- TACTILE PLATES WILL BE PROVIDED IN A YELLOW COLOUR, OR A COLOUR THAT IS HIGHLY VISIBLE
- "PARKING STALL DELINEATION SHALL BE WITH 100MM WIDE WHITE OR YELLOW MARKINGS"
- "THE OWNER TO REMOVE SNOW OFF-SITE AND MAINTAIN REQUIRED PARKING UNENCUMBERED BY SNOW DURING MAJOR SNOW EVENTS."
- 1.2M ACCESS EASEMENT AT TOWNHOUSE BACKYARDS
- "PAVEMENT MARKINGS AND SIGNAGE ARE TO BE IMPLEMENTED AS PER THE SIGNAGE AND PAVEMENT MARKING PLAN (TCP-1) BY GHD"
- TOWNHOUSE ENTRANCES RECESSED

**TRAIL SIDEWALK DETAIL**



**SITE PLAN**  
Scale: 1 : 400

**1**  
dA1.2





8010, 8020, 8030, 8110, 8120, 8130, 8140 & 8150 DERRY ROAD WEST  
MILTON , ONTARIO  
BUILDING - D  
PROPOSED STACKED TOWNHOUSE DEVELOPMENT  
OFFICIAL PLAN AMENDMENT & ZONING BY-LAW AMENDMENT  
APPLICATION

Contractor Must Check And Verify All Dimensions On The Job.  
Do Not Scale The Drawings.  
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This Drawing Is Not To Be Used For Construction Until Signed By The Architect.  
Date:

**KIRKOR**  
ARCHITECTS AND PLANNERS  
20 De Boers Drive Suite 400  
Toronto, ON M3J 0H1

No.: Revision: Date:

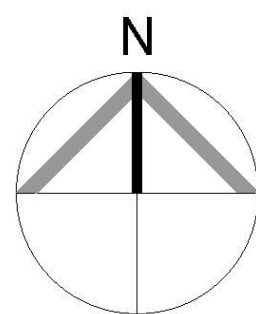
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|----|----------------------------|---------------|
| 15 | LOPA & ZBA SUB #2 - BLDG D | AUG 17, 2023  |
| 14 | LOPA & ZBA SUB - BLDG D    | MAY 03, 2023  |
| 13 | SPA RESUB #10 - BLDG B     | DEC 12, 2022  |
| 12 | SPA RESUB #9 - BLDG B      | OCT 18, 2022  |
| 11 | SPA RESUB #8 - BLDG B      | JUNE 21, 2022 |
| 10 | SPA RESUBMISSION #7        | SEPT 10, 2021 |
| 09 | SPA RESUBMISSION #6        | JULY 8, 2021  |
| 08 | SPA RESUBMISSION #5        | APR. 15, 2021 |
| 07 | SPA RESUBMISSION #4        | NOV. 20, 2020 |
| 06 | SPA RESUBMISSION #3        | AUG. 20, 2020 |
| 05 | SPA RESUBMISSION #2        | JAN. 17, 2020 |
| 04 | SPA SUBMISSION             | AUG. 9, 2019  |
| 03 | LOPA & ZBA RE-SUBMISSION   | DEC 19, 2018  |
| 02 | LOPA & ZBA RE-SUBMISSION   | JULY 24, 2018 |
| 01 | LOPA & ZBA SUBMISSION      | OCT 2, 2017   |

No: Issued For: Date:

Drawing Title:  
**Cover Sheet**

Project:  
**Lindvest**  
**8010, 8020, 8030, 8110,**  
**8120, 8130, 8140 & 8150**  
**Derry Road West**

Connectt Condo - Building D  
Scale:



Drawn by:  
NB  
Checked by:  
MC  
Project No.:  
21-011  
Date:  
AUG 17, 2023  
Drawing No.:

**dA0.0**





ENLARGED FRONT PERSPECTIVE AT DERRY ROAD 1  
NTS dA6.2



FRONT PERSPECTIVE AT DERRY ROAD 2  
NTS dA6.2



WEST SIDE CORNER VIEW 3  
NTS dA6.2



REAR PERSPECTIVE AT INTERIOR COURTYARD 4  
NTS dA6.2

Contractor Must Check And Verify All Dimensions On The Job.  
Do Not Scale The Drawings.  
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This Drawing Is Not To Be Used For Construction Until Signed By The Architect.  
Date:

**KIRKOR**  
ARCHITECTS AND PLANNERS  
20 De Boers Drive Suite 400  
Toronto, ON M3J 0H1

No.: Revision: Date:

|    |                            |               |
|----|----------------------------|---------------|
| 15 | LOPA & ZBA SUB #2 - BLDG D | AUG 17, 2023  |
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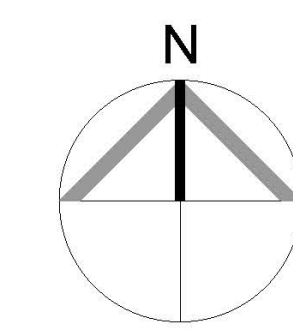
No.: Issued For: Date:

Drawing Title:  
**PERSPECTIVE VIEWS**

Project:  
Lindvest  
8010, 8020, 8030, 8110,  
8120, 8130, 8140 & 8150  
Derry Road West

Connectt Condo - Building D  
Scale:

Author  
MC  
21-011  
AUG 17, 2023  
Date:  
Drawing No.:



**dA6.2**

Figure 3 - Renderings - Page 2



## THE CORPORATION OF THE TOWN OF MILTON

### BY-LAW XXX-2024

BEING A BY-LAW TO ADOPT AN AMENDMENT TO THE TOWN OF MILTON OFFICIAL PLAN PURSUANT TO SECTIONS 17 AND 21 OF THE *PLANNING ACT* IN RESPECT OF THE LANDS KNOWN MUNICIPALLY AS 8010-8150 DERRY ROAD WEST AND LEGALLY DESCRIBED AS PART OF LOT 10, CONCESSION 3, FORMER GEOGRAPHIC TOWNSHIP OF TRAFALGAR, TOWN OF MILTON, REGIONAL MUNICIPALITY OF HALTON (MILTERON DEVELOPMENTS LTD.) – FILE: LOPA-02/23

**The** Council of the Corporation of the Town of Milton, in accordance with the provisions of Sections 17 and 21 of the *Planning Act* R. S. O. 1990, c. P.13, as amended, hereby enacts as follows:

1. Amendment No. 81 to the Official Plan of the Town of Milton, to amend Policy 4.11.3 and Schedule I1 of the Town of Milton Official Plan to permit the development of three high-rise residential buildings with heights of 25, 20 and 14 storeys, a 3-storey multiple dwelling building and five 3-storey townhouse buildings with a maximum density of 295 units per hectare, at lands known municipally as 8010-8150 Derry Road West and legally described as Part of Lot 10, Concession 3 (Trafalgar), Town of Milton, consisting of the attached maps and explanatory text, is hereby adopted.
2. Pursuant to Subsection 17(27) of the *Planning Act*, R.S.O. 1990, c. P. 13, as amended, this Official Plan Amendment comes into effect the day after the last day for filing a notice of appeal, if no appeal is filed pursuant to Subsections 17 (24) and (25). Where one or more appeals have been filed under Subsection 17 (24) or (25) of the said Act, as amended, this Official Plan Amendment comes into effect when all such appeals have been withdrawn or finally disposed of in accordance with the direction of the Ontario Land Tribunal.
3. In the event that the Regional Municipality of Halton, being the Approval Authority, has declared this Official Plan Amendment to not be exempt, the Clerk is hereby authorized and directed to make application to the Approval Authority for approval of the aforementioned Amendment Number No. XX to the Official Plan of the Town of Milton.

**PASSED IN OPEN COUNCIL ON [DATE]**

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

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

**AMENDMENT NUMBER 81**

**TO THE OFFICIAL PLAN OF THE TOWN OF MILTON**

**PART 1 THE PREAMBLE, does not constitute part of this Amendment**

**PART 2 THE AMENDMENT, consisting of the following text constitutes  
Amendment No. 81 to the Official Plan of the Town of Milton**

## **PART 1: THE PREAMBLE**

### **THE TITLE**

This amendment, being an amendment to the Official Plan of the Town of Milton shall be known as:

Amendment No. 81  
To the Official Plan of the Town of Milton  
8010-8150 Derry Road West  
Part of Lot 10, Concession 3  
(File: LOPA 02/23)

### **PURPOSE OF THE AMENDMENT**

The purpose of this amendment is to amend Specific Policy Area No. 36 to the lands located at the southeast corner of Regional Road 25 and Derry Road to increase the maximum density to 295 units per hectare.

### **LOCATION OF THE AMENDMENT**

The subject property is located on the southeast corner of Regional Road 25 and Derry Road and is approximately 2.29 hectares in size. The lands are legally described as Part of Lot 10, Concession 10, Town of Milton, and municipally known as 8010-8150 Derry Road West.

### **BASIS OF THE AMENDMENT**

The proposal would amend site specific policy 36 to increase the maximum density on site to 295 units per hectare to permit the three apartment buildings, one multiple dwelling building and five townhouse buildings totaling 675 residential units. The development proposes a maximum height of 25 storeys with a net residential density of up to 295 units per hectare.

- a) The subject application proposes intensification that is consistent with the Provincial Policy Statement and Provincial Growth Plan. The Provincial policies contained in the PPS and the Growth Plan actively promote and encourage compact urban form, intensification, optimization of the use of existing land base and infrastructure, and development which will take better advantage of existing public transit.
- b) The proposal contributes in building a complete community that is compact and creates a mixed-use, transit supportive and pedestrian-friendly area where residents could live, work and shop.
- c) The proposal represents intensification that would make a positive contribution to meeting the Town's growth targets in accordance with Town, Regional and Provincial planning policy.
- d) The proposed development is compatible with surrounding land uses and an appropriate form of residential intensification.



Official Plan Amendment No. 31 brought the Town's Official Plan into conformity with Provincial and Regional growth and intensification policies, including those for the Urban Growth Centre and is deemed to be consistent with the Regional Official Plan.

## **PART 2: THE AMENDMENT**

All of this document, entitled Part 2: THE AMENDMENT consisting of the following text constitutes Amendment No. 81 to the Town of Milton Official Plan.

### **DETAILS OF THE AMENDMENT**

The Town of Milton Official Plan is hereby amended by Official Plan Amendment No. 81, pursuant to Sections 17 and 21 of the Planning Act, as amended, as follows:

#### **1.0 Text Change**

- 1.1 THAT section 4.11 Special Policy Area 36 of the Town of Milton Official Plan is hereby amended by increasing the maximum residential density, which shall read as follows:

“4.11.3.36 Notwithstanding Section 3.6 (Secondary Mixed Use Nodes) and C.6.5.5 (Bristol Survey Secondary Plan Secondary Mixed Use Node), the lands identified as Specific Policy Area No. 36 on Schedule I1 of this Plan, being the lands – legally known as Part of Lot 10, Concession 3 (NS Trafalgar) may be developed to provide three high-rise residential buildings with heights of 25, 20 and 14 storeys, a 3-storey multiple dwelling building and five 3-storey townhouse buildings, with a maximum density of 295 units per hectare.

End of text

## 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 10, CONCESSION 3 FORMER GEOGRAPHIC TOWNSHIP OF TRAFALGAR, TOWN OF MILTON, REGIONAL MUNICIPALITY OF HALTON (MILTERON DEVELOPMENTS LIMITED – FILE: Z-07/223

**WHEREAS** the Council of the Corporation of the Town of Milton deems it appropriate to amend Comprehensive Zoning By-law 016-2014, as amended;

AND WHEREAS the Town of Milton Official Plan will provide for the lands affected by this By-law to be zoned as set forth in this By-law upon the approval of Official Plan Amendment Number 81;

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

1. THAT Schedule A to Comprehensive Zoning By-law 016-2014, as amended, is hereby further amended by changing the existing site specific Residential High Density (RHD\*261) to a site specific Residential High Density with a Holding Provision (RHD\*261-H81) zone.
2. **THAT** Section 13.1.1.261 of Comprehensive Zoning By-law 016-2014, as amended, is hereby further amended to read as follows:
  - a. Notwithstanding Section 5.8.2, Table E, the minimum off-street parking requirements for apartment buildings shall be
    - i) 1.0 spaces per dwelling unit
    - ii) 0.2 visitor spaces per dwelling unit
  - b. Notwithstanding Section 5.8.2, Table E, the minimum off-street parking requirements for stacked townhouse buildings shall be:
    - i) 1.0 spaces per dwelling unit
    - ii) 0.2 visitor spaces per dwelling unit
  - c. Notwithstanding Section 4.2.1, Table 4A, individual accessory structures shall not exceed 73 square metres with a maximum combined Gross Floor Area of 270 square metres.
3. THAT Section 13.2 of By-law 016-2014, as amended, is hereby further amended by adding Section 13.2.1.128 to read as follows:

For lands with Holding Provision H81, the H81 Holding Provision shall apply and shall not be removed until:

- a) Regional Servicing Allocation has been secured to the satisfaction of the Region of Halton. This holding provision applies only to the 27-unit stacked townhouse building, shown as Building “D” on Schedule B to this By-law.
- b) The owner shall provide a letter of update to confirm no potentially contaminating activities have occurred on site since the previous investigations and to confirm the site remains suitable for the intended use, in accordance with O. Reg. 153/04 and the Region's Protocol for Reviewing Development Applications with Respect to Contaminated or Potentially Contaminated Sites.

The Qualified Person (QP) responsible for the environmental documentation shall affix their professional seal on the report. Additionally, the QP shall provide a letter of reliance, using Halton Region's Reliance Letter template, indicating liability insurance coverage of no less than \$2,000,000.

- 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 [DATE]**

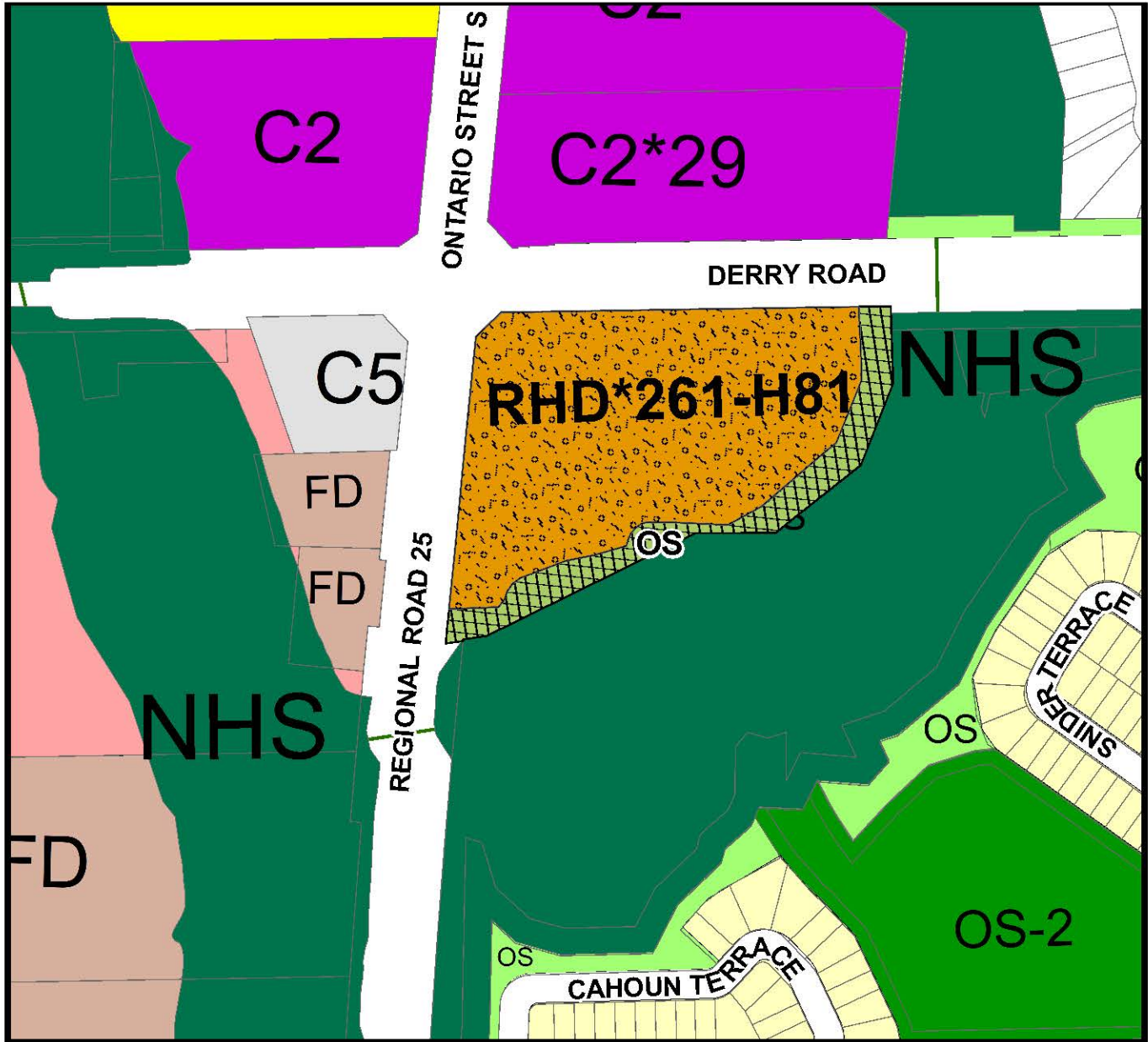
\_\_\_\_\_  
Gordon A. Krantz

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



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

PART OF LOT 10, CONCESSIONS 3 NS  
*Town of Milton*



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

-  RHD\*261-H81 - Residential High Density Zone
-  Special OS - Open Space Zone

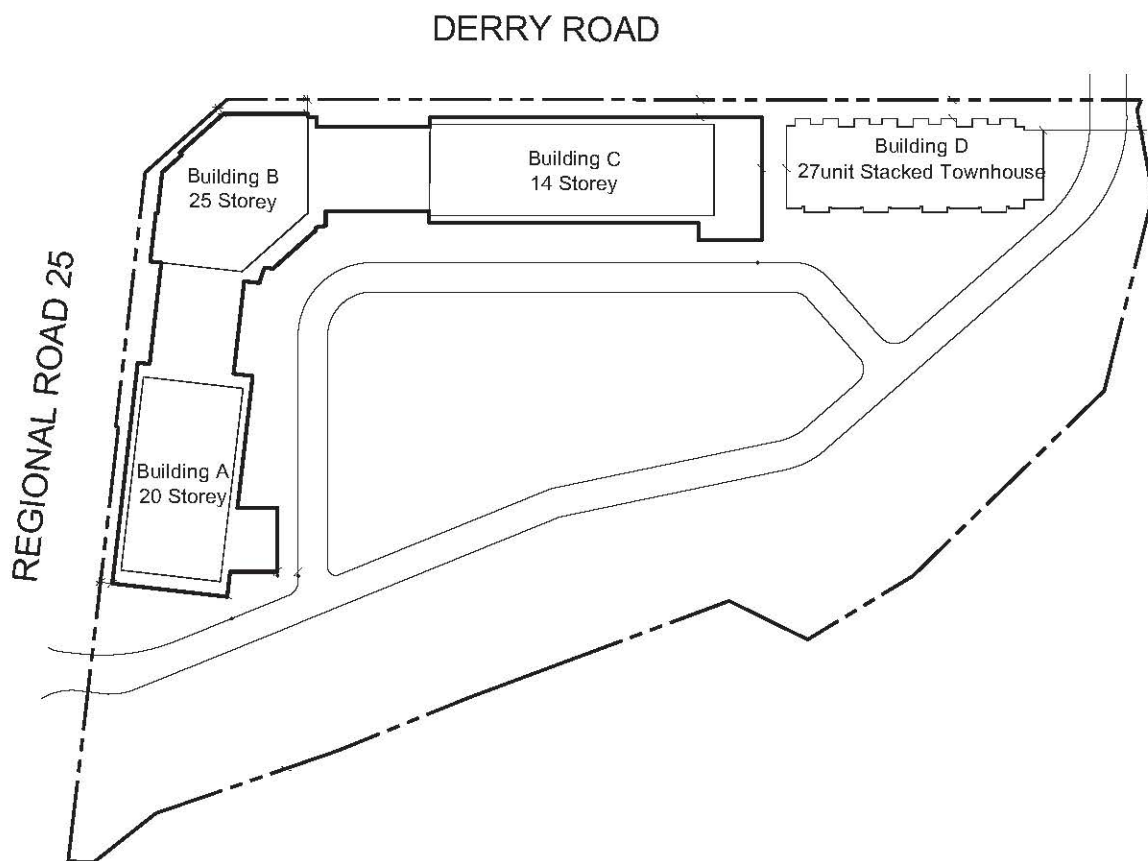


MAYOR - Gordon A. Krantz

TOWN CLERK - Meaghen Reid

SCHEDULE B  
TO BY-LAW No. \_\_\_\_-2024  
TOWN OF MILTON

PART OF LOT 10  
CONCESSION 3, NEW SURVEY (TRAFALGAR)  
TOWN OF MILTON



THIS IS SCHEDULE B  
TO BY-LAW \_\_\_\_-2024 PASSED  
THIS \_\_\_\_ DAY OF \_\_\_\_ 2024.

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

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



# The Corporation of the Town of Milton

---

Report To: Council

From: Jill Hogan, Commissioner, Development Services

Date: April 15, 2024

Report No: DS-023-24

Subject: Update to the Land Conveyance for Park or Other Public Recreational Purposes By-law 055-2022

Recommendation: **THAT the updated Land Conveyance for Park or Other Public Recreational Purposes By-law attached in Appendix A be approved.**

## EXECUTIVE SUMMARY

This report presents an updated Land Conveyance for Park or Other Public Recreational Purposes By-law for Council consideration. The By-law updates include:

- Responding to the updated Planning Act provisions pertaining to land conveyance and payment in lieu of land conveyance that were introduced through Bill 23, the More Homes Built Faster Act, 2022;
- Providing a credit towards satisfying the applicable land conveyance and/or payment in lieu of land conveyance requirement for a development that provides a privately owned public space, specifically within the Downtown Milton GO Major Transit Station Area (Downtown MTSA) and such other area as may be defined in the By-law;
- Providing opportunity for off-site land conveyance within the Downtown MTSA; and
- Providing flexibility for the Town to consider and obtain a combination of land conveyance and payment in lieu of land conveyance.

## REPORT

### Background

The Ontario Planning Act permits a local municipal council to enact a by-law requiring that land be conveyed, or payment in lieu be made, to the municipality for park or other recreational purposes. Town of Milton By-law 055-2022, which came into effect September 18, 2022, establishes these requirements.

On November 28, 2022, the Province's Bill 23 received royal assent. Bill 23 amended and introduced a number of changes to the Planning Act regarding land conveyance for park or other public recreational purposes and the payment in lieu thereof. Some of the Bill 23

## Background

changes to the Planning Act have come into effect, while some others have not yet come into effect.

## Discussion

### Planning Act Conformity

The By-law attached as Appendix A updates the Town's Land Conveyance for Park or Other Public Recreational Purposes By-law 055-2022 to align with the updated Planning Act, including:

- Definitions for “additional dwelling unit” and “net dwelling unit”;
- Exempting additional dwelling units and non-profit housing development from land conveyance and/or payment in lieu of land conveyance requirements;
- Changing the residential alternative rate for land conveyance to 1 hectare for each 600 net dwelling units, with a cap of:
  - 10% of the land in the case of land proposed for development that is five (5) hectares or less in area; and
  - 15% of the land in the case of land proposed for development that is greater than five (5) hectares in area;
- Changing the residential alternative rate for payment in lieu of land conveyance to 1 hectare for each 1,000 net dwelling units, with a cap of:
  - 10% of the value of the land in the case of land for development that is five (5) hectares or less in area; and
  - 15% of the value of the land in the case of land for development that is greater than five (5) hectares in area.

The updates listed above reflect the Bill 23 changes to the Planning Act pertaining to land conveyance and payment in lieu that have come into effect. These changes significantly decrease the amount of land conveyance or payment in lieu the Town is now able to obtain. The amounts that previously could have been obtained through the residential alternative rates for land conveyance (was previously 1 hectare per 300 dwelling units) and for payment in lieu (was previously 1 hectare per 500 dwelling units) have been reduced by half through Bill 23. The caps on the percentage of land or value of land for the residential alternative rate further reduce the amount of land or payment the Town can obtain for higher density developments.

When planning new community areas, Staff are aware of the importance attached to parks as a critical component of complete communities. Through the secondary and tertiary planning processes for greenfield secondary plan areas, staff will continue to seek to identify



## Discussion

and secure a reasonable distribution of parkland with consideration for the needs outlined in the Town's Parkland Provision Standard, as presented through COMS-002-21.

### **Land Conveyance Credit for Privately Owned Public Spaces**

Staff is not recommending inclusion of the Bill 23 changes to the Planning Act that have not yet come into effect in this update to the By-law, with the exception of providing a land conveyance credit for privately owned public spaces proposed within the Downtown Milton GO Major Transit Station Area (Downtown MTSA).

Privately owned public spaces (POPS) are publically accessible open spaces that are privately owned and maintained. These spaces complement public parks and integrate into the overall parkland system, but are separate from the Town's core park types. An agreement with the owner and an easement registered on the title of the property will be required to ensure that the POPS will remain open and accessible for public use in perpetuity.

In February 2022, the Town adopted Official Plan and Zoning By-law amendments for the Downtown MTSA area to implement the recommendations of the Major Transit Station Area and Mobility Hub Study (May 2020) and enable the creation of a transit supportive and complete community. As a result of that work, there are currently a number of active development applications within the Downtown MTSA.

Due to land constraints that are typical when an area transitions into a high density community, the MTSA and Mobility Hub Study noted that the majority of open spaces within the Downtown MTSA will be POPS. These POPS will provide safe, attractive and lively public spaces for residents and visitors within the Downtown MTSA, and will complement Town owned public parks such as Lions Sports Park.

Some applicants within the Downtown MTSA currently undergoing the development review process, in collaboration with Town Staff, have identified potential POPS. To incentivize and account for the contribution of these POPS to the provision of parks and open space within the Downtown MTSA where there is limited opportunity for new parkland, Staff is recommending a credit be provided towards satisfying the applicable land conveyance or, in most cases within the Downtown MTSA, payment in lieu of land conveyance requirement for a development.

In consideration that the Town will not own nor have full control over the land and that the land has minimal programmable potential, it is recommended that a credit of up to 100% of the value of the POPS to a maximum of 25% of the overall land conveyance requirement be provided. The development providing the POPS will still be required to provide at least 75% of the payment in lieu of land conveyance required, which will be used to support investment in park or other public recreational initiatives both within and external to the Downtown MTSA.

To be eligible for the credit, the landowner shall be required to enter into an agreement with the Town providing that the POPS:

## Discussion

- a) is a minimum size of 400 square metres;
- b) is designed, developed and maintained to standards established by the Town;
- c) is adjacent to a municipal right-of-way;
- d) is open and accessible to the public at all times in perpetuity; and
- e) meets any further applicable criteria referred to in the Town's Official Plan or as stipulated through the development approval process.

One of the changes introduced through Bill 23 that is not yet in effect is regarding the ability and process for development applicants to identify encumbered lands (i.e., POPS, Strata parks, etc.) to satisfy the requirements for land conveyance and/or payment in lieu under the Planning Act. Should these provisions come into effect, Staff will review and update By-law 055-2022 to align with the Planning Act and provincial guidance. In the interim, Staff is recommending a land conveyance credit for POPS as noted above.

### Additional Provisions for Flexibility

In addition to the updates to By-law 055-2022 described above, Staff is also recommending the following additional provisions to allow flexibility for the Town to consider and obtain parkland if an opportunity arises for:

- Off-site land conveyance within the Downtown MTSA, where both the proposed development and the proposed off-site land conveyance must be located within the Downtown MTSA; and
- A combination of land conveyance and payment in lieu of land conveyance.

The first provision would allow the flexibility for landowners to propose land conveyance on a different property from the one being developed if they own multiple properties within the Downtown MTSA. The second provision would apply Town-wide and allow the Town to consider taking a combination of land conveyance and payment in lieu where appropriate.

## Financial Impact

The changes enacted to the Planning Act through Bill 23 are anticipated to have a significant impact on the Town's ability to secure land for parks and other public recreation facilities needed to adequately service the growing community. As noted above, the alternative rates for both land conveyance and payment in lieu of land conveyance have been cut in half from their previous 1ha/300 units for conveyance and 1ha/500 units for payment in lieu to 1ha/600 units and 1ha/1,000 units, respectively. Land conveyance rates for higher density developments have been further reduced through the introduction of caps that equate to 10% of the land for smaller developments of five hectares or less and 15% for developments greater than five hectares.

The long-term financial impact of the legislative changes to land conveyance requirements is currently unknown as the calculations are heavily dependent upon individual developments (and their associated densities and land values), as well as the future secondary/tertiary planning processes. The greatest impact of the changes will be experienced in the higher density development areas, such as the Downtown MTSA where it is expected that most developments will benefit from the legislated cap. To provide some perspective on the magnitude of the changes, the following table illustrates the land conveyance or payment in lieu requirements for a sample high density development in the Downtown MTSA. The development consists of roughly 1,000 residential units on approximately 1.63 hectares with an estimated value per hectare of \$2.43 million (for illustration purposes only).

|                        | Planning Act<br>Before Bill 23 | Planning Act after Bill 23 |            | Parkland<br>Provision<br>Standard Need |
|------------------------|--------------------------------|----------------------------|------------|----------------------------------------|
|                        |                                | Without Cap                | With Cap   |                                        |
| <b>Land Conveyance</b> |                                |                            |            |                                        |
| Hectares               | 3.363                          | 1.682                      | 0.163      | 2.80                                   |
| Dollar Equivalent      | \$ 8,184,756                   | \$ 4,092,378               | \$ 396,000 | \$ 6,824,054                           |
| <b>Payment in Lieu</b> |                                |                            |            |                                        |
| Hectare Equivalent     | 2.018                          | 1.009                      | 0.163      | 2.80                                   |
| Dollars                | \$ 4,910,854                   | \$ 2,455,427               | \$ 396,000 | \$ 6,824,054                           |



## Financial Impact

Under Bill 23 with the legislated cap, the land conveyance/payment in lieu of land conveyance are reduced by 92-95% of the previous Planning Act permissions and will result in a shortfall of roughly 94% to the parkland provision standard of 1.75 hectares/1,000 population.

Through the secondary and tertiary planning processes, the Town will endeavor to secure appropriate land for parks in an effort to plan for and deliver complete communities. The full financial implications of the legislated changes to the Planning Act will be further evaluated through those ongoing planning processes as well as future fiscal impact analyses and the regular budgeting processes.

Respectfully submitted,

Jill Hogan  
Commissioner, Development Services

For questions, please contact: Wendy Chen

Phone: Ext. 2296

## Attachments

Appendix A: Updated Land Conveyance for Park or Other Public Recreational Purposes By-law (By-law XXX-2024)

Approved by CAO  
Andrew M. Siltala  
Chief Administrative Officer

## Recognition of Traditional Lands

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



## THE CORPORATION OF THE TOWN OF MILTON

### BY-LAW XXX-2024

BEING A BY-LAW TO AMEND BY-LAW 055-2022 FOR THE CONVEYANCE OF LAND TO THE TOWN FOR PARK AND OTHER PUBLIC RECREATIONAL PURPOSES, OR THE PAYMENT IN LIEU THEREOF.

**WHEREAS** pursuant to the provisions of Section 42 of the *Planning Act, R.S.O., 1990, c.P. 13*, as amended, the Council of a local municipality, as a condition of development or redevelopment of land, may, by by-law, require that land be conveyed to the municipality for park or other public recreational purposes;

**AND WHEREAS** Section 42 of the *Planning Act* further provides that a municipality may require a payment in lieu, of the land otherwise required to be conveyed;

**AND WHEREAS** the Town of Milton's Official Plan, as amended, provides for land conveyance requirements, as referred to in Section 42 of the *Planning Act*,

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

#### 1. DEFINITIONS

##### 1.1 In this By-law:

- a) **"additional dwelling unit"** means a self-contained and subordinate dwelling unit that is located in, or on the same lot as, a detached dwelling, semi-detached dwelling, semi-link dwelling, or townhouse dwelling.
- b) **"accessory"** means a use, building, or structure where the use, building, or structure is customarily incidental, subordinate in purpose or floor area or both, and exclusively devoted to a principal use, building or structure and located on the same lot therewith.
- c) **"agriculture or farm"** means a bona fide farming operation, including greenhouses used in connection with a bona fide farming operation which are not connected to Regional water services or wastewater services, sod farms and farms for the breeding and/or boarding of horses, and includes, but is not limited to, barns, silos and other accessory buildings to such agricultural development, but excludes in all circumstances any residential or commercial or retail component thereof.
- d) **"building"** means a structure consisting of any combination of walls, roof and floor, or a structural system serving the function thereof, including all associated works, fixtures and service systems.

- e) **"commercial development"** means development which is intended to be used for a non-residential use that is permitted within any commercial zone category contained within the Town's Zoning By-laws, as amended.
- f) **"Council"** means the Council of the Corporation of the Town of Milton.
- g) **"development"**, which includes redevelopment, means:
  - i. the construction, erection or placing of one or more buildings or structures on land; or
  - ii. the making of an addition or alteration to a building or structure that has the effect of increasing the size or usability thereof; or
  - iii. the laying out or establishment of sites for the location of three or more trailers as defined in subsection 164 (4) of the Municipal Act; or
  - iv. the laying out or establishment of sites used for the location of three or more mobile homes as defined in subsection 46(1) of the *Planning Act*; or
  - v. the laying out or establishment of sites for the construction, erection or location of three or more land lease community homes as defined in subsection 46(1) of the *Planning Act*.
- h) **"dwelling"** means a building containing one or more dwelling units.
- i) **"dwelling unit"** means either (1) any part of a building or structure used, designed, or intended to be used as a domestic establishment in which one or more persons may sleep and are provided with culinary and sanitary facilities for their exclusive use, or (2) in the case of a special care/special need dwelling, a room or suite of rooms used, or designed or intended for use, by one person with or without exclusive sanitary and/or culinary facilities, or more than one person if sanitary facilities are directly connected and exclusively accessible to more than one room or suite of rooms.
- j) **"industrial development"** means development which is intended to be used for a non-residential use that is permitted within any of the employment zone categories contained within the Town's Zoning By-laws, as amended.
- k) **"local board"** means a local board as defined in section 1 of the Municipal Act.
- l) **"mobile home"** means any dwelling that is designed to be made mobile, and constructed or manufactured to provide a permanent residence for

one or more persons, but does not include a travel trailer or tent trailer or trailer otherwise designed.

- m) **“net dwelling unit”** means the number of dwellings units on the land immediately before the proposed development subtracted from the number of residential units that will be on the land after the proposed development.
- n) **“privately owned public space”** means open space that is privately owned and maintained but is publicly accessible, complementing public parks and/or offering other public programming purposes, and is secured by an easement in favour of the Town.
- o) **“Region”** means the Regional Municipality of Halton.
- p) **“Town”** means The Corporation of the Town of Milton.

## 2.0 EXEMPTIONS

2.1 Unless otherwise specified, this By-law shall apply to all lands within the corporate limits of the Town.

2.2 Notwithstanding any other provisions of this By-law, no conveyance of land or payment in lieu thereof, shall be required under this By-law where the development is for the purposes of:

- a) additions to any existing commercial or industrial building that are less than 50% in gross floor area of the original building. If the gross floor area of an existing building is enlarged by greater than 50% of the original building, the amount of land required in respect of the enlargement is the amount of land that would otherwise be required multiplied by the portion of the addition that exceeds 50% of the original building;
- b) replacement of an existing commercial or industrial building on a lot or part of a lot, provided that the new building is no greater in gross floor area or volume than 150% of the original building and provided that the land use does not change;
- c) non-residential/residential interior/exterior alterations provided there is no increase to the gross floor area of the building;
- d) replacement dwellings provided there is no density increase and it is a one to one dwelling unit replacement;
- e) additional dwelling units;
- f) an enlargement to an existing dwelling unit;

- g) any land for which there is an in-force agreement in place that provides for the conveyance of land for park or other public recreational purposes or payment in lieu thereof, unless:
  - i. there is a change in the proposed residential development which would increase the density of the development from that contemplated in the agreement; or
  - ii. the lands or a portion thereof in the agreement originally proposed for development for an exempted use or commercial or industrial purposes are now proposed for development for other purposes; or
  - iii. the lands or a portion thereof in the agreement which were considered undevelopable or not proposed for development under the agreement become developable;
- h) any property to be developed by or on behalf of the Town, Region, Provincial government, Federal government, Milton Hydro, a publicly funded Board of Education, local board, or a public hospital receiving aid under the Public Hospitals Act;
- i) land vested in or leased to a post-secondary institution that receives regular and ongoing operating funds from the government for the purposes of post-secondary education and is exempt from development charges imposed under the Development Charges Act, 1997 or the Town's Development Charge By-Law, as amended;
- j) a non-profit housing development as defined in subsection 4.2 (1) of the Development Charges Act, 1997;
- k) any land, buildings, or structures used or to be used for the purposes of a place of worship or for the purposes of a cemetery or burial ground exempt from taxation under the Assessment Act;
- l) temporary uses of land, buildings or structures, as permitted through the Town's Zoning By-laws and/or pursuant to section 39 of the *Planning Act*;
- m) development creating or adding an accessory use, building or structure;
- n) any land on which non-residential, agriculture or farm buildings used or to be used for an active bona fide agriculture or farm purpose.

### 3.0 LAND CONVEYANCE

- 3.1 Prior to the issuance of a building permit, permitting the development of any land within the corporate limits of the Town, the owner shall convey land to the



Town, free of any encumbrances, for park or other public recreational purposes as follows:

- a) In the case of development for commercial or industrial purposes, 2% of the land proposed for development; and
  - b) in the case of development for any other type of land use, 5% of the land proposed for development;
  - c) Notwithstanding section 3.1 b) above, any residential development for which land conveyance at a rate of one (1) hectare for each 600 proposed net dwelling units would exceed the rate calculated in 3.1 b) above, shall provide land conveyance at the rate of one (1) hectare for each 600 net dwelling units proposed.
  - d) Notwithstanding section 3.1 c) above, any residential development to provide land conveyance at the rate of one (1) hectare for each 600 proposed net dwelling units shall not be required to convey greater than:
    - i. in the case of land proposed for development that is five (5) hectares or less in area, 10% of the land; and
    - ii. in the case of land proposed for development that is greater than five (5) hectares in area, 15% of the land.
- 3.2 The location and the configuration of land required to be conveyed pursuant to this By-law shall be at the discretion of the Town.
- 3.3 The Town may consider off-site land conveyance, subject to a determination of appropriate value, where both the development and the proposed off-site land conveyance are located within the area identified on Schedule A.
- 3.4 All survey, environmental audit or testing, and legal costs associated with the conveyance of lands pursuant to this By-law, and all costs of developing the lands to be conveyed to a base standard as required in the Town's Engineering and Parks Standards Manual, as amended, shall be at the expense of the owner.
- 3.5 Where an owner proposes that land be developed for any combination of commercial, industrial, residential, or other purposes, the respective rate for determining the amount of land to be conveyed shall be determined based on the proportion of the development to be used for commercial, industrial, residential and/or other purposes.

#### **4.0 PAYMENT IN LIEU OF LAND CONVEYANCE**

- 4.1 Where the Town requires the conveyance of land in accordance with the provisions of this By-law, the Town may, in lieu of accepting such conveyance,

require a payment by the owner to the value of the land otherwise required to be conveyed under this By-law as follows:

- a) In the case of development for commercial or industrial purposes, 2% of the value of the land proposed for development; and
  - b) in the case of development for any other type of land use, 5% of the value of the land proposed for development;
  - c) Notwithstanding section 4.1 b) above, any residential development for which payment in lieu at a rate of one (1) hectare for each 1,000 proposed net dwelling units would exceed the rate calculated in 4.1 b) above, shall provide a payment equal to the value of one (1) hectare of land for each 1,000 net dwelling units proposed.
  - d) Notwithstanding section 4.1 c) above, any residential development to provide payment in lieu at the rate of one (1) hectare for each 1,000 proposed net dwelling units shall not be required to pay greater than:
    - i. in the case of land proposed for development that is five (5) hectares or less in area, 10% of the value of the land; and
    - ii. in the case of land proposed for development that is greater than five (5) hectares in area, 15% of the value of the land.
- 4.2 Any required payment to be made to the Town under this By-law shall be made prior to the issuance of the first building permit in respect of the lands proposed to be developed. The first building permit would be the first above-grade building permit associated with the construction of the building(s), inclusive of conditional or partial permits.
- 4.3 For the purpose of determining the amount of any payment required under section 4.0 of this By-law, the value of the land shall be determined as of the day before the day the building permit is issued in respect of the development. Where more than one building permit is required for the development, the value of the land shall be determined as of the day before the day the first building permit is issued.
- 4.4 Where appropriate, a combination of land conveyance and payment in lieu of land conveyance may be considered at the Town's discretion. When a combination of land conveyance and payment in lieu of land conveyance is required and the alternative rate is applicable, the land conveyance requirement will be calculated first, followed by the payment in lieu of land conveyance.
- 4.5 Funds received by the Town under this By-law may be used by the Town for the acquisition of land to be used for park or other public recreational purposes in accordance with the requirements of the *Planning Act*.

4.6 Where an owner proposes that land be developed for any combination of commercial, industrial, residential or other purposes, the respective rate for determining the amount to be paid in lieu of conveyance of land shall be determined based on the proportion of the development to be used for commercial, industrial, residential and/or other purposes.

4.7 Payment in lieu of land conveyance shall be made by cash, debit, bank draft or certified cheque, or as otherwise approved at the sole discretion of the Town Treasurer.

## **5.0 LAND CONVEYANCE CREDIT**

5.1 Within the area identified on Schedule A, the Town may choose to accept a privately owned public space proposed through the development approval process towards satisfying the applicable land conveyance and/or payment in lieu of land conveyance requirement for a development. Consideration and provision of any land conveyance credit for a privately owned public space shall require the owner to enter into an agreement with the Town providing that the privately owned public space:

- a) is a minimum size of 400 square metres;
- b) is designed, developed and maintained to standards established by the Town;
- c) is adjacent to a municipal right-of-way;
- d) is open and accessible to the public at all times in perpetuity; and
- e) meets any further applicable criteria referred to in the Town's Official Plan or as stipulated through the development approval process.

5.2 Credit for a privately owned public space will be calculated at 100% of the value of the privately owned public space to a maximum of 25% of the overall land conveyance requirement for the development.

## **6.0 PRIOR CONVEYANCE OR PAYMENTS IN LIEU**

6.1 Where land has been previously conveyed or payment made to the Town in accordance with the provisions of Sections 42, 51.1 or 53 of the *Planning Act*, no further payment shall be required, unless:

- a) there is a change in the proposed development which would increase the density of the development; or
- b) land originally proposed for development for commercial or industrial purposes is now proposed for development for other purposes.

## **7.0 SEVERABILITY**

7.1 If, for any reason, any provision, section, subsection or paragraph of this By-law is held to be invalid, it is hereby declared to be the intention of Council that all of the remainder of this By-law shall continue in full force and effect until repealed, re-enacted or amended, in whole or in part or dealt with in any other way.

## 8.0 HEADINGS FOR REFERENCE ONLY

8.1 The headings inserted in this By-law are for convenience of reference only and shall not affect the construction or interpretation of this By-law.

## 9.0 EFFECTIVE DATE

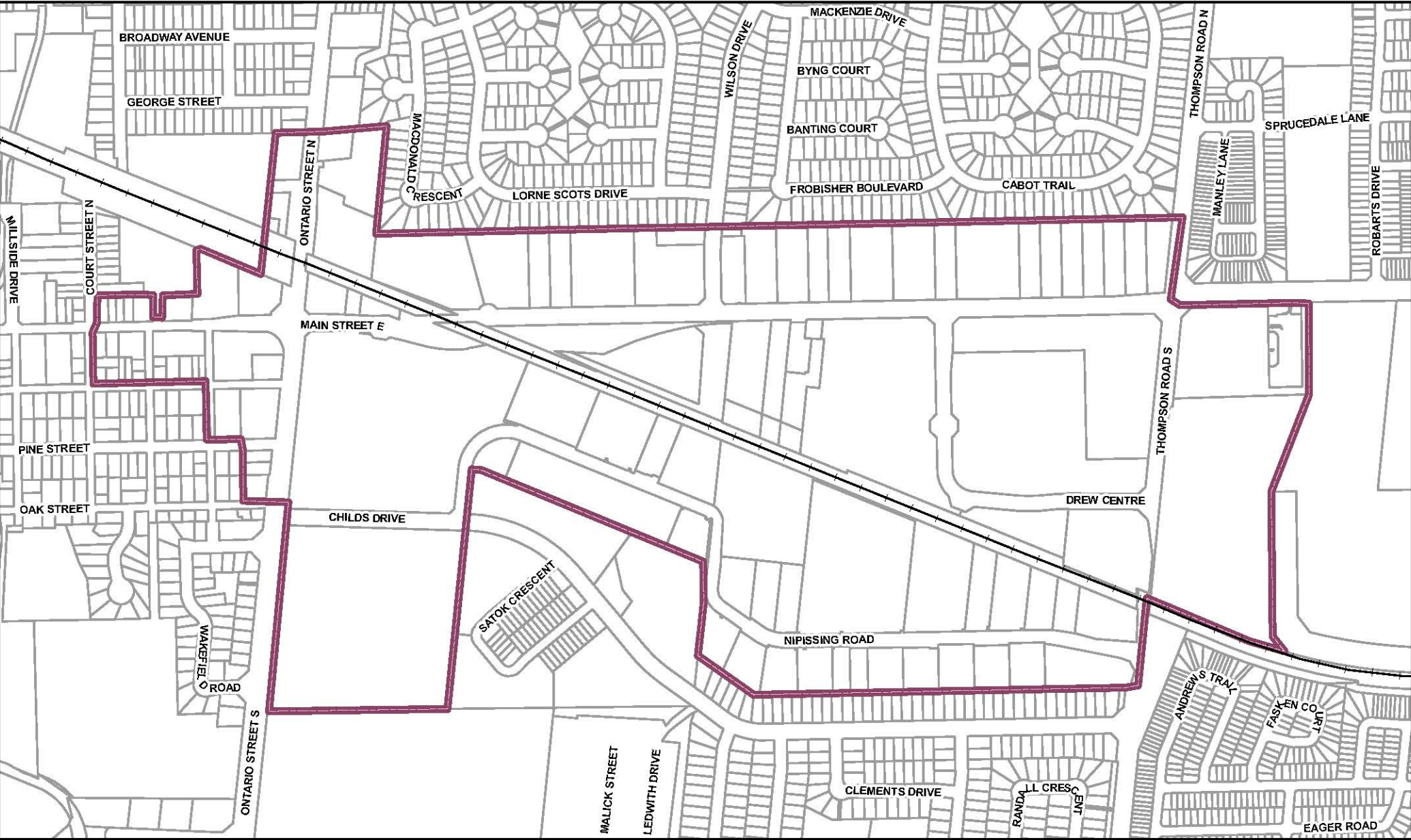
9.1 This By-law shall come into force and effect on XX, 2024.

PASSED IN OPEN COUNCIL ON .....2024.

\_\_\_\_\_  
Gordon A. Krantz (Mayor)

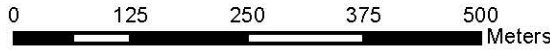
\_\_\_\_\_  
Meaghen Reid (Clerk)





Town of Milton  
By-law 0XX-2024  
Land Conveyance for Park or Other Public Recreational Purposes  
Date: 3/8/2024

# SCHEDULE A



 Downtown Milton GO MTSA



# The Corporation of the Town of Milton

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Report To: Council

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

Date: April 15, 2024

Report No: CORS-015-24

Subject: Housing Accelerator Fund Initiatives

Recommendation: **THAT Council approve the Financial Incentive for Rental and Affordable Housing program as outlined in Appendix A;**  
**AND THAT Council approve a new 2-year contract Affordable Housing Project Manager position to act as a dedicated staff resource for the implementation of a new Affordable Housing Strategy;**  
**AND THAT Council approve a new capital project, C90030224 Housing Accelerator Fund (HAF) Initiatives, in the amount of \$1,349,300 to be funded from the Housing Accelerator Fund Grant.**

## EXECUTIVE SUMMARY

- The Town's application to the Housing Accelerator Fund (HAF) was successful and the Town is eligible for HAF funding in the amount of \$22,418,300.
- The HAF funding is contingent upon the Town undertaking and completing the initiatives outlined in the Town's HAF application and as previously presented to Council through ES-011-23.
- This report seeks Council approval of the Financial Incentive for Rental and Affordable Housing program as outlined in Appendix A.
- This report also seeks Council approval for a two-year contract Affordable Housing Project Manager to act as a dedicated staff resource for the implementation of a new Affordable Housing Strategy.

## REPORT

### Background

To address the housing shortage, the Government of Canada introduced a housing accelerator fund (HAF) in the 2022 Federal Budget that is intended to create more supply of housing at an accelerated pace and enhance certainty in the approvals and building process. The Town of Milton applied to receive funding under HAF, and in support of the application, included a proposed action plan that identified action items, initiatives and targets that the Town is willing to consider as part of the application process. Details of the Town's application and specific action plan were previously presented to Council through ES-008-23 and ES-011-23.

The Town's application to HAF was successful, contingent upon the execution of the proposed action plan and achievement of growth targets, and the Town is eligible for HAF funding in the amount of \$22,418,300, payable in four equal annual installments. Funding under the program will be administered by the Canadian Mortgage and Housing Corporation (CMHC).

The five additional initiatives that were included in the Town's HAF application, as requested by the Minister, were:

1. Permitting four units as-of-right town-wide;
2. Permitting four storeys as-of-right within 800 metres walking distance of Milton Transit lines;
3. Designate dedicated staff to implement an affordable housing strategy, which should involve liaising with non-market housing providers and other levels of government, guiding projects through the development and permitting process, and identifying lands for affordable non-market housing;
4. Delegate decision-making power for minor re-zonings, as well as approvals for affordable and modular housing, to Town staff;
5. Create incentives to encourage the development of purpose-build rentals and non-market housing.

This report provides additional details to Council and seeks Council approval for the implementation of initiatives related to Financial Incentives for Rental and Affordable Housing and the dedicated staff for an Affordable Housing Strategy. A separate staff report, DS-026-24, has been prepared to address the four storeys as-of-right within 800 metres

## Background

walking distance of Milton Transit lines. Additional council approvals will continue to be sought in relation to the other initiatives as the programs are more fully defined.

## Discussion

### Financial Incentive for Rental and Affordable Housing Program

The Financial Incentive for Rental and Affordable Housing Program has been designed to address one of the initiatives outlined in the Town's HAF application and corresponding contribution agreement. The program has been structured to encourage and incentivize the creation of new rental housing developments and/or affordable residential units within the Town of Milton by providing a refund of applicable Building Permit Fees on qualifying developments. The program is available to developments meeting the following definitions:

**"affordable residential unit"** means a residential unit that meets the definition of an "affordable residential unit" as defined in the *Development Charges Act, 1997*.

**"rental housing development"** means development of a building or structure with four or more residential units all of which are intended for use as a rented residential premises.

For applications meeting one of these definitions, the Town will provide a rebate of the applicable Building Permit Fees up to a maximum of \$2,500 per unit. Qualifying developments will be required to enter into an agreement confirming the intent of the development and a commitment to retain the developments eligibility for a minimum of five years from the date an occupancy permit is granted. Should a development change so that it would no longer be eligible for the program, the amount of the reduction in fees would be immediately payable to the Town.

It is recommended this program be implemented immediately following approval of this report and be valid and applicable for all building permits issued following Council approval of the Program until March 31, 2026. In the HAF application process it is estimated that this program could incentivize up to 400 units at a total cost of \$1,000,000, to be funded from the HAF funding.

### Dedication Staff Resource for Affordable Housing Strategy

Reporting to the Director of Planning Policy and Urban Design, the Affordable Housing Project Manager would be responsible for liaising with non-market housing providers and

## Discussion

other levels of government, guiding projects through the development and permitting process, and identifying lands for affordable non-market housing.

Key factors impacting housing affordability that fall, in part, within the municipal sphere of influence include: supporting an adequate supply of market and non-market housing; protecting the existing affordable housing supply; and, promoting housing choice and diversity.

The Affordable Housing Project Manager will co-ordinate the Town's affordable housing-related initiatives through the implementation of a new Affordable Housing Strategy. The Affordable Housing Strategy will reinforce the Town's strategic goals and objectives while also supporting and complementing other plans and programs across all levels of government administration.

An adequate supply of market and non-market housing relies on the private sector, not-for-profit organizations, co-operatives and the Region of Halton. The Affordable Housing Project Manager will support the efforts of these housing partners by establishing regular opportunities for open dialogue about housing needs, identifying and discussing challenges and opportunities to the creation of affordable housing, sharing information, and communicating council priorities and objectives.

Moreover, all levels of government, not-for-profit organizations, private developers and individuals all play a role in the creation of housing. As enablers of housing development, municipalities can support the creation and retention of affordable housing by ensuring that planning policies, regulations and incentive programs are aligned with affordable housing targets and objectives. The Affordable Housing Project Manager will actively ensure that Town policies, processes, and regulations work together to support and enable cost-effective and timely delivery of housing. The Project Manager will also help to leverage available resources and financial tools in a coordinated way to support affordable housing goals, while building the Town's corporate and community capacity and awareness of affordable housing needs.

It is recommended that an Affordable Housing Project Manager be appointed for a 2-year full time contract funded from proceeds of the HAF Contribution.



## Financial Impact

As noted above, the HAF Contribution Agreement will provide to the Town a total of \$22,418,300 in equal installments over the next four years to help support growth in housing and housing options within the community. This funding is conditional upon the Town's progress on the implementation and achievement of the Commitments identified in the Contribution Agreement which include:

- Completion of the initiatives; of which two are the subject of this report;
- Achievement of the Housing Supply Growth Target and Additional Targets; and
- Submission of a Housing Needs Assessment Report.

The initiatives identified in this report will require additional investment by the Town, at an estimated total of \$1,349,300. This amount is contingent on the amount of rental and affordable housing development that occurs during the period, and is inclusive of the budget for the staff position as well as related capital surcharge for the programs.

Investment in these initiatives will ensure that the Town remains in compliance with the requirements of the Contribution Agreement and are intended to help incentivize and support the development of rental and affordable housing within Milton.

Staff will continue to work through the other required program initiatives and will seek Council approval as necessary to ensure that the Town benefits from this additional funding. Future recommendations on the intended use of the remaining funds will be presented to Council as progress on the commitments is achieved.

Respectfully submitted,

Glen Cowan  
Chief Financial Officer / Treasurer

Jill Hogan  
Commissioner, Development Services



# The Corporation of the Town of Milton

Report #:  
CORS-015-24  
Page 6 of 6

For questions, please contact:

|                                                        |           |
|--------------------------------------------------------|-----------|
| Melanie Wallhouse                                      | Ext. 2314 |
| Manager, Development Finance<br>& Financial Consulting |           |
| David Twigg                                            | Ext. 2205 |
| Director, Policy Planning &<br>Urban Design            |           |

## Attachments

Appendix A: Financial Incentive for Rental and Affordable Housing Program

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

## **Financial Incentive for Rental and Affordable Housing Program**

**Purpose:** This program provides a financial incentive for the development, redevelopment, rehabilitation and/or adaptive reuse of buildings resulting in the creation of new rental housing development(s) and/or affordable residential units.

**Policy Statement:** The program has been developed as a requirement of Initiative 7 of the Approved Action Plan identified in the Housing Accelerated Fund Contribution Agreement between the Town of Milton and the Canada Mortgage Housing Corporation with the intention to remove systemic barriers to housing supply and boost supply in the Community. This Building Permit Rebate Program is designed to encourage and incentivize the creation of new rental housing developments and/or affordable residential units within the Town of Milton.

### **Definitions:**

**“affordable residential unit”** means a residential unit that meets the definition of an “affordable residential unit” as defined in the *Development Charges Act, 1997*.

**“rental housing development”** means development of a building or structure with four or more residential units all of which are intended for use as a rented residential premises.

### **Description:**

The Financial Incentive for Rental and Affordable Housing Program will provide a financial rebate of applicable Building Permit Fees for developments meeting the program requirements as follows:

| <b>Development Type</b>     | <b>Amount of Rebate<br/>(as a % of Town of Milton<br/>Building Permit Fee)</b> | <b>Maximum Rebate<br/>per Unit</b> |
|-----------------------------|--------------------------------------------------------------------------------|------------------------------------|
| Affordable Residential Unit | 100%                                                                           | \$2,500                            |
| Rental Housing Development  | 100%                                                                           | \$2,500                            |

Note: The grant is only applicable on the Town of Milton Building Permit Fees and does not apply to any portion of Development Charges payable. In no circumstance will the grant provided by this program exceed the total amount of building permit fees payable on the development.

Review and evaluation of an application under the Financial Incentive for Rental and Affordable Housing Program, along with a decision on approval, will be completed by Town staff. Any rebate in the building permit fees would be applied upon execution by the applicant of a rental housing development/affordable unit agreement and any fee rebate will be provided upon issuance of the associated building permit.



# The Corporation of the Town of Milton

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## **Specific Program Requirements:**

1. An application must be submitted to the Town at the time of building permit application to which the rebate of building permit fees will apply.
2. Such application shall include sufficient details and evidence of the development and proposed operations for Town staff to determine to its satisfaction, eligibility for the program.
3. Any outstanding obligations or requests to comply and/or other charges from the Town (including tax arrears) must be satisfactorily addressed prior to the rebate of building permit fees.
4. Town staff, officials, and/or agents of the Town may inspect any property that is the subject of an application for this financial incentive program offered by the Town.
5. If, within five years of receiving an occupancy permit, any part of a development which received benefit from this rebate program is changed so that it would no longer be eligible for the program, the amount of the reduction is immediately payable to the Town.
6. Where a building permit creates multiple new units, the per unit building permit fee will be calculated by dividing the total building permit fee by the number of residential units, regardless of the number of bedrooms or area of each unit.
7. The Applicant must enter into a rental housing development/affordable unit agreement confirming the development meets the requirements of this rebate program before a rebate will be provided.

## **Term of this Program:**

The program outlined herein will be valid and applicable for all building permits issued following Council approval of the Program until March 31, 2026.

## **Reporting**

Reporting of the Financial Incentive for Rental and Affordable Housing Program will be included with the capital variance statements and any reporting required under the Housing Accelerator Fund Contribution Agreement.

## **Funding**

The cost to the Town of the Financial Incentive for Rental and Affordable Housing Program will be funded from the monies received through the Housing Accelerator Fund Contribution Agreement and will be reported through the Town's capital project for Housing Accelerator Fund Initiatives.



# The Corporation of the Town of Milton

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Report To: Council

From: Jill Hogan, Commissioner, Development Services

Date: April 15, 2024

Report No: DS-026-24

Subject: Housing Accelerator Fund Initiative #1

**Recommendation:** THAT Council DIRECT Staff to assess, through the new Official Plan project, the potential to broaden the range of permitted housing types and generally allowing four storeys within 800 metres walking distance of higher order transit lines.

## EXECUTIVE SUMMARY

- This report seeks Council direction for the implementation of initiatives related to permitting four storeys as-of-right within 800 metres walking distance of Milton Transit lines.
- Currently, four storey buildings are permitted as of right in almost all residential and mixed use zones with the exception of Low Density Residential Zones.
- Staff recommend that the potential to generally allow a broad range of housing types and four storey buildings as of right be reviewed through the work on the New Official Plan.

## REPORT

### Background

At its meeting on November 13, 2023 Council endorsed five additional Housing Accelerator Fund initiatives as outlined in Staff report ES - 011 - 23. These five additional initiatives were as follows:

1. Permitting four units as-of-right town-wide;
2. Permitting four storeys as-of-right within 800 metres walking distance of Milton Transit lines;



## Background

3. Designate dedicated staff to implement an affordable housing strategy, which should involve liaising with non-market housing providers and other levels of government, guiding projects through the development and permitting process, and identifying lands for affordable non-market housing;
4. Delegate decision-making power for minor re-zonings, as well as approvals for affordable and modular housing, to Town staff;
5. Create incentives to encourage the development of purpose-build rentals and non-market housing.

This report seeks Council direction for the implementation of initiatives related to permitting four storeys as-of-right within 800 metres walking distance of Milton Transit lines. A separate Staff report, CORS-015-24, has been prepared to address Financial Incentives for Rental and Affordable Housing and the dedicated staff for an Affordable Housing Strategy. Additional council approvals will continue to be sought in relation to the other initiatives as the programs are more fully defined.

## Discussion

A four (4) storey building would be typically about 12 metres in height. In Milton, buildings of up to 12.5 metres or more in height are permitted as of right in almost all residential and mixed use zones. Low Density Residential Zones are the only residential zones within which a 4 storey building would not be permitted as of right.

The map attached to this report (Appendix A), shows the full extent of all Low Density Residential Zones within 800m of Milton Transit lines.

It should be noted that large swathes of the residential areas shown on the map are within Milton's mature neighbourhoods. In response to public concern about the character and future of the mature neighbourhoods, the Town undertook an extensive study of the elements that add to neighbourhood character with input from the community. On Oct. 19, 2020 Milton Council enacted Official Plan Amendment No. 60 (By-law No. 080-2020), updating policies to better manage development in mature neighbourhoods and character areas. Staff will continue to ensure that new development is in sympathy with and respects the character and residential amenity of these areas



## Discussion

Staff recommend that as part of the Town's New Official Plan project the land use permissions within Milton's residential areas be reviewed. While respecting the sensitivity of the mature neighbourhoods, the review will assess the potential to broaden the range of permitted housing types and generally allowing four storeys within 800m walking distance of higher order transit corridors. In addition, Staff will consider applying this principle throughout the Secondary Plans under preparation for new Community Areas.

## Financial Impact

[Click here to enter text.](#)

Respectfully submitted,

Jill Hogan  
Commissioner, Development Services

For questions, please contact: David Twigg

Phone: Ext. 2205

## Attachments

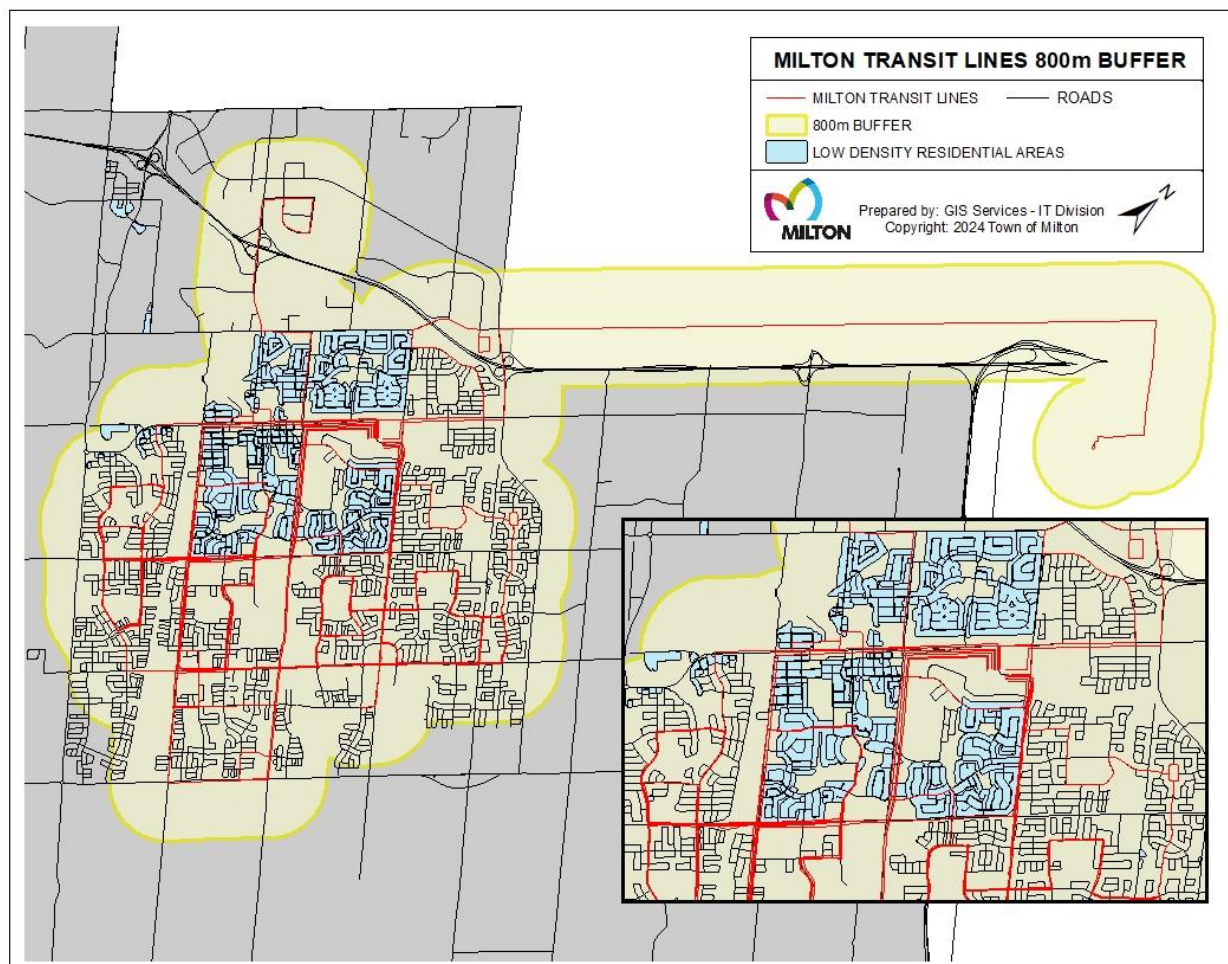
Appendix A - Low Density Residential Zones

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.

## Low Density Residential Zones within 800m of Milton Transit lines





# The Corporation of the Town of Milton

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Report To: Council

From: Glen Cowan, Chief Financial Officer / Treasurer

Date: April 15, 2024

Report No: CORS-017-24

Subject: Purchasing Various - April 2024

Recommendation: **THAT Council approve the budget amendments and related funding sources as outlined on Schedule A.**

**THAT the tender for the 2024 Expanded Asphalt Program be awarded to Cox Construction Limited in the total amount of \$1,645,849 (excl. HST) as outlined in Schedule B.**

**THAT the tender for the 2024 Asphalt Overlay Program be awarded to Associated Paving & Materials Ltd. in the total amount of \$4,193,274 (excl. HST) as outlined in Schedule C.**

**THAT the tender for the Reconstruction of Burnhamthorpe Road (Expanded Asphalt) be awarded to Four Seasons Site Development Ltd. in the total amount of \$1,082,466 (excl. HST) as outlined in Schedule D.**

**THAT the contract increase for Contract Administration of High Point Road Rehabilitation (Regional Road 25 to Parkhill Drive) to GM Blue Plan in the amount of \$20,400 (excl. HST) be approved as outlined on Schedule E.**

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

## EXECUTIVE SUMMARY

This report is being submitted to obtain Council's authorization on the item in the attached schedule. Requests are being made as per the guidelines outlined in the Purchasing By-law No. 061-2018.



## REPORT

### Background

Procurement of goods and services is governed by By-law No. 061-2018. Purchasing activity is undertaken in a manner that is intended to support the Town's mandate to provide effective, responsible government and efficiently deliver services to the residents of Milton.

### Discussion

Information pertaining to the recommended purchasing awards is included on the corresponding Schedules (A to E) attached.

Included within this report are tender awards for the 2024 Expanded Asphalt Program, the 2024 Asphalt Overlay Program and the Reconstruction of Burnhamthorpe Road (Expanded Asphalt). As shown in the schedules attached, in each case the low bid resulted in a favourable variance relative to the approved budget for the works.

Also, there is a contract increase for the contract administration of High Point Road Rehabilitation (Regional Road 25 to Parkhill Drive). The increase is for geotechnical services beyond the original scope of the project, as well as to reflect the final staging plan for the project.

### Financial Impact

Financial impacts are outlined in detail on the attached Schedules A through E, and result in an overall reduction in the capital program of \$3,160,956. These savings will result in funding transfers to the Town's Project Variance Account, Development Charge Reserve Fund and Federal Gas Tax Reserve Fund. They will also result in a reduction of \$521,292 in the Town of Oakville's share of the work on the boundary road, and a \$1,300,000 reduction in the amount of debt that will be required in relation to these projects.

Respectfully submitted,

Glen Cowan  
Chief Financial Officer / Treasurer





# The Corporation of the Town of Milton

Report #:  
CORS-017-24  
Page 3 of 3

For questions, please contact: Sharon Telfer, Manager,  
Purchasing and Supply Chain  
Management Phone: Ext. 2138  
Shirley Xie, Supervisor, Financial  
Reporting Phone: Ext. 2472

## Attachments

Schedule A – Reserve and Reserve Fund Transfers  
Schedule B – Tender award for the 2024 Expanded Asphalt Program  
Schedule C – Tender award for the 2024 Asphalt Overlay Program  
Schedule D – Tender award for the Reconstruction of Burnhamthorpe Road  
Schedule E – Contract increase for Contract Administration of High Point Road  
Rehabilitation (Regional Road 25 to Parkhill Drive)

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.

## Summary of Changes in Capital Project Budgets and Funding

| Schedule                                    | B                                             | C                                            | D                                       | Total Change in<br>Funding Sources<br>Increase / (Decrease) |
|---------------------------------------------|-----------------------------------------------|----------------------------------------------|-----------------------------------------|-------------------------------------------------------------|
| Project Number                              | C35012824                                     | C33900024                                    | C35013624                               |                                                             |
| Project Description                         | Expanded Asphalt<br>Program -<br>Construction | Asphalt Overlay<br>Program –<br>Construction | Burnhamthorpe<br>Road<br>Rehabilitation |                                                             |
| <b>Total Approved Project Budget</b>        | <b>\$ 3,406,924</b>                           | <b>\$ 6,692,416</b>                          | <b>\$ 2,606,072</b>                     |                                                             |
| Project Variance Account                    | (359,593)                                     |                                              | (521,292)                               | (880,885)                                                   |
| <b>Reserves and Reserve Funds:</b>          |                                               |                                              |                                         |                                                             |
| <b>Development Charges:</b>                 |                                               |                                              |                                         |                                                             |
| Roads DC                                    |                                               | (95,878)                                     |                                         | (95,878)                                                    |
| <b>External Funding Sources:</b>            |                                               |                                              |                                         |                                                             |
| Federal Gas Tax                             |                                               | (362,901)                                    |                                         | (362,901)                                                   |
| Recovery from Other Municipality            |                                               |                                              | (521,292)                               | (521,292)                                                   |
| Tax Supported Debt                          | (800,000)                                     | (500,000)                                    |                                         | (1,300,000)                                                 |
| <b>Total Increase/(Decrease) in Funding</b> | <b>(1,159,593)</b>                            | <b>(958,779)</b>                             | <b>(1,042,584)</b>                      | <b>\$ (3,160,956)</b>                                       |
| <b>Total Revised Project Budget</b>         | <b>\$ 2,247,331</b>                           | <b>\$ 5,733,637</b>                          | <b>\$ 1,563,488</b>                     |                                                             |

## COUNCIL AUTHORITY FOR CONTRACT AWARDS TENDER AWARD

|                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Project Award</b>          | Tender Award No. 24-01-00050 – 2024 Expanded Asphalt Program                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Recommendation</b>         | <b>Staff is recommending that the tender for the 2024 Expanded Asphalt Program be awarded to Cox Construction Limited in the total amount of \$1,645,849 (exclusive of HST), being the lowest compliant bid received.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Purpose of Report</b>      | As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required for tender awards over \$1,000,000.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Background information</b> | <p>This annual program is required to rehabilitate the asphalt surface on rural roads before they deteriorate to the point where full reconstruction is required. This program is an important component in maintaining the Town of Milton Road System. The identification of the roads is dictated by the 2018 State of Infrastructure – Roads Study, Final determination of the 2024 Expanded Asphalt program was based on the results the road assessment, geotechnical investigation, as well and coordination with other stakeholders. The Geotechnical investigation was completed in 2023, design and tender documents were completed in February 2024. There are three roads segments included in the 2024 Expanded Asphalt Program:</p> <ul style="list-style-type: none"> <li>• Section 1: First Line Nassagaweya from No 25 Side Rd to No 28 Side Rd.</li> <li>• Section 2 No 15 Side Road from First Line Nassagaweya to Second Line Nassagaweya.</li> <li>• Section 3: Conservation Rd Regional Rd 1-Guelph Line to East Limit. This program includes the following within the scope of work: culvert replacements only where required, road works as per the recommendations in the Geotechnical Investigation and associated shouldering and driveway transitions. All the work is to remain within existing property limits.</li> </ul> <p>External Agencies: The required permit for this project is in place.</p> <p>The 2024 budget for this work of \$2,828,409 was established by consultants using cost estimates based on pricing from previous contracts with the Town of Milton and accounted for an expected increase as a result of inflation. The unit prices submitted by lowest compliant bidder were similar to, but generally lower, than those of the unit prices bid by the remaining tenderers. Favourable prices were generally observed in the costs to supply and install asphalt pavement. This award will result in a savings to budget of \$1,153,593 as outlined in the Budget Impact section below.</p> |
| <b>Date bid issued</b>        | February 27, 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Advertisements</b>         | Town of Milton website and the Bids & Tenders website                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

|                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                          |                |                        |                |                         |                |                                    |                |                         |                |                 |                |                       |                |                 |                |                               |                |
|-----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|----------------|------------------------|----------------|-------------------------|----------------|------------------------------------|----------------|-------------------------|----------------|-----------------|----------------|-----------------------|----------------|-----------------|----------------|-------------------------------|----------------|
| <b>Closing Date</b>                                       | March 21, 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                          |                |                        |                |                         |                |                                    |                |                         |                |                 |                |                       |                |                 |                |                               |                |
| <b># of Plan takers</b>                                   | Twelve (12)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                          |                |                        |                |                         |                |                                    |                |                         |                |                 |                |                       |                |                 |                |                               |                |
| <b>List of bid submissions inclusive of HST</b>           | <table> <tr> <td>Cox Construction Limited</td><td>\$1,859,820.15</td></tr> <tr> <td>Gazzola Paving Limited</td><td>\$1,902,598.67</td></tr> <tr> <td>Forest Contractors Ltd.</td><td>\$2,005,375.18</td></tr> <tr> <td>Four Seasons Site Development Ltd.</td><td>\$2,044,018.48</td></tr> <tr> <td>Pacific Paving Limited.</td><td>\$2,097,407.35</td></tr> <tr> <td>PAVE-AL LIMITED</td><td>\$2,311,415.00</td></tr> <tr> <td>FERMAR PAVING LIMITED</td><td>\$2,334,299.60</td></tr> <tr> <td>GIP Paving Inc.</td><td>\$3,209,518.66</td></tr> <tr> <td>Dufferin Construction Company</td><td>\$3,382,255.54</td></tr> </table> | Cox Construction Limited | \$1,859,820.15 | Gazzola Paving Limited | \$1,902,598.67 | Forest Contractors Ltd. | \$2,005,375.18 | Four Seasons Site Development Ltd. | \$2,044,018.48 | Pacific Paving Limited. | \$2,097,407.35 | PAVE-AL LIMITED | \$2,311,415.00 | FERMAR PAVING LIMITED | \$2,334,299.60 | GIP Paving Inc. | \$3,209,518.66 | Dufferin Construction Company | \$3,382,255.54 |
| Cox Construction Limited                                  | \$1,859,820.15                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                          |                |                        |                |                         |                |                                    |                |                         |                |                 |                |                       |                |                 |                |                               |                |
| Gazzola Paving Limited                                    | \$1,902,598.67                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                          |                |                        |                |                         |                |                                    |                |                         |                |                 |                |                       |                |                 |                |                               |                |
| Forest Contractors Ltd.                                   | \$2,005,375.18                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                          |                |                        |                |                         |                |                                    |                |                         |                |                 |                |                       |                |                 |                |                               |                |
| Four Seasons Site Development Ltd.                        | \$2,044,018.48                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                          |                |                        |                |                         |                |                                    |                |                         |                |                 |                |                       |                |                 |                |                               |                |
| Pacific Paving Limited.                                   | \$2,097,407.35                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                          |                |                        |                |                         |                |                                    |                |                         |                |                 |                |                       |                |                 |                |                               |                |
| PAVE-AL LIMITED                                           | \$2,311,415.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                          |                |                        |                |                         |                |                                    |                |                         |                |                 |                |                       |                |                 |                |                               |                |
| FERMAR PAVING LIMITED                                     | \$2,334,299.60                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                          |                |                        |                |                         |                |                                    |                |                         |                |                 |                |                       |                |                 |                |                               |                |
| GIP Paving Inc.                                           | \$3,209,518.66                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                          |                |                        |                |                         |                |                                    |                |                         |                |                 |                |                       |                |                 |                |                               |                |
| Dufferin Construction Company                             | \$3,382,255.54                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                          |                |                        |                |                         |                |                                    |                |                         |                |                 |                |                       |                |                 |                |                               |                |
| <b>Median bid value</b>                                   | The average bid received was \$2,349,634.29. The bid submitted by Cox Construction Limited approximately 23% less than the average bid received.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                          |                |                        |                |                         |                |                                    |                |                         |                |                 |                |                       |                |                 |                |                               |                |
| <b>COR™ Requirement</b>                                   | <p>On Council Report CORS-013-18, the Town adopted the Certificate of Recognition (COR™) program as a requirement for projects valued over \$500,000. As such, only Bid submissions from Bidders that were COR™ Certified were accepted for this Tender request.</p> <p><b>All nine (9) bid submissions received were from COR™ Certified companies.</b></p>                                                                                                                                                                                                                                                                      |                          |                |                        |                |                         |                |                                    |                |                         |                |                 |                |                       |                |                 |                |                               |                |
| <b>Financial Planning Section: Budget Impact</b> (Note 1) |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                          |                |                        |                |                         |                |                                    |                |                         |                |                 |                |                       |                |                 |                |                               |                |
| <b>Account Number(s)</b>                                  | C35012824-A0611-7670                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                          |                |                        |                |                         |                |                                    |                |                         |                |                 |                |                       |                |                 |                |                               |                |
| <b>Account Description</b>                                | Expanded Asphalt Program - Construction                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                          |                |                        |                |                         |                |                                    |                |                         |                |                 |                |                       |                |                 |                |                               |                |
| <b>Project Total Budget</b>                               | \$3,406,924                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                          |                |                        |                |                         |                |                                    |                |                         |                |                 |                |                       |                |                 |                |                               |                |
| <b>Contract Budget</b>                                    | \$2,828,409                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                          |                |                        |                |                         |                |                                    |                |                         |                |                 |                |                       |                |                 |                |                               |                |
| <b>Actual</b> (Net of HST Rebate)                         | \$1,674,816                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                          |                |                        |                |                         |                |                                    |                |                         |                |                 |                |                       |                |                 |                |                               |                |
| <b>Variance</b> (Note 2)                                  | \$1,153,593 (F)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                          |                |                        |                |                         |                |                                    |                |                         |                |                 |                |                       |                |                 |                |                               |                |
| <b>Funding Source</b>                                     | Project Variance Account / Tax Supported Debt                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                          |                |                        |                |                         |                |                                    |                |                         |                |                 |                |                       |                |                 |                |                               |                |

Note 1: Financial impact includes any non-refundable portion of HST

Note 2: As a result of the savings within the project staff further recommend that the debt financing on this project be eliminated, resulting in a further \$6,000 savings of financing charges. The total budget amendment and funding impacts is included in Schedule A of this report.

## COUNCIL AUTHORITY FOR CONTRACT AWARDS TENDER AWARD

|                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Project Award</b>          | Tender Award No. 24-01-00097 – 2024 Asphalt Overlay Program                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Recommendation</b>         | <p>Staff is recommending that the tender for the 2024 Asphalt Overlay Program be awarded to Associated Paving &amp; Materials Ltd. in the base bid amount of \$4,175,774 (exclusive of HST), being the lowest compliant submission received.</p> <p>Staff are further recommending the award for provisional item Part 21 for speed cushions, in the total amount of \$17,500 (exclusive of HST).</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|                               | As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required for tender awards over \$1,000,000.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Background information</b> | <p>This annual program is required to rehabilitate the asphalt surface on roads before they deteriorate to the point where major road rehabilitation or reconstruction is required. This program is an important component in maintaining the Town of Milton Road Network. The identification of the roads is dictated by the 2018 State of Infrastructure – roads study, engineer roads assessments, the results of the geotechnical investigation, the CCTV inspection report, coordination with utilities agencies and the Region.</p> <p>The base bid submitted by Associated Paving was in the amount of \$4,211,967 (exclusive of HST). Upon review of the tender analysis, it was determined that Part 20 for storm sewer flushing was no longer required to be completed as part of this contract, as the work had been completed as part the design phase of this project. The special provisions within the tender documents allows for the deletion of a section due to budget constraints or other factors. The amount for Part 20 was \$36,193 (exclusive of HST), making the new base bid \$4,175,774 (exclusive of HST). Staff are further recommending the award for provisional item Part 21 for speed cushions, in the total amount of \$17,500 (exclusive of HST).</p> <p>A 2024 budget of \$5,208,047 was established by consultants using cost estimates from 2023. Favourable prices were observed in the costs to supply and install asphalt pavement resulting in a savings to budget of \$958,779 as outlined in the Budget Impact section below.</p> <p>If, as the contract progresses, it is evident that it is feasible to complete additional roads, then these items may be added to the contract via change order, with any budget amendments required proceeding in accordance with the Town's financial policies.</p> |



| Purchasing Section: Bid Award Information          |                                                                                                                                                                                                                                                                                                                                                              |                                    |                |                        |                |                 |                |                         |                |
|----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|----------------|------------------------|----------------|-----------------|----------------|-------------------------|----------------|
| <b>Date bid issued</b>                             | February 8, 2024                                                                                                                                                                                                                                                                                                                                             |                                    |                |                        |                |                 |                |                         |                |
| <b>Advertisements</b>                              | Town of Milton website and the Bids & Tenders website                                                                                                                                                                                                                                                                                                        |                                    |                |                        |                |                 |                |                         |                |
| <b>Closing Date</b>                                | March 12, 2024                                                                                                                                                                                                                                                                                                                                               |                                    |                |                        |                |                 |                |                         |                |
| <b># of Plan takers</b>                            | Five (5) Prequalified Contractors from RFPQ 22-01-00097A-Renewed for the 2024 program (final renewal term)                                                                                                                                                                                                                                                   |                                    |                |                        |                |                 |                |                         |                |
| <b>List of bid submissions inclusive of HST</b>    | <table> <tr> <td>Associated Paving &amp; Materials LTd.</td><td>\$4,759,522.29</td></tr> <tr> <td>Gazzola Paving Limited</td><td>\$5,120,798.08</td></tr> <tr> <td>PAVE-AL LIMITED</td><td>\$5,536,479.65</td></tr> <tr> <td>D. Crupi &amp; Sons Limited</td><td>\$7,096,704.22</td></tr> </table>                                                           | Associated Paving & Materials LTd. | \$4,759,522.29 | Gazzola Paving Limited | \$5,120,798.08 | PAVE-AL LIMITED | \$5,536,479.65 | D. Crupi & Sons Limited | \$7,096,704.22 |
| Associated Paving & Materials LTd.                 | \$4,759,522.29                                                                                                                                                                                                                                                                                                                                               |                                    |                |                        |                |                 |                |                         |                |
| Gazzola Paving Limited                             | \$5,120,798.08                                                                                                                                                                                                                                                                                                                                               |                                    |                |                        |                |                 |                |                         |                |
| PAVE-AL LIMITED                                    | \$5,536,479.65                                                                                                                                                                                                                                                                                                                                               |                                    |                |                        |                |                 |                |                         |                |
| D. Crupi & Sons Limited                            | \$7,096,704.22                                                                                                                                                                                                                                                                                                                                               |                                    |                |                        |                |                 |                |                         |                |
| <b>Median bid value</b>                            | The average bid received was \$5,628,376.06. The bid submitted by Associated Paving & Materials Ltd is approximately 17% less than the average bid.                                                                                                                                                                                                          |                                    |                |                        |                |                 |                |                         |                |
| <b>COR™ Requirement</b>                            | <p>On Council Report CORS-013-18, the Town adopted the Certificate of Recognition (COR™) program as a requirement for projects valued over \$500,000. As such, only Bid submissions from Bidders that were COR™ Certified were accepted for this Tender request.</p> <p><b>All four (4) bid submissions received were from COR™ Certified companies.</b></p> |                                    |                |                        |                |                 |                |                         |                |
| Financial Planning Section: Budget Impact (Note 1) |                                                                                                                                                                                                                                                                                                                                                              |                                    |                |                        |                |                 |                |                         |                |
| Base Bid Award:                                    |                                                                                                                                                                                                                                                                                                                                                              |                                    |                |                        |                |                 |                |                         |                |
| <b>Account Number(s)</b>                           | C33900024-A0611-7670/7655                                                                                                                                                                                                                                                                                                                                    |                                    |                |                        |                |                 |                |                         |                |
| <b>Account Description</b>                         | 2024 Asphalt Overlay Program – Construction                                                                                                                                                                                                                                                                                                                  |                                    |                |                        |                |                 |                |                         |                |
| <b>Project Total Budget</b> (Note 2)               | \$ 6,692,416                                                                                                                                                                                                                                                                                                                                                 |                                    |                |                        |                |                 |                |                         |                |
| <b>Contract Budget</b>                             | \$5,208,047                                                                                                                                                                                                                                                                                                                                                  |                                    |                |                        |                |                 |                |                         |                |
| <b>Actual</b> (Net of HST Rebate)                  | \$4,249,268                                                                                                                                                                                                                                                                                                                                                  |                                    |                |                        |                |                 |                |                         |                |
| <b>Variance</b>                                    | \$958,779 (F)                                                                                                                                                                                                                                                                                                                                                |                                    |                |                        |                |                 |                |                         |                |
| <b>Funding Source</b>                              | Federal Gas Tax/Tax Supported Debt/Development Charges                                                                                                                                                                                                                                                                                                       |                                    |                |                        |                |                 |                |                         |                |
| Provisional Items Award:                           |                                                                                                                                                                                                                                                                                                                                                              |                                    |                |                        |                |                 |                |                         |                |
| <b>Account Number(s)</b>                           | C40012623-A0614-7130                                                                                                                                                                                                                                                                                                                                         |                                    |                |                        |                |                 |                |                         |                |
| <b>Account Description</b>                         | Traffic Calming                                                                                                                                                                                                                                                                                                                                              |                                    |                |                        |                |                 |                |                         |                |
| <b>Project Total Budget</b>                        | \$195,068                                                                                                                                                                                                                                                                                                                                                    |                                    |                |                        |                |                 |                |                         |                |
| <b>Contract Budget</b>                             | \$45,792                                                                                                                                                                                                                                                                                                                                                     |                                    |                |                        |                |                 |                |                         |                |
| <b>Actual</b> (Net of HST Rebate)                  | \$17,808                                                                                                                                                                                                                                                                                                                                                     |                                    |                |                        |                |                 |                |                         |                |
| <b>Variance</b>                                    | \$27,984 (F) (Note 2)                                                                                                                                                                                                                                                                                                                                        |                                    |                |                        |                |                 |                |                         |                |
| <b>Funding Source</b>                              | Project Variance Account                                                                                                                                                                                                                                                                                                                                     |                                    |                |                        |                |                 |                |                         |                |

Note 1: Financial impact includes any non-refundable portion of HST.

Note 2: Staff recommend that the favourable variance remains in the project in order to accommodate additional speed cushions.

## COUNCIL AUTHORITY FOR CONTRACT AWARDS TENDER AWARD

|                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |                                    |                 |                        |                 |                       |                 |                                    |                 |                     |                 |                 |                 |                               |                 |                               |                 |
|--------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|------------------------------------|-----------------|------------------------|-----------------|-----------------------|-----------------|------------------------------------|-----------------|---------------------|-----------------|-----------------|-----------------|-------------------------------|-----------------|-------------------------------|-----------------|
| <b>Project Award</b>                             | Tender Award No. 24-01-00508 – Reconstruction of Burnhamthorpe Road (Expanded Asphalt)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |                                    |                 |                        |                 |                       |                 |                                    |                 |                     |                 |                 |                 |                               |                 |                               |                 |
| <b>Recommendation</b>                            | <b>Staff is recommending that the tender for the Reconstruction of Burnhamthorpe Road (Expanded Asphalt) be awarded to Four Seasons Site Development Ltd. in the total amount of \$1,082,466 (exclusive of HST) being the lowest compliant bid received.</b>                                                                                                                                                                                                                                                                                                                                                                        |  |                                    |                 |                        |                 |                       |                 |                                    |                 |                     |                 |                 |                 |                               |                 |                               |                 |
| <b>Purpose of Report</b>                         | As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required for tender awards over \$1,000,000.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |                                    |                 |                        |                 |                       |                 |                                    |                 |                     |                 |                 |                 |                               |                 |                               |                 |
| <b>Background information</b>                    | <p>This capital project is for the rehabilitation of Burnhamthorpe Road from Tremaine Road to Regional Road 25. This road segment was identified in the 2018 State of the Infrastructure-Roads Study for rehabilitation. Burnhamthorpe Road is also a boundary road with the Town of Oakville which will be cost shared as per the agreement executed on February 22, 2023.</p> <p>Rehabilitation will consist of culvert replacements and relining where required, minor curb and gutter works, and asphalt reclamation with an expanded asphalt stabilization and asphalt overlay as per the in-depth pavement investigation.</p> |  |                                    |                 |                        |                 |                       |                 |                                    |                 |                     |                 |                 |                 |                               |                 |                               |                 |
| <b>Purchasing Section: Bid Award Information</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |                                    |                 |                        |                 |                       |                 |                                    |                 |                     |                 |                 |                 |                               |                 |                               |                 |
| <b>Date bid issued</b>                           | March 1, 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |                                    |                 |                        |                 |                       |                 |                                    |                 |                     |                 |                 |                 |                               |                 |                               |                 |
| <b>Advertisements</b>                            | Town of Milton website and Bids & Tenders website                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |                                    |                 |                        |                 |                       |                 |                                    |                 |                     |                 |                 |                 |                               |                 |                               |                 |
| <b>Closing Date</b>                              | March 26, 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                                    |                 |                        |                 |                       |                 |                                    |                 |                     |                 |                 |                 |                               |                 |                               |                 |
| <b># of Plan takers</b>                          | Fourteen (14)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |                                    |                 |                        |                 |                       |                 |                                    |                 |                     |                 |                 |                 |                               |                 |                               |                 |
| <b>List of bid submissions inclusive of HST</b>  | <table><tr><td>Four Seasons Site Development Ltd.</td><td>\$ 1,223,186.49</td></tr><tr><td>Gazzola Paving Limited</td><td>\$ 1,425,435.62</td></tr><tr><td>FERMAR PAVING LIMITED</td><td>\$ 1,503,789.00</td></tr><tr><td>Associated Paving &amp; Materials Ltd.</td><td>\$ 1,531,822.15</td></tr><tr><td>IPAC Paving Limited</td><td>\$ 1,552,792.64</td></tr><tr><td>PAVE-AL LIMITED</td><td>\$ 1,719,997.86</td></tr><tr><td>Dufferin Construction Company</td><td>\$ 2,083,524.97</td></tr><tr><td>DIG-CON INTERNATIONAL LIMITED</td><td>\$ 2,534,881.08</td></tr></table>                                                      |  | Four Seasons Site Development Ltd. | \$ 1,223,186.49 | Gazzola Paving Limited | \$ 1,425,435.62 | FERMAR PAVING LIMITED | \$ 1,503,789.00 | Associated Paving & Materials Ltd. | \$ 1,531,822.15 | IPAC Paving Limited | \$ 1,552,792.64 | PAVE-AL LIMITED | \$ 1,719,997.86 | Dufferin Construction Company | \$ 2,083,524.97 | DIG-CON INTERNATIONAL LIMITED | \$ 2,534,881.08 |
| Four Seasons Site Development Ltd.               | \$ 1,223,186.49                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |                                    |                 |                        |                 |                       |                 |                                    |                 |                     |                 |                 |                 |                               |                 |                               |                 |
| Gazzola Paving Limited                           | \$ 1,425,435.62                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |                                    |                 |                        |                 |                       |                 |                                    |                 |                     |                 |                 |                 |                               |                 |                               |                 |
| FERMAR PAVING LIMITED                            | \$ 1,503,789.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |                                    |                 |                        |                 |                       |                 |                                    |                 |                     |                 |                 |                 |                               |                 |                               |                 |
| Associated Paving & Materials Ltd.               | \$ 1,531,822.15                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |                                    |                 |                        |                 |                       |                 |                                    |                 |                     |                 |                 |                 |                               |                 |                               |                 |
| IPAC Paving Limited                              | \$ 1,552,792.64                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |                                    |                 |                        |                 |                       |                 |                                    |                 |                     |                 |                 |                 |                               |                 |                               |                 |
| PAVE-AL LIMITED                                  | \$ 1,719,997.86                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |                                    |                 |                        |                 |                       |                 |                                    |                 |                     |                 |                 |                 |                               |                 |                               |                 |
| Dufferin Construction Company                    | \$ 2,083,524.97                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |                                    |                 |                        |                 |                       |                 |                                    |                 |                     |                 |                 |                 |                               |                 |                               |                 |
| DIG-CON INTERNATIONAL LIMITED                    | \$ 2,534,881.08                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |                                    |                 |                        |                 |                       |                 |                                    |                 |                     |                 |                 |                 |                               |                 |                               |                 |
| <b>Median bid value</b>                          | The average bid received was \$1,696,928.73. The bid submitted by Four Seasons Site Development Ltd. is approximately 32% less than the average bid.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |                                    |                 |                        |                 |                       |                 |                                    |                 |                     |                 |                 |                 |                               |                 |                               |                 |
| <b>COR™ Requirement</b>                          | On Council Report CORS-013-18, the Town adopted the Certificate of Recognition (COR™) program as a requirement for projects valued over \$500,000. As such, only Bid submissions from Bidders that were COR™ Certified were accepted for this Tender request.                                                                                                                                                                                                                                                                                                                                                                       |  |                                    |                 |                        |                 |                       |                 |                                    |                 |                     |                 |                 |                 |                               |                 |                               |                 |

|  |                                                                            |
|--|----------------------------------------------------------------------------|
|  | All eight (8) bid submissions received were from COR™ Certified companies. |
|--|----------------------------------------------------------------------------|

|                                                           |  |
|-----------------------------------------------------------|--|
| <b>Financial Planning Section: Budget Impact</b> (Note 1) |  |
|-----------------------------------------------------------|--|

|                                   |                                                             |
|-----------------------------------|-------------------------------------------------------------|
| <b>Account Number(s)</b>          | C35013624-A0611-7670                                        |
| <b>Account Description</b>        | Burnhamthorpe Road Rehabilitation                           |
| <b>Project Total Budget</b>       | \$2,606,072                                                 |
| <b>Contract Budget</b>            | \$1,970,968                                                 |
| <b>Actual</b> (Net of HST Rebate) | \$1,101,517                                                 |
| <b>Variance</b> (Note 2)          | \$869,451 (F)                                               |
| <b>Funding Source</b>             | Project Variance Account / Recovery from Other Municipality |

Note 1: Financial impact includes any non-refundable portion of HST

Note 2: Staff recommend a further budget reduction of \$173,133 within this project to reduce contingency in line with the reduced contract budget. The total budget amendment and funding impacts is included in Schedule A of this report.

## COUNCIL AUTHORITY FOR CONTRACT AWARDS CONTRACT INCREASE

|                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Project Award</b>          | Contract Increase for the Contract Administration of High Point Road Rehabilitation (Regional Road 25 to Parkhill Drive)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Recommendation</b>         | <b>Staff is recommending the contract increase in the amount of \$20,400 (exclusive of HST) to GM BluePlan Engineering for additional contract administration services required for High Point Drive.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Purpose of Report</b>      | As per Section 10.1 of Purchasing By-law No. 061-2018, Council approval is required.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Background information</b> | <p>Through PDA-CRAN-22-051-09, Staff approved the contract award for the design work for the Rehabilitation of High Point Road to GM BluePlan Engineering in the amount of \$93,692 (exclusive of HST). One change order was issued for the design work in the amount of \$23,150 (exclusive of HST), approved through CORS-073-22. Staff further approved the contract administration work through PDA-CRAN-23-051-06 in the amount of \$85,050 (exclusive of HST). One change order was issued for additional contract administration services in the amount of \$4,000 (exclusive of HST). The current total for this project is \$205,892 (exclusive of HST).</p> <p>This contract increase of \$20,400 (exclusive of HST) is for Geotechnical services beyond the original scope of the project. The additional work is a result of unforeseen subsurface conditions, as well as fast progress via smaller (and more frequent) stages by the Contractor. GM BluePlan has confirmed that the additional funds will cover the remainder of the scope for this contract.</p> <p>Staff have reviewed and validated the rates used are consistent with the current Consultant Roster awarded through RFP-21-051. The new contract total will be \$226,292 (exclusive of HST).</p> |

### Financial Planning Section: Budget Impact (Note 1)

|                                   |                                               |
|-----------------------------------|-----------------------------------------------|
| <b>Account Number(s)</b>          | C33014323-A0611-7210                          |
| <b>Account Description</b>        | Contract Administration                       |
| <b>Project Total Budget</b>       | \$3,220,463                                   |
| <b>Contract Budget</b>            | \$0                                           |
| <b>Actual</b> (Net of HST Rebate) | \$20,759                                      |
| <b>Variance</b> (Note 2)          | \$20,759 (U) (Note 2)                         |
| <b>Funding Source</b>             | Reallocation of line items within the project |

Note 1: Financial impact includes any non-refundable portion of HST.

Note 2: The unfavourable variance will be managed through the reallocation of other expenditure lines within the project.



# The Corporation of the Town of Milton

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Report To: Council

From: Glen Cowan, Chief Financial Officer / Treasurer

Date: April 15, 2024

Report No: CORS-010-24

Subject: 2023 Year End Capital Variances

**Recommendation:** THAT the new budget adjustments that amount to a net decrease of \$1,627,044 to approved capital projects, including the transfers to/from reserves and reserve funds as summarized in the Financial Impact section of report CORS-010-24, be approved;

THAT the capital projects identified as pending closure in Appendix B, with an approved budget totalling \$33,738,262 be closed;

THAT a funding adjustment be approved on previously closed capital project C24002721 - Radio Communications to increase Provincial Grant funding on the project by \$188,125 and return funding to the project variance account.

THAT \$1,500,000 from the Infrastructure Renewal - Roads and Structures reserve and \$1,500,000 from the Infrastructure Renewal - Recreation, Facilities, and other reserve be transferred to the Project Variance Account.

## EXECUTIVE SUMMARY

- This report summarizes the position of the Town's \$480 million capital program as of 2023 year end. It also outlines the capital budget adjustments that have been required since June 30, 2023 including those previously approved by Council or the Treasurer/CAO, as well as new adjustments that have been identified through the year end capital budget variance meetings.
- During the second half of 2023, net budget adjustments amounted to a \$2.8 million increase, representing 0.6% of the approved capital program. This report is being presented in accordance with Corporate Policy No. 113 Budget Management.



## REPORT

### Background

Corporate Policy No. 113: Financial Management - Budget Management identifies that detailed variance reports relating to the Capital Budget will be submitted to Council twice annually for the periods ending June 30th and December 31st. This report satisfies the requirement as set out in that policy.

### Discussion

The financial statements attached as Appendix D to this report reflect all currently approved and active capital projects as of the end of December 2023. Expenditures are presented on an accrual basis (as opposed to a cash basis). The following table summarizes the changes reflected in the approved budget between the July 1, 2023 financial statements as presented through CORS-044-23 and the December 31, 2023 statements. Through this report approval is being requested for the net budget decreases of \$1,627,044.

**Table 1 - Capital Program Approved Budget Continuity Schedule**

|                      | Approved<br>Capital<br>Budget<br>as at<br>July 1, 2023* | Previously<br>Approved<br>(Appendix A) | New Budget<br>Amendments<br>(Appendix B) | Approved<br>Capital<br>Budget<br>as at<br>December<br>30, 2023* |
|----------------------|---------------------------------------------------------|----------------------------------------|------------------------------------------|-----------------------------------------------------------------|
| Executive Services   | 1,663,176                                               | -                                      | (134,822)                                | 1,528,354                                                       |
| Corporate Services   | 33,245,675                                              | 1,620,510                              | 1,288,561                                | 36,154,747                                                      |
| Community Services   | 153,840,283                                             | (228,771)                              | (1,127,137)                              | 152,484,375                                                     |
| Development Services | 286,112,031                                             | 3,021,202                              | (1,662,553)                              | 287,470,679                                                     |
| Library Services     | 4,740,038                                               | -                                      | 8,908                                    | 4,748,946                                                       |
| <b>Total</b>         | <b>479,601,203</b>                                      | <b>4,412,942</b>                       | <b>(1,627,044)</b>                       | <b>482,387,101</b>                                              |

\*Approved budget before recommended project closures

### Previously Approved Budget Amendments (Appendix A) - \$4,412,942 increase

Various tenders, single source awards and/or department reports approved by Council in the first half of the year resulted in a net capital budget increase of \$4,504,255.

Budget amendments previously approved by the Treasurer, CAO, or Other Board, amounted to a net budget decrease of \$91,314, largely related to sign truck price coming in less than the budget due to a change in requirements for this vehicle.

## Discussion

Combined, these result in a net budget increase of \$4,412,942 in the capital program. All increases and decreases by project as well as the identified funding source are identified in Appendix A.

### **New Budget Amendments (Appendix B) - \$1,627,044 decrease**

Through the 2023 year-end review, several capital projects were identified as being ready for closure. These projects are summarized in Appendix B and result in a net budget decrease of \$671,040 with funds either being drawn from or returned to the Project Variance Account and/or external funding sources as outlined on the appendix. Through this report staff are requesting Council approval to close these projects.

Staff have also identified budget amendments required on active capital projects and are requesting Council approval of these amendments through this report. These projects result in a net decrease of \$956,004, largely related to savings identified in 2023 Expanded Asphalt Program due to a change in road treatment approach.

The budget amendments as well as the recommended funding sources, also outlined in Appendix B, amount to a net budget decrease of \$1,627,044.

### **Recommended Changes in Funding Source (Appendix C) - \$0 net change**

Although the total approved budget will remain unchanged, certain projects require adjustments to the funding sources as further outlined on Appendix C.

### **Budget Amendments on Previously Closed Projects - \$0 net change**

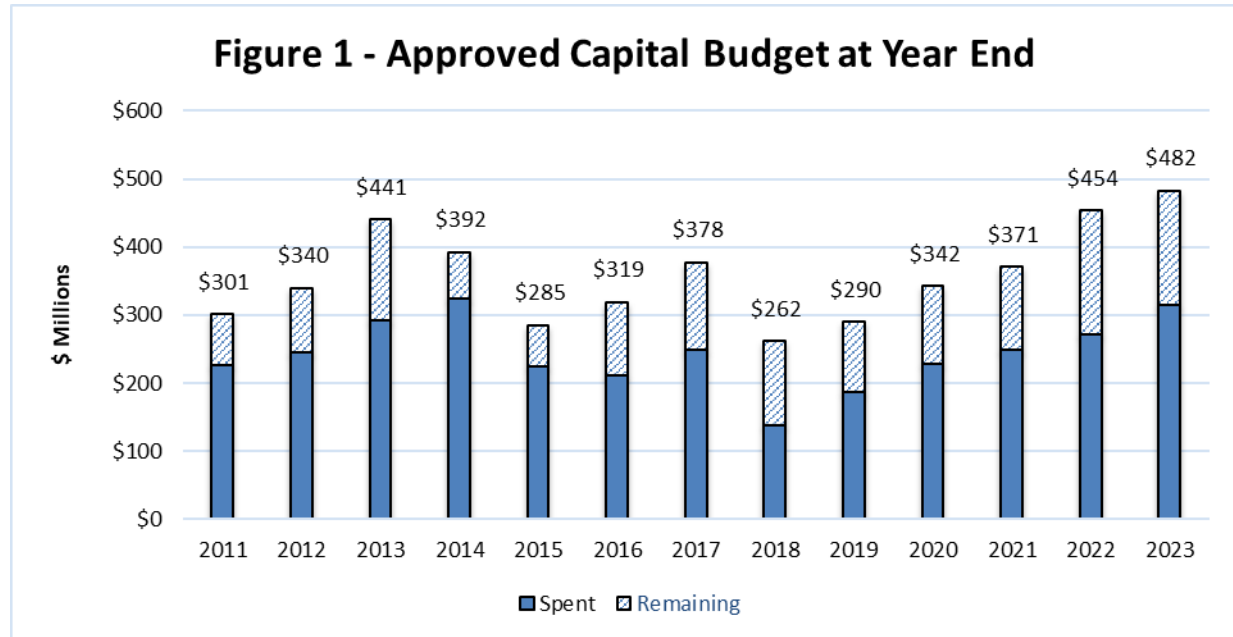
Through CORS-044-23 the closure of capital project C24002721 - Radio Communications was approved by Council. Subsequently, it was identified that this project was eligible for provincial grant funding through the Next-Generation 911 (NG911) transition funding program. Staff recommend amending the funding of this project by replacing Town source funding with Provincial grant funding in the amount of \$188,125.

### **Capital Program at Year End**

The following table puts the 2023 year end position (including both active and closed projects) in a historical context. The size and balance of the capital projects can change from year-to-year based upon the specific initiatives that the Town is undertaking. Significant road

## Discussion

constructions, facilities and hospital contributions, for example, generally account for the volatility in size of the program.



Note: Approved budget figures are presented before closure of projects as approved through year end approvals.

Following the recommended project closures, projects with an approved budget of \$448,648,839 will carry forward to the balance of 2024 as shown in the table below.

**Table 2 - Capital Program Summary as at December 31, 2023**

|                      | Approved Budget as of December 2023 |                          |                          | Expenditure Status of Projects Carried Forward (at December 31, 2023) |                    |
|----------------------|-------------------------------------|--------------------------|--------------------------|-----------------------------------------------------------------------|--------------------|
|                      | Total                               | Projects Pending Closure | Projects Carried Forward | Spent                                                                 | Remaining (Note 1) |
| Executive Services   | 1,528,354                           | 171,049                  | 1,357,305                | 577,351                                                               | 779,954            |
| Corporate Services   | 36,154,747                          | 6,473,068                | 29,681,679               | 12,882,219                                                            | 16,799,460         |
| Community Services   | 152,484,375                         | 9,438,843                | 143,045,533              | 72,074,319                                                            | 70,971,214         |
| Development Services | 287,470,679                         | 17,072,333               | 270,398,347              | 196,732,435                                                           | 73,668,125         |
| Library Services     | 4,748,946                           | 582,970                  | 4,165,976                | 1,779,242                                                             | 2,386,734          |
| <b>Total</b>         | <b>482,387,101</b>                  | <b>33,738,262</b>        | <b>448,648,839</b>       | <b>284,045,566</b>                                                    | <b>164,605,487</b> |

Note 1: Remaining includes funds that have been committed through a procurement process. At December 2023, the committed amount is in excess of \$34 million.

As noted in the table above, \$284.0 million (59%) of that approved budget has already been spent, with the remainder either committed (via previously approved contract awards) or remaining to be spent. The following table identifies the ten largest active projects at December 31, 2023 (based on size of remaining budget). These projects account for 63% of the \$164.6 million balance remaining.

**Table 3 - Largest Capital Projects at December 2023**

| Project                                 | Remaining Budget at December 31, 2023 | % Spent | Status                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------------------------|---------------------------------------|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Transit Operations Centre               | \$48,051,185                          | 3%      | This project will provide for the detailed design, land purchase and construction of a Transit Operations Centre. Work to investigate potential sites is continuing.                                                                                                                                                                                             |
| 5th Line (Derry Road to Britannia Road) | \$19,569,536                          | 5%      | This project will urbanize Fifth Line to a four (4) lane urban configuration in support of the Derry Green development. Design was awarded through CORS-040-22 Schedule D. The project budget includes anticipated land requirements and detailed design. Utility relocation and construction is anticipated to start in 2024/25.                                |
| 5th Line (Hwy 401 to Derry Road)        | \$11,098,589                          | 74%     | This project is for environmental assessment, design, land acquisition and construction of 5 <sup>th</sup> Line from Highway 401 to Derry. Additional design requirements were outlined in DS-013-20. Design is almost complete. Land purchases are ongoing (ENG-002-20). The construction tender was awarded in Apr 2023 with expected completion in fall 2024. |

## Discussion

|                                        |             |     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|----------------------------------------|-------------|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Boyne Pedestrian Railway Crossing      | \$5,854,157 | 11% | The need for the Boyne Active Transportation Link was identified during the Boyne Secondary and Tertiary Plan work. The project is currently in the detailed design phase. Council endorsed the preferred preliminary design for the structure and approach (see staff report DS -044-21), and construction of the bridge, which will accommodate both pedestrians and cyclists. While originally anticipated to commence construction in 2022, detailed design is currently 66% complete. It is anticipated that a prequalification for the construction contractor will occur in late 2024 or early 2025. The construction tender, currently delayed due to adjacent development activity, is anticipated for spring 2025. |
| Sherwood Community Centre              | \$4,084,793 | 91% | Substantial completion has been reached and the facility opened on September 21, 2019. Additional outdoor works are being considered to complement existing amenities. Planting is ongoing at the entrance area.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Storm Sewer Network Program            | \$4,044,506 | 20% | In early 2020, the Storm Sewer Network Study was completed, along with an addendum, which identifies the capital needs for the storm sewer system in the original urban area of Town. This program is addressing rehabilitation needs within 1-5 years. Design work is ongoing with completion anticipated in 2024, following with construction.                                                                                                                                                                                                                                                                                                                                                                             |
| Bronte Street (Main St to Steeles Ave) | \$3,940,237 | 89% | Property acquisition for Phase 2 (Victoria to Steeles) continues (ENG-001-20). The construction tender for Phase 2 was awarded in July 2021, via delegated authority (CORS-037-21). Construction substantial completion has been reached in October 2023.                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |



## Discussion

|                                                         |                      |     |                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|---------------------------------------------------------|----------------------|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Mill Pond Rehabilitation                                | \$3,197,901          | 7%  | In 2021 the Town issued an RFP for consulting services (design and contract admin) to confirm deficiencies associated with the Mill Pond and surrounding area, identified as part of the Stormwater Management Facilities Condition Assessment Study completed in 2020. Design is anticipated to complete by Spring 2024 with construction being completed by Fall 2024.                                                                |
| Radio Communications Backup Upgrades                    | \$2,034,112          | 14% | This project provides upgrades for the life safety radio communications and emergency response capabilities for the Fire Department in collaboration with the Halton Regional Police. In 2023, the Town will begin a transition to Next-Generation 911 (NG911) emergency communications and dispatch services. This project will allow for the required hardware, software, internal and external resources to support this transition. |
| Main St (JSP to 5th Line)/5th Line (Hwy 401 to Main St) | \$1,899,727          | 93% | The construction tender was awarded in July 2021 (CORS-037-21), and construction has reached substantial completion in 2023.                                                                                                                                                                                                                                                                                                            |
| <b>Total</b>                                            | <b>\$103,774,743</b> |     |                                                                                                                                                                                                                                                                                                                                                                                                                                         |

## Financial Impact

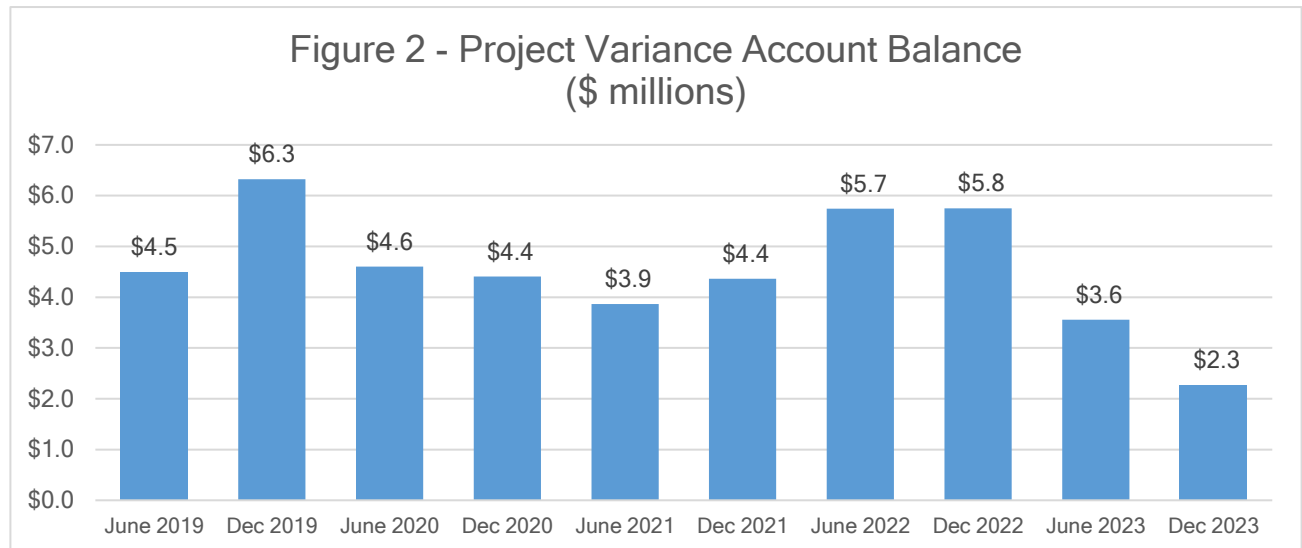
Net budget increases of \$4,412,942 have been previously approved since July 2023. Through this report, staff are recommending new budget changes resulting in a decrease of \$1,627,044 in required funding as illustrated in the shaded cells in the following table. The net capital budget changes since July 1, 2023 result in a net increase of \$ 2,785,898 (or 0.58% of the approved capital program) as illustrated in the following chart.

**Table 4 - Summary of In-Year Funding Changes to the Capital Program in 2023**

| Funding Source                          | Q1 & Q2<br>Budget<br>Increases/<br>(Decreases) | Q3 & Q4 YTD Budget Increases/(Decreases) |                          |                              |                                                  | Total December<br>2023 In-Year<br>Funding Changes |
|-----------------------------------------|------------------------------------------------|------------------------------------------|--------------------------|------------------------------|--------------------------------------------------|---------------------------------------------------|
|                                         |                                                | Previously<br>Approved                   | New Budget<br>Amendments | New Funding<br>Source Change | Total Q3 & Q4<br>2023 In-Year<br>Funding Changes |                                                   |
| <b>Total Project Variance Account:</b>  | <b>2,195,311</b>                               | <b>2,470,727</b>                         | <b>(946,070)</b>         | <b>(52,496)</b>              | <b>1,472,160</b>                                 | <b>3,667,472</b>                                  |
| <b>Reserves and Reserve Funds:</b>      |                                                |                                          |                          |                              |                                                  |                                                   |
| Library Capital Works Reserve           | 4,367                                          | -                                        | 8,908                    | -                            | 8,908                                            | 13,275                                            |
| Slot Reserve Fund                       | -                                              | -                                        | -                        | 1,250,000                    | 1,250,000                                        | 1,250,000                                         |
| Federal Gas Tax                         | 266,171                                        | -                                        | (423,464)                | 150,000                      | (273,464)                                        | (7,293)                                           |
| Property Transaction Reserve Fund       | 1,500,000                                      | -                                        | -                        | -                            | -                                                | 1,500,000                                         |
| Building Stabilization Reserve          | 13,026                                         | -                                        | (100,976)                | -                            | (100,976)                                        | (87,950)                                          |
| <b>Total Reserves and Reserve Funds</b> | <b>1,783,564</b>                               | <b>-</b>                                 | <b>(515,532)</b>         | <b>1,400,000</b>             | <b>884,468</b>                                   | <b>2,668,032</b>                                  |
| <b>Debentures:</b>                      |                                                |                                          |                          |                              |                                                  |                                                   |
| Tax Supported Debt                      | (1,115,000)                                    | -                                        | (200,000)                | (1,400,000)                  | (1,600,000)                                      | (2,715,000)                                       |
| <b>Total Debentures</b>                 | <b>(1,115,000)</b>                             | <b>-</b>                                 | <b>(200,000)</b>         | <b>(1,400,000)</b>           | <b>(1,600,000)</b>                               | <b>(2,715,000)</b>                                |
| <b>Development Charges:</b>             |                                                |                                          |                          |                              |                                                  |                                                   |
| Roads DC                                | 2,484,325                                      | 1,155,489                                | (14,336)                 | -                            | 1,141,152                                        | 3,625,477                                         |
| Public Works DC                         | 81,089                                         | -                                        | 16,609                   | -                            | 16,609                                           | 97,698                                            |
| Parks DC                                | -                                              | -                                        | 1                        | -                            | 1                                                | 1                                                 |
| Parks & Rec DC Fund                     | (72,940)                                       | -                                        | (108,009)                | -                            | (108,009)                                        | (180,949)                                         |
| Transit DC                              | 35,457                                         | -                                        | -                        | -                            | -                                                | 35,457                                            |
| Administration DC                       | 346,573                                        | (0)                                      | 26,201                   | -                            | 26,201                                           | 372,773                                           |
| Stormwater Management DC                | 30,000                                         | -                                        | -                        | -                            | -                                                | 30,000                                            |
| Fire DC                                 | -                                              | -                                        | 596                      | -                            | 596                                              | 596                                               |
| Post Period DC                          | (254)                                          | -                                        | -                        | -                            | -                                                | (254)                                             |
| <b>Total Development Charges</b>        | <b>2,904,249</b>                               | <b>1,155,488</b>                         | <b>(78,939)</b>          | <b>-</b>                     | <b>1,076,550</b>                                 | <b>3,980,799</b>                                  |
| Provincial Grants/ Subsidies            | (33,027)                                       | 2,897                                    | 113,497                  | -                            | 116,394                                          | 83,367                                            |
| Federal Grants/ Subsidies               | 10,365                                         | 3,476                                    | -                        | -                            | 3,476                                            | 13,841                                            |
| Developer Recovery                      | -                                              | 338,127                                  | -                        | -                            | 338,127                                          | 338,127                                           |
| Regional Recovery                       | -                                              | -                                        | -                        | 13,305                       | 13,305                                           | 13,305                                            |
| Recovery from Other Municipality        | (216,565)                                      | 50,542                                   | -                        | -                            | 50,542                                           | (166,023)                                         |
| Donations                               | (2,492,219)                                    | -                                        | -                        | -                            | -                                                | (2,492,219)                                       |
| Other Recoveries                        | (103,040)                                      | -                                        | -                        | 39,191                       | 39,191                                           | (63,849)                                          |
| LT Developer Liability                  | -                                              | 391,684                                  | -                        | -                            | 391,684                                          | 391,684                                           |
| <b>Total External Funding Sources</b>   | <b>(2,834,486)</b>                             | <b>786,726</b>                           | <b>113,497</b>           | <b>52,496</b>                | <b>952,720</b>                                   | <b>(1,881,766)</b>                                |
| <b>Increase/(Decrease) in Funding</b>   | <b>2,933,638</b>                               | <b>4,412,942</b>                         | <b>(1,627,044)</b>       | <b>0</b>                     | <b>2,785,898</b>                                 | <b>5,719,536</b>                                  |

The Project Variance Account (PVA) is at a balance of \$2.3 million as of December 2023. The Budget Management Policy No. 113 identifies a target balance of 10% of the average annual non-growth revenue sources which suggests a current target balance of \$6 million. As the balance in the PVA is below target, it is recommended that \$1.5 million from the Infrastructure Renewal - Roads and Structures reserve and \$1.5 million from the

Infrastructure Renewal - Recreation, Facilities, Other reserve be transferred to the PVA to bring the PVA closer to its target balance.



Note: In 2019, excess funds (relative to the target balance) of \$1.9 million were transferred out of the PVA to reserve.

Respectfully submitted,

Glen Cowan  
Chief Financial Officer / Treasurer

For questions, please contact: Shirley Xie

Phone: 905-878-  
7252 Ext. 2472

## Attachments

Appendix A - Previously Approved Budget Amendments

Appendix B - New Budget Amendments

Appendix C - Recommended Changes in Funding Source

Appendix D - December 2023 Capital Financial Statements

Approved by CAO



# The Corporation of the Town of Milton

Report #:  
CORS-010-24  
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Andrew M. Siltala  
Chief Administrative Officer

## Recognition of Traditional Lands

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

## APPENDIX A - PREVIOUSLY APPROVED BUDGET AMENDMENTS

| Project Name & Report Number                  |                                                                                  | Status | Increase/<br>(Decrease) | Revised<br>Budget* | % Increase/<br>(Decrease)** | Funding Source                                                                      |
|-----------------------------------------------|----------------------------------------------------------------------------------|--------|-------------------------|--------------------|-----------------------------|-------------------------------------------------------------------------------------|
| <b>Council Approved</b>                       |                                                                                  |        |                         |                    |                             |                                                                                     |
| A1                                            | Financial Enterprise Systems (CORS-037-23)                                       | Active | \$ 900,000              | \$ 1,414,976       | 175%                        | Project Variance Account                                                            |
| A2                                            | Nipissing Detailed Design (CORS-056-23)                                          | Active | \$ 773,060              | \$ 1,275,060       | 154%                        | Project Variance Account/Development Charges                                        |
| A3                                            | Property Tax System Replacement (CORS-035-23)                                    | Active | \$ 700,000              | \$ 864,088         | 427%                        | Project Variance Account                                                            |
| A4                                            | Cambellville Road - Guiderail Replacement (CORS-045-23 Sch D)                    | Active | \$ 668,215              | \$ 1,446,457       | 86%                         | Project Variance Account                                                            |
| A5                                            | Main Street (Fifth Line to Sixth Line) (CORS-045-23 Sch I)                       | Active | \$ 411,416              | \$ 1,002,698       | 70%                         | Development Charge                                                                  |
| A6                                            | Britannia Secondary Plan and Studies (DS-044-23)                                 | Active | \$ 391,684              | \$ 2,181,302       | 22%                         | LT Developer Liability                                                              |
| A7                                            | UR SP PH4 - FSEMS (SWM & Enviro MGMT Strategy) (DS-057-23)                       | Active | \$ 338,127              | \$ 1,667,370       | 25%                         | Developer Recovery                                                                  |
| A8                                            | Traffic Infrastructure (DS-050-23)                                               | Active | \$ 96,672               | \$ 176,088         | 122%                        | Project Variance Account                                                            |
| A9                                            | Stormwater Pond Maintenance (Construction) (CORS-041-23 Sch J)                   | Active | \$ 80,077               | \$ 1,373,116       | 6%                          | Project Variance Account                                                            |
| A10                                           | Boyne Rail crossing CN Design Review (CORS-060-23 Schedule D)                    | Active | \$ 67,349               | \$ 343,955         | 24%                         | Development Charge                                                                  |
| A11                                           | Jasper Street Reconstruction (Design) (CORS-041-23 Sch E)                        | Active | \$ 45,264               | \$ 161,078         | 39%                         | Project Variance Account                                                            |
| A12                                           | Appleby Line (CORS-041-23 Sch F)                                                 | Active | \$ 26,091               | \$ 494,978         | 6%                          | Project Variance Account/Development Charges                                        |
| A13                                           | Financial Enterprise Systems (CORS-043-23)                                       | Active | \$ 6,300                | \$ 227,129         | 3%                          | Project Variance Account                                                            |
| <b>Subtotal - Approved by Council</b>         |                                                                                  |        | <b>\$ 4,504,255</b>     |                    |                             |                                                                                     |
| <b>Treasurer / CAO / Other Board Approved</b> |                                                                                  |        |                         |                    |                             |                                                                                     |
| A14                                           | Fifth Line (Hwy 401 to Derry Road) (PDA-078-23)                                  | Active | \$ 360,664              | \$ 19,403,983      | 2%                          | Project Variance Account/Development Charges                                        |
| A15                                           | Recreation Master Plan (BA-024-23)                                               | Active | \$ 207,282              | \$ 289,755         | 251%                        | Project Variance Account/Development Charges                                        |
| A16                                           | Cambellville Road - Guiderail Replacement (PDA-087-23)                           | Active | \$ 194,172              | \$ 1,640,629       | 13%                         | Project Variance Account                                                            |
| A17                                           | Milborough Line Rehabilitation (PDA-CRAN-23-051-28)                              | Active | \$ 101,084              | \$ 217,904         | 87%                         | Recovery from Other Municipality/Project Variance Account                           |
| A18                                           | Fourth Line Nassaguaweya Bridge Replacement (Structure 112) (PDA-CRAN-23-051-27) | Active | \$ 48,304               | \$ 289,212         | 20%                         | Project Variance Account                                                            |
| A19                                           | PSAB Legislative Changes (PDA-110-23)                                            | Active | \$ 14,210               | \$ 45,110          | 46%                         | Project Variance Account                                                            |
| A20                                           | John Tonelli Sports Centre Facility Improvements (PDA-113-23)                    | Active | \$ 8,691                | \$ 124,289         | 8%                          | Project Variance Account<br>Federal Grants/Subsidies<br>Provincial Grants/Subsidies |
| A21                                           | FirstOntario Arts Centre Milton Facility Improvements (PDA-111-23)               | Active | \$ (5,188)              | \$ 196,044         | -3%                         | Project Variance Account                                                            |
| A22                                           | FirstOntario Arts Centre Milton Facility Improvements (PDA-096-23)               | Active | \$ (8,975)              | \$ 201,232         | -4%                         | Project Variance Account                                                            |
| A23                                           | Parks Master Plan Update (2018) (BA-024-23)                                      | Active | \$ (15,473)             | \$ 63,791          | -20%                        | Project Variance Account/Development Charges                                        |
| A24                                           | Trail Master Plan Update (BA-024-23)                                             | Active | \$ (27,670)             | \$ 18,334          | -60%                        | Project Variance Account/Development Charges                                        |



## APPENDIX A - PREVIOUSLY APPROVED BUDGET AMENDMENTS

| Project Name & Report Number                          |                                                         | Status | Increase/<br>(Decrease) | Revised<br>Budget* | % Increase/<br>(Decrease)** | Funding Source                               |
|-------------------------------------------------------|---------------------------------------------------------|--------|-------------------------|--------------------|-----------------------------|----------------------------------------------|
| A25                                                   | Parks Master Plan Update (2022) (BA-024-23)             | Active | \$ (27,765)             | \$ 1,305           | -96%                        | Project Variance Account/Development Charges |
| A26                                                   | Parks Master Plan Update (2013) (BA-024-23)             | Active | \$ (136,376)            | \$ 18,629          | -88%                        | Project Variance Account/Development Charges |
| A27                                                   | Street Light and Pole Condition Assessment (PDA-109-23) | Active | \$ (220,313)            | \$ 231,407         | -49%                        | Project Variance Account                     |
| A28                                                   | Sign Truck (PDA-115-23)                                 | Active | \$ (223,298)            | \$ 197,861         | -53%                        | Project Variance Account                     |
| A29                                                   | Fifth Line (Hwy 401 to Derry Road) (PDA-078-23)         | Active | \$ (360,665)            | \$ 20,203,693      | -2%                         | Project Variance Account/Development Charges |
| <b>Subtotal - Approved by Treasurer / CAO / Other</b> |                                                         |        | <b>\$ (91,314)</b>      |                    |                             |                                              |
| <b>Total - Previously Approved</b>                    |                                                         |        | <b>\$ 4,412,942</b>     |                    |                             |                                              |

\* Note: Budget figures on this schedule are presented at the sub-project level (as opposed to parent project level)

\*\* Note: % increase/(Decrease) of Previously Approved Budget

## APPENDIX B - NEW BUDGET AMENDMENTS INCREASE/(DECREASE) TO BUDGET

|                                 | Project Name                                          | Status          | Increase/<br>(Decrease) | Revised<br>Budget* | % Increase/<br>(Decrease)* | Funding Source                               | Explanation<br>(Provided for variances greater than \$25,000)                                                                                                                                                    |
|---------------------------------|-------------------------------------------------------|-----------------|-------------------------|--------------------|----------------------------|----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Projects Pending Closure</b> |                                                       |                 |                         |                    |                            |                                              |                                                                                                                                                                                                                  |
| B1                              | Legislated DC Exemptions                              | Pending Closure | \$ 1,403,406            | \$ 5,269,016       | 36%                        | Project Variance Account                     | Variance is largely due to an increased number of secondary dwelling units (roughly 100 additional units) \$1.1 million as well as higher than anticipated exemptions for agricultural permits of \$0.2 million. |
| B2                              | Surface Treatment Program (2021)                      | Pending Closure | \$ 35,303               | \$ 973,604         | 4%                         | Project Variance Account                     | Budget increase due to switching process from "tar & chip" to "micropave".                                                                                                                                       |
| B3                              | Sherwood Community Centre-Park Elements               | Pending Closure | \$ 17,403               | \$ 819,136         | 2%                         | Project Variance Account/Development Charges | NA                                                                                                                                                                                                               |
| B4                              | Louis St Laurent (Vickerman Way To 4Th Line) (Design) | Pending Closure | \$ 17,012               | \$ 11,894,397      | 0%                         | Development Charges                          | NA                                                                                                                                                                                                               |
| B5                              | Strategic Plan Implementation (2015)                  | Pending Closure | \$ 15,178               | \$ 168,424         | 10%                        | Project Variance Account/Development Charges | NA                                                                                                                                                                                                               |
| B6                              | Chief Officers Vehicles                               | Pending Closure | \$ 11,386               | \$ 89,406          | 15%                        | Project Variance Account                     | NA                                                                                                                                                                                                               |
| B7                              | E-Services Implementation                             | Pending Closure | \$ 8,908                | \$ 141,468         | 7%                         | Library Capital Works Reserve                | NA                                                                                                                                                                                                               |
| B8                              | Pumper/Rescue Growth                                  | Pending Closure | \$ 2,100                | \$ 913,513         | 0%                         | Development Charges                          | NA                                                                                                                                                                                                               |
| B9                              | Bunker Gear Replacement - Employee Turnover (2022)    | Pending Closure | \$ 717                  | \$ 69,727          | 1%                         | Project Variance Account                     | NA                                                                                                                                                                                                               |
| B10                             | Bunker Gear Replacement - Employee Turnover (2023)    | Pending Closure | \$ 373                  | \$ 31,817          | 1%                         | Project Variance Account                     | NA                                                                                                                                                                                                               |
| B11                             | Thermal Image Camera Replacement                      | Pending Closure | \$ 181                  | \$ 20,781          | 1%                         | Project Variance Account                     | NA                                                                                                                                                                                                               |
| B12                             | Technology Replacement/Upgrades (2021)                | Pending Closure | \$ 50                   | \$ 202,286         | 0%                         | Project Variance Account                     | NA                                                                                                                                                                                                               |
| B13                             | Rescue Truck Replacement/Refurbishment (2019)         | Pending Closure | \$ 0                    | \$ 54,110          | 0%                         | Project Variance Account                     | NA                                                                                                                                                                                                               |
| B14                             | Multifunction Tractor (2022)                          | Pending Closure | \$ 0                    | \$ 188,044         | 0%                         | Project Variance Account                     | NA                                                                                                                                                                                                               |
| B15                             | 3/4 Ton Pick Ups Replacement                          | Pending Closure | \$ 0                    | \$ 151,321         | 0%                         | Project Variance Account                     | NA                                                                                                                                                                                                               |
| B16                             | Parks Master Plan Update (2022)                       | Pending Closure | \$ -                    | \$ 1,305           | 0%                         | Project Variance Account/Development Charges | NA                                                                                                                                                                                                               |
| B17                             | Parks Master Plan Update (2013)                       | Pending Closure | \$ -                    | \$ 18,629          | 0%                         | Project Variance Account/Development Charges | NA                                                                                                                                                                                                               |
| B18                             | Trail Master Plan Update (2013)                       | Pending Closure | \$ -                    | \$ 18,334          | 0%                         | Project Variance Account/Development Charges | NA                                                                                                                                                                                                               |
| B19                             | Parks Master Plan Update (2018)                       | Pending Closure | \$ -                    | \$ 63,791          | 0%                         | Project Variance Account/Development Charges | NA                                                                                                                                                                                                               |
| B20                             | Collection - Replacement (2022)                       | Pending Closure | \$ -                    | \$ 441,502         | 0%                         | Library Capital Works Reserve                | NA                                                                                                                                                                                                               |
| B21                             | Louis St Laurent (Yates Dr to Thompson)               | Pending Closure | \$ -                    | \$ -               | -                          | Development Charges                          | NA                                                                                                                                                                                                               |
| B22                             | Audit And Accountability Fund - Phase 3 Intake        | Pending Closure | \$ (0)                  | \$ 122,112         | 0%                         | Project Variance Account                     | NA                                                                                                                                                                                                               |
| B23                             | Fleet Mechanic Equipment                              | Pending Closure | \$ (0)                  | \$ 40,716          | 0%                         | Project Variance Account/Development Charges | NA                                                                                                                                                                                                               |
| B24                             | Zero Radius Mowers - Growth                           | Pending Closure | \$ (0)                  | \$ 53,952          | 0%                         | Development Charge                           | NA                                                                                                                                                                                                               |

## APPENDIX B - NEW BUDGET AMENDMENTS INCREASE/(DECREASE) TO BUDGET

|     | Project Name                                         | Status             | Increase/<br>(Decrease) | Revised<br>Budget* | % Increase/<br>(Decrease)* | Funding Source                                  | Explanation<br>(Provided for variances greater than \$25,000) |
|-----|------------------------------------------------------|--------------------|-------------------------|--------------------|----------------------------|-------------------------------------------------|---------------------------------------------------------------|
| B25 | Trackless Front Mower Deck (2022)                    | Pending<br>Closure | \$ (0)                  | \$ 25,824          | 0%                         | Project Variance Account                        | NA                                                            |
| B26 | Zero Turning Radius Mowers                           | Pending<br>Closure | \$ (2)                  | \$ 342,223         | 0%                         | Project Variance Account                        | NA                                                            |
| B27 | Corporate Office Furniture & Equipment<br>(2022)     | Pending<br>Closure | \$ (6)                  | \$ 122,949         | 0%                         | Project Variance Account                        | NA                                                            |
| B28 | Implementation Trails Master Plan                    | Pending<br>Closure | \$ (68)                 | \$ 94,062          | 0%                         | Reserve Fund/Developer Recovery                 | NA                                                            |
| B29 | Defibrillators Replacement                           | Pending<br>Closure | \$ (85)                 | \$ 32,875          | 0%                         | Project Variance Account                        | NA                                                            |
| B30 | Emergency Vehicle Technician Equipment<br>Growth     | Pending<br>Closure | \$ (130)                | \$ 26,805          | 0%                         | Project Variance Account                        | NA                                                            |
| B31 | Firefighting Equipment Replacement (2023)            | Pending<br>Closure | \$ (187)                | 10,113.23          | -2%                        | Project Variance Account                        | NA                                                            |
| B32 | Pedestrian Crossover Desicison Warrant<br>System     | Pending<br>Closure | \$ (204)                | \$ 50,676          | 0%                         | Project Variance Account                        | NA                                                            |
| B33 | Phone System Changes Upgrades (2020)                 | Pending<br>Closure | \$ (254)                | \$ 34,045          | -1%                        | Project Variance Account                        | NA                                                            |
| B34 | Sam Sherratt Trail Redevelopment                     | Pending<br>Closure | \$ (1,152)              | \$ 137,941         | -1%                        | Project Variance Account                        | NA                                                            |
| B35 | Bunker Gear & Recruit Package Growth<br>(2022)       | Pending<br>Closure | \$ (1,504)              | \$ 85,016          | -2%                        | Development Charges                             | NA                                                            |
| B36 | Haul All/Packer                                      | Pending<br>Closure | \$ (2,000)              | \$ 127,842         | -2%                        | Project Variance Account                        | NA                                                            |
| B37 | Seniors Centre Asset Restorations (2021)             | Pending<br>Closure | \$ (2,052)              | \$ 4,231           | -33%                       | Project Variance Account                        | NA                                                            |
| B38 | Taxi, Uber, Ride Strategy                            | Pending<br>Closure | \$ (2,503)              | \$ 25,987          | -9%                        | Project Variance Account                        | NA                                                            |
| B39 | Enforcement Vehicles                                 | Pending<br>Closure | \$ (3,503)              | \$ 51,015          | -6%                        | Project Variance Account                        | NA                                                            |
| B40 | Indoor Fitness Equipment                             | Pending<br>Closure | \$ (3,965)              | \$ 39,511          | -9%                        | Project Variance Account                        | NA                                                            |
| B41 | Employee Strategic Development (2014)                | Pending<br>Closure | \$ (4,562)              | \$ 36,138          | -11%                       | Project Variance Account                        | NA                                                            |
| B42 | Signal Interconnect Program (2022)                   | Pending<br>Closure | \$ (5,279)              | \$ 179,112         | -3%                        | Project Variance Account/Development<br>Charges | NA                                                            |
| B43 | Landscape Trailer                                    | Pending<br>Closure | \$ (6,700)              | \$ 21,527          | -24%                       | Project Variance Account                        | NA                                                            |
| B44 | Preemption Traffic Control Systems (2022)            | Pending<br>Closure | \$ (7,464)              | \$ 76,108          | -9%                        | Project Variance Account/Development<br>Charges | NA                                                            |
| B45 | Facility Roof Assessments                            | Pending<br>Closure | \$ (7,833)              | \$ 44,481          | -15%                       | Project Variance Account                        | NA                                                            |
| B46 | Pumper/Rescue Units Refurbishment                    | Pending<br>Closure | \$ (8,569)              | \$ 122,547         | -7%                        | Project Variance Account                        | NA                                                            |
| B47 | Memorial Arena Facility Improvements                 | Pending<br>Closure | \$ (12,327)             | \$ 306,143         | -4%                        | Project Variance Account                        | NA                                                            |
| B48 | Multifunction Tractor 92023)                         | Pending<br>Closure | \$ (12,497)             | \$ 244,325         | -5%                        | Project Variance Account                        | NA                                                            |
| B49 | Pedestrian Crossover (PXO) Program<br>(2023)         | Pending<br>Closure | \$ (12,568)             | \$ 95,774          | -12%                       | Project Variance Account                        | NA                                                            |
| B50 | Milton Air Photo Mapping                             | Pending<br>Closure | \$ (13,455)             | \$ 7,508           | -64%                       | Project Variance Account                        | NA                                                            |
| B51 | Milton Sports Centre Facility Improvements<br>(2022) | Pending<br>Closure | \$ (13,515)             | \$ 35,073          | -28%                       | Project Variance Account                        | NA                                                            |

## APPENDIX B - NEW BUDGET AMENDMENTS INCREASE/(DECREASE) TO BUDGET

|     | Project Name                                         | Status          | Increase/<br>(Decrease) | Revised<br>Budget* | % Increase/<br>(Decrease)* | Funding Source                                                           | Explanation<br>(Provided for variances greater than \$25,000)                                                                                                                          |
|-----|------------------------------------------------------|-----------------|-------------------------|--------------------|----------------------------|--------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| B52 | Workplace Accommodation                              | Pending Closure | \$ (13,702)             | \$ 1,748           | -89%                       | Project Variance Account                                                 | NA                                                                                                                                                                                     |
| B53 | Technology Replacement/Upgrades (2020)               | Pending Closure | \$ (14,027)             | \$ 297,863         | -4%                        | Project Variance Account                                                 | NA                                                                                                                                                                                     |
| B54 | Trackless Front Mower Deck (2023)                    | Pending Closure | \$ (15,082)             | \$ 91,811          | -14%                       | Project Variance Account                                                 | NA                                                                                                                                                                                     |
| B55 | Appleby Line Phase 1 - Design                        | Pending Closure | \$ (15,649)             | \$ 408,207         | -4%                        | Project Variance Account/Development Charges                             | NA                                                                                                                                                                                     |
| B56 | Civic Operations Centre Facility Improvements 92023) | Pending Closure | \$ (16,039)             | \$ 58,651          | -21%                       | Project Variance Account                                                 | NA                                                                                                                                                                                     |
| B57 | Application Software Update 92020)                   | Pending Closure | \$ (17,291)             | \$ 45,493          | -28%                       | Project Variance Account                                                 | NA                                                                                                                                                                                     |
| B58 | Training Vehicle Replacement                         | Pending Closure | \$ (17,553)             | \$ 60,467          | -22%                       | Project Variance Account                                                 | NA                                                                                                                                                                                     |
| B59 | E-Services Strategy/Implementation (2020)            | Pending Closure | \$ (19,300)             | \$ 40,562          | -32%                       | Project Variance Account                                                 | NA                                                                                                                                                                                     |
| B60 | Council Orientation Program                          | Pending Closure | \$ (20,000)             | \$ 1,115           | -95%                       | Project Variance Account                                                 | NA                                                                                                                                                                                     |
| B61 | Technology Strategic Plan (2017)                     | Pending Closure | \$ (22,170)             | \$ 55,486          | -29%                       | Project Variance Account/Provincial Grants/Subsidies                     | NA                                                                                                                                                                                     |
| B62 | Bridge/Culvert Rehab Needs - Construction (2021)     | Pending Closure | \$ (26,052)             | \$ 412,606         | -6%                        | Project Variance Account                                                 | Savings in contract administration, along with minimal change orders, resulted in the project being completed under budget.                                                            |
| B63 | Community Park Detailed Development                  | Pending Closure | \$ (26,063)             | \$ 3,226,092       | -1%                        | Project Variance Account/Development Charges                             | The positive variance is due to cost efficiencies related to site works construction                                                                                                   |
| B64 | Aerial Replacement/ Refurbishment                    | Pending Closure | \$ (31,228)             | \$ 42,497          | -42%                       | Project Variance Account                                                 | Maintenance and repair cost for Aerial apparatus was lower than budgeted. Project being closed as new Fleet Refurbishment project established in 2024 to replace these older projects. |
| B65 | Service Strategy-Youth                               | Pending Closure | \$ (35,156)             | \$ 64,356          | -35%                       | Project Variance Account/Development Charges/Provincial Grants/Subsidies | Savings in the project were the result of the project being completed by internal staff, reducing external consulting fees.                                                            |
| B66 | Civic Operations Centre Facility Improvements (2022) | Pending Closure | \$ (40,718)             | \$ 74,208          | -35%                       | Project Variance Account                                                 | Work originally planned to be completed through this capital project was managed through a separate capital project resulting in savings within this project.                          |
| B67 | Tractor Attachments                                  | Pending Closure | \$ (49,455)             | \$ 21,922          | -69%                       | Project Variance Account                                                 | Project was under budget due to downsizing snowplow blade as a result of the budgeted type of snowplow blade being discontinued.                                                       |
| B68 | Accessibility Improvements (2022)                    | Pending Closure | \$ (55,759)             | \$ 1,731           | -97%                       | Project Variance Account                                                 | After a complete review of existing facility conditions no new projects or changes are required at this time.                                                                          |
| B69 | Bridge/Culvert Rehab Needs - Design (2021)           | Pending Closure | \$ (56,197)             | \$ 104,537         | -35%                       | Project Variance Account                                                 | Savings due to less permitting fees than originally anticipated.                                                                                                                       |
| B70 | Community Park - Enbridge Gas Easement               | Pending Closure | \$ (56,235)             | \$ 67,124          | -46%                       | Project Variance Account                                                 | The savings are due to cost efficiencies related to site works construction                                                                                                            |

## APPENDIX B - NEW BUDGET AMENDMENTS INCREASE/(DECREASE) TO BUDGET

|                                            | Project Name                                | Status          | Increase/<br>(Decrease) | Revised<br>Budget*   | % Increase/<br>(Decrease)* | Funding Source                                                            | Explanation<br>(Provided for variances greater than \$25,000)                                                                                                                                                                                                                                                                                                 |
|--------------------------------------------|---------------------------------------------|-----------------|-------------------------|----------------------|----------------------------|---------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| B71                                        | Wheelabrator Way (Including Culvert)        | Pending Closure | \$ (63,038)             | \$ 2,693,062         | -2%                        | Project Variance Account/Infrastructure Renewal - OCIF/Tax Supported Debt | Some of the extras to this project were estimates and required less funds than originally anticipated. Contract Administration efforts were also estimated based on extra work, less work from the consultants was required than originally anticipated.                                                                                                      |
| B72                                        | Victoria Street (Bronte St To James St)     | Pending Closure | \$ (67,388)             | \$ 310,364           | -18%                       | Project Variance Account/Federal Gas Tax                                  | The savings is due to some provisional items included in the subcontract no longer required. The actual quantity on some of the items was lower than the original estimate and hence required less funds than originally anticipated. Contract Administration efforts were also estimated based on extra work, resident inquiries were lower than anticipated |
| B73                                        | Elizabeth Street (Victoria St To Main St)   | Pending Closure | \$ (67,941)             | \$ 216,452           | -24%                       | Project Variance Account                                                  | The savings is due to some provisional items included in the subcontract no longer required. The actual quantity on some of the items was lower than the original estimate and hence required less funds than originally anticipated. Contract Administration efforts were also estimated based on extra work, resident inquiries were lower than anticipated |
| B74                                        | Department Specific Initiatives (2017)      | Pending Closure | \$ (74,839)             | \$ 333,711           | -18%                       | Project Variance Account/Building Stabilization Reserve                   | Savings in this project was mainly due to the budgeted support of various Town software (CMiC, Vailtech, CLASS, FDM, AMANDA) not being required.                                                                                                                                                                                                              |
| B75                                        | Seniors Centre Asset Restorations (2022)    | Pending Closure | \$ (86,413)             | \$ 2,592             | -97%                       | Project Variance Account                                                  | This project was intended to address potential concerns related to recovery from the pandemic. It has been determined that modifications are not required.                                                                                                                                                                                                    |
| B76                                        | Fire Halls Facility Improvements (2019)     | Pending Closure | \$ (88,509)             | \$ 332,499           | -21%                       | Project Variance Account                                                  | Testing work and contingency was not required resulting in savings for the project.                                                                                                                                                                                                                                                                           |
| B77                                        | Expanded Asphalt Program - Design (2022)    | Pending Closure | \$ (121,938)            | \$ 223,987           | -35%                       | Project Variance Account                                                  | Savings is mainly due to less design effort than anticipated. Also an Ontario Legal Survey allowance was not required for the road segments included in the 2023 EAP program and site meeting with external agencies was not required.                                                                                                                        |
| B78                                        | Tourism Strategy                            | Pending Closure | \$ (150,000)            | \$ 2,625             | -98%                       | Project Variance Account                                                  | Half of this budget (75K) was to be directed to Conservation Halton for the Giant's Rib project however the last update the Town received on this project was in 2019. A separate tourism strategy study is also not required at this time. As such, closure of the project is recommended.                                                                   |
| B79                                        | Electric Vehicle Charging Stations Strategy | Pending Closure | \$ (156,220)            | \$ 4,687             | -97%                       | Project Variance Account                                                  | This project was intended to explore the feasibility of EV charging stations. It has been determined that this service level cannot be recommended at this time, however may be reconsidered in the future.                                                                                                                                                   |
| B80                                        | Asphalt Overlay Program - Design (2022)     | Pending Closure | \$ (183,152)            | \$ 407,051           | -31%                       | Project Variance Account/Development Charges                              | Savings due to lower consultant design fees than originally anticipated resulted in the project being completed under budget.                                                                                                                                                                                                                                 |
| B81                                        | Indoor Soccer - Air Supported               | Pending Closure | \$ (218,155)            | \$ 3,808             | -98%                       | Project Variance Account/Development Charges                              | This project was developed based on the addition of a second air supported structure to meet growing demand. The demand for indoor turf is now being served by private operator.                                                                                                                                                                              |
| B82                                        | Seniors Centre Expansion                    | Pending Closure | \$ (235,400)            | \$ 3,710             | -98%                       | Project Variance Account/Development Charges                              | This project was developed based on the Town securing a long term lease with Halton Region. Due to the future re-development of the existing site this expansion is no longer feasible.                                                                                                                                                                       |
| <b>Subtotal - Projects Pending Closure</b> |                                             |                 | <b>\$ (671,040)</b>     | <b>\$ 33,738,262</b> |                            |                                                                           |                                                                                                                                                                                                                                                                                                                                                               |



## APPENDIX B - NEW BUDGET AMENDMENTS INCREASE/(DECREASE) TO BUDGET

|                                           | Project Name                                                        | Status | Increase/<br>(Decrease) | Revised<br>Budget* | % Increase/<br>(Decrease)* | Funding Source                                                                | Explanation<br>(Provided for variances greater than \$25,000)                                                                                                                                                                                                                                                                        |
|-------------------------------------------|---------------------------------------------------------------------|--------|-------------------------|--------------------|----------------------------|-------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Other Budget Amendments</b>            |                                                                     |        |                         |                    |                            |                                                                               |                                                                                                                                                                                                                                                                                                                                      |
| B83                                       | Boyne Multiuse (Asphalt Trls in Greenlands) Lit - W. 16 Mile (2023) | Active | \$ 213,826              | \$ 305,051         | 234%                       | Development Charges                                                           | This project is for a developer built Town trail within an approved subdivision agreement included in the Town's capital forecast. The budget increase represents an advancement of the capital forecast in order to recognize construction expenses incurred in 2023.                                                               |
| B84                                       | Radio Communications (2022)                                         | Active | \$ 37,667               | \$ 167,388         | 29%                        | Provincial Grants/Subsidies                                                   | The increase in costs relate to NICE recording system upgrades that were fully recovered from provincial funding received in 2023 to support the transition to the Milton Fire Rescue Service communication network to the new NG9-1-1 requirements.                                                                                 |
| B85                                       | Radio Communications (2020)                                         | Active | \$ 37,328               | \$ 1,049,233       | 4%                         | Provincial Grants/Subsidies                                                   | The increase in costs relate to radio tuning and the development of an Infrastructure Readiness Report and Strategy that were fully recovered from provincial funding received in 2023 to support the transition to the Milton Fire Rescue Service communication network to the new NG9-1-1 requirements.                            |
| B86                                       | Development Engineering & Parks Standards Manual                    | Active | \$ 35,000               | \$ 113,036         | 45%                        | Development Charges                                                           | Requesting a budget increase for internal project management costs which are expected to be over budget due to staff involvement in reviewing draft manual.                                                                                                                                                                          |
| B87                                       | Tandem Axle Trucks                                                  | Active | \$ 16,551               | \$ 623,740         | 3%                         | Development Charges                                                           | NA                                                                                                                                                                                                                                                                                                                                   |
| B88                                       | Department Specific Initiatives (2018)                              | Active | \$ 12,216               | \$ 666,320         | 2%                         | Provincial Grants/Subsidies                                                   | NA                                                                                                                                                                                                                                                                                                                                   |
| B89                                       | Facility Maintenance Pick-Up - Growth                               | Active | \$ 59                   | \$ 64,426          | 0%                         | Development Charges                                                           | NA                                                                                                                                                                                                                                                                                                                                   |
| B90                                       | Beaty Neighbourhood Park North Redevelopment                        | Active | \$ (2,359)              | \$ 278,251         | -1%                        | Project Variance Account/Tax Supported Debt                                   | NA                                                                                                                                                                                                                                                                                                                                   |
| B91                                       | John Tonelli Sports Centre Facility Improvements (2023)             | Active | \$ (4,770)              | \$ 119,519         | -4%                        | Project Variance Account/Federal Grants/Subsidies/Provincial Grants/Subsidies | NA                                                                                                                                                                                                                                                                                                                                   |
| B92                                       | Storm Sewer Network Program - Construction (2022)                   | Active | \$ (202,625)            | \$ 783,799         | -21%                       | Project Variance Account/Tax Supported Debt                                   | Savings due to pipe removal and replacement originally budgeted were not required after review with the contractor. With rehabilitation of the pipe line, no excavation of the road or new asphalt were required.                                                                                                                    |
| B93                                       | Bridge/Culvert Rehab Needs - Construction (2023)                    | Active | \$ (231,034)            | \$ 686,367         | -25%                       | Project Variance Account                                                      | The savings is due to some provisional items included in the subcontract no longer required.                                                                                                                                                                                                                                         |
| B94                                       | Expanded Asphalt Program Construction (2023)                        | Active | \$ (867,862)            | \$ 2,806,423       | -24%                       | Project Variance Account/Federal Gas Tax                                      | The savings is due to some provisional items and cash allowance included in the subcontract no longer required. Also, the approach of handling two segments on Appleby Line was changed from expanded asphalt to asphalt overlay due to the position of the train tracks along the road segments. Asphalt overlay is less expensive. |
| <b>Subtotal - Other Budget Amendments</b> |                                                                     |        | <b>\$ (956,004)</b>     |                    |                            |                                                                               |                                                                                                                                                                                                                                                                                                                                      |
| <b>Total - New Budget Amendments</b>      |                                                                     |        | <b>\$ (1,627,044)</b>   |                    |                            |                                                                               |                                                                                                                                                                                                                                                                                                                                      |

## APPENDIX C - CHANGES IN FUNDING SOURCE

|  | Project                                           | Status | Amount              | Approved Funding Source  | Recommended Funding Source                                   | Explanation                                                                                                                                              |
|--|---------------------------------------------------|--------|---------------------|--------------------------|--------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | Surface Treatment Program (2022)                  | Active | \$ 700,000          | Tax Supported Debt       | Ontario Lottery and Gaming Corporation Proceeds Reserve Fund | Replacing debt financing with Ontario Lottery and Gaming Corporation Proceeds Reserve Fund as work is more related to repairs and maintenance in nature. |
|  | Stormwater Pond Maintenance (2020)                | Active | \$ 550,000          | Tax Supported Debt       | Ontario Lottery and Gaming Corporation Proceeds Reserve Fund | Replacing debt financing with Ontario Lottery and Gaming Corporation Proceeds Reserve Fund as work is more related to repairs and maintenance in nature. |
|  | Storm Sewer Network Program - Construction (2022) | Active | \$ 150,000          | Tax Supported Debt       | Federal Gas Tax Reserve Fund                                 | Refinancing project due to savings reported                                                                                                              |
|  | Street Light LED Replacement (2017)               | Active | \$ 18,328           | Project Variance Account | Other Recoveries                                             | Reduce Town funding source as more LED incentive payment received.                                                                                       |
|  | Traffic Safety Services Review (2022)             | Active | \$ 13,305           | Project Variance Account | Regional Recovery                                            | Reduce Town funding source as Recoveries from Halton Region received.                                                                                    |
|  | Milton Sports Centre Facility Improvements (2021) | Active | \$ 12,618           | Project Variance Account | Other Recoveries                                             | Reduce Town funding source as more LED light conversion rebate received.                                                                                 |
|  | Tennis Court Upgrades                             | Active | \$ 8,245            | Project Variance Account | Other Recoveries                                             | Reduce Town funding source as Other Recoveries received.                                                                                                 |
|  | <b>Total</b>                                      |        | <b>\$ 1,452,496</b> |                          |                                                              |                                                                                                                                                          |

Note: Budget figures on this schedule are presented at the sub-project level (as opposed to parent project level)

**TOWN OF MILTON**  
**CAPITAL FINANCIAL STATEMENT**  
**December 2023**

**Current Year Capital**

|                                      | APPROVED<br>BUDGET | BUDGET<br>ADJUSTMENTS | REVISED<br>BUDGET | LTD<br>ACTUALS | %<br>SPENT | VARIANCE<br>LTD |
|--------------------------------------|--------------------|-----------------------|-------------------|----------------|------------|-----------------|
| EX Executive Services                |                    |                       |                   |                |            |                 |
| Active                               | \$1,261,305        | \$96,000              | \$1,357,305       | \$577,351      | 43%        | \$779,954       |
| Pending Closure                      | \$305,871          | (\$134,822)           | \$171,049         | \$171,049      | 100%       |                 |
| <b>Total EX Executive Services</b>   | \$1,567,176        | (\$38,822)            | \$1,528,354       | \$748,400      | 49%        | \$779,954       |
| CO Corporate Services                |                    |                       |                   |                |            |                 |
| Active                               | \$27,480,485       | \$2,201,194           | \$29,681,679      | \$12,882,219   | 43%        | \$16,799,460    |
| Pending Closure                      | \$4,725,338        | \$1,747,730           | \$6,473,068       | \$6,473,068    | 100%       |                 |
| <b>Total CO Corporate Services</b>   | \$32,205,823       | \$3,948,924           | \$36,154,747      | \$19,355,287   | 54%        | \$16,799,460    |
| CM Community Services                |                    |                       |                   |                |            |                 |
| Active                               | \$137,451,027      | \$4,513,464           | \$141,964,491     | \$71,012,680   | 50%        | \$70,951,811    |
| Completed Pending Warranty           | \$1,275,245        | (\$194,205)           | \$1,081,040       | \$1,061,639    | 98%        | \$19,401        |
| Pending Closure                      | \$11,342,240       | (\$1,903,396)         | \$9,438,844       | \$9,438,844    | 100%       |                 |
| <b>Total CM Community Services</b>   | \$150,068,512      | \$2,415,862           | \$152,484,374     | \$81,513,162   | 53%        | \$70,971,212    |
| DV Development Services              |                    |                       |                   |                |            |                 |
| Active                               | \$203,952,479      | \$25,379,582          | \$229,332,061     | \$157,749,890  | 69%        | \$71,582,171    |
| Completed Pending Warranty           | \$41,408,165       | (\$341,881)           | \$41,066,284      | \$38,982,545   | 95%        | \$2,083,739     |
| Pending Closure                      | \$20,244,876       | (\$3,172,544)         | \$17,072,332      | \$17,072,332   | 100%       | -               |
| <b>Total DV Development Services</b> | \$265,605,520      | \$21,865,157          | \$287,470,677     | \$213,804,767  | 74%        | \$73,665,910    |
| LB Library                           |                    |                       |                   |                |            |                 |
| Active                               | \$3,722,066        | \$443,910             | \$4,165,976       | \$1,779,242    | 43%        | \$2,386,734     |
| Pending Closure                      | \$441,502          | \$141,468             | \$582,970         | \$582,970      | 100%       |                 |
| <b>Total LB Library</b>              | \$4,163,568        | \$585,378             | \$4,748,946       | \$2,362,212    | 50%        | \$2,386,734     |
| <b>Total Current Year Capital</b>    | \$453,610,599      | \$28,776,499          | \$482,387,098     | \$317,783,828  | 66%        | \$164,603,270   |

**TOWN OF MILTON**  
**CAPITAL FINANCIAL STATEMENT**  
**December 2023**

**Executive Services**

|                                    | APPROVED<br>BUDGET | BUDGET<br>ADJUSTMENTS | REVISED<br>BUDGET  | LTD<br>ACTUALS   | %<br>SPENT  | VARIANCE<br>LTD  |
|------------------------------------|--------------------|-----------------------|--------------------|------------------|-------------|------------------|
| EX Executive Services              |                    |                       |                    |                  |             |                  |
| Active                             |                    |                       |                    |                  |             |                  |
| Office of the CAO                  |                    |                       |                    |                  |             |                  |
| Office of the CAO                  |                    |                       |                    |                  |             |                  |
| Milton Education Village           | \$99,207           |                       | \$99,207           | \$25,402         | 26%         | \$73,805         |
| Strategic Plan Delivery            | \$586,179          |                       | \$586,179          | \$50,151         | 9%          | \$536,028        |
| Service Delivery                   | \$258,750          | \$96,000              | \$354,750          | \$340,687        | 96%         | \$14,063         |
| Council Staff Work Plan            | \$317,169          |                       | \$317,169          | \$161,112        | 51%         | \$156,057        |
| <b>Total Office of the CAO</b>     | <b>\$1,261,305</b> | <b>\$96,000</b>       | <b>\$1,357,305</b> | <b>\$577,351</b> | <b>43%</b>  | <b>\$779,954</b> |
| <b>Total Office of the CAO</b>     | <b>\$1,261,305</b> | <b>\$96,000</b>       | <b>\$1,357,305</b> | <b>\$577,351</b> | <b>43%</b>  | <b>\$779,954</b> |
| <b>Total Active</b>                | <b>\$1,261,305</b> | <b>\$96,000</b>       | <b>\$1,357,305</b> | <b>\$577,351</b> | <b>43%</b>  | <b>\$779,954</b> |
| Pending Closure                    |                    |                       |                    |                  |             |                  |
| Executive Services                 |                    |                       |                    |                  |             |                  |
| Office of the CAO                  |                    |                       |                    |                  |             |                  |
| Strategic Plan                     | \$153,246          | \$15,178              | \$168,424          | \$168,424        | 100%        |                  |
| Tourism Strategy                   | \$152,625          | (\$150,000)           | \$2,625            | \$2,625          | 100%        |                  |
| <b>Total Office of the CAO</b>     | <b>\$305,871</b>   | <b>(\$134,822)</b>    | <b>\$171,049</b>   | <b>\$171,049</b> | <b>100%</b> |                  |
| <b>Total Executive Services</b>    | <b>\$305,871</b>   | <b>(\$134,822)</b>    | <b>\$171,049</b>   | <b>\$171,049</b> | <b>100%</b> |                  |
| <b>Total Pending Closure</b>       | <b>\$305,871</b>   | <b>(\$134,822)</b>    | <b>\$171,049</b>   | <b>\$171,049</b> | <b>100%</b> |                  |
| <b>Total EX Executive Services</b> | <b>\$1,567,176</b> | <b>(\$38,822)</b>     | <b>\$1,528,354</b> | <b>\$748,400</b> | <b>49%</b>  | <b>\$779,954</b> |
| <b>Total Executive Services</b>    | <b>\$1,567,176</b> | <b>(\$38,822)</b>     | <b>\$1,528,354</b> | <b>\$748,400</b> | <b>49%</b>  | <b>\$779,954</b> |

**TOWN OF MILTON**  
**CAPITAL FINANCIAL STATEMENT**  
**December 2023**

**Corporate Services**

|                                                   | APPROVED<br>BUDGET  | BUDGET<br>ADJUSTMENTS | REVISED<br>BUDGET   | LTD<br>ACTUALS      | %<br>SPENT  | VARIANCE<br>LTD     |
|---------------------------------------------------|---------------------|-----------------------|---------------------|---------------------|-------------|---------------------|
| CO Corporate Services                             |                     |                       |                     |                     |             |                     |
| Active                                            |                     |                       |                     |                     |             |                     |
| Corporate Services                                |                     |                       |                     |                     |             |                     |
| Finance                                           |                     |                       |                     |                     |             |                     |
| Special Financial Studies                         | \$483,313           |                       | \$483,313           | \$191,658           | 40%         | \$291,655           |
| Development Charges Study                         | \$258,750           |                       | \$258,750           | \$180,592           | 70%         | \$78,158            |
| Asset Management Plan                             | \$180,250           |                       | \$180,250           | \$56,343            | 31%         | \$123,907           |
| User Fee Update                                   | \$77,250            |                       | \$77,250            | \$2,250             | 3%          | \$75,000            |
| PSAB Legislative Changes                          | \$30,900            | \$14,210              | \$45,110            | \$900               | 2%          | \$44,210            |
| <b>Total Finance</b>                              | <b>\$1,030,463</b>  | <b>\$14,210</b>       | <b>\$1,044,673</b>  | <b>\$431,744</b>    | <b>41%</b>  | <b>\$612,929</b>    |
| Human Resources                                   |                     |                       |                     |                     |             |                     |
| Compensation Plan                                 | \$123,600           |                       | \$123,600           | \$85,008            | 69%         | \$38,592            |
| Employee Strategic Development                    | \$339,556           |                       | \$339,556           | \$88,253            | 26%         | \$251,303           |
| Health and Safety Audit/Implementation            | \$161,071           |                       | \$161,071           | \$23,396            | 15%         | \$137,675           |
| <b>Total Human Resources</b>                      | <b>\$624,227</b>    |                       | <b>\$624,227</b>    | <b>\$196,657</b>    | <b>32%</b>  | <b>\$427,570</b>    |
| Information Technology                            |                     |                       |                     |                     |             |                     |
| Technology Strategic Plan                         | \$315,041           |                       | \$315,041           | \$124,736           | 40%         | \$190,306           |
| Technology Replacement/Upgrade                    | \$376,082           |                       | \$376,082           | \$170,334           | 45%         | \$205,748           |
| Phone System Changes/Upgrade                      | \$145,794           | \$59,452              | \$205,246           | \$25,104            | 12%         | \$180,142           |
| PC Workstation Complement Changes                 | \$25,155            |                       | \$25,155            | \$4,090             | 16%         | \$21,065            |
| E-Services Strategy Implementation                | \$173,527           | \$157,706             | \$331,233           | \$5,054             | 2%          | \$326,179           |
| GIS/Geosmart Infrastructure                       | \$422,469           |                       | \$422,469           | \$208,362           | 49%         | \$214,107           |
| Application/Software Upgrades                     | \$314,474           |                       | \$314,474           | \$12,454            | 4%          | \$302,020           |
| Photocopiers                                      | \$59,740            |                       | \$59,740            | \$1,740             | 3%          | \$58,000            |
| Radio Communications Backup Upgrades              | \$2,297,084         | \$74,995              | \$2,372,079         | \$337,967           | 14%         | \$2,034,112         |
| Enterprise Content Management                     | \$604,934           |                       | \$604,934           | \$199,150           | 33%         | \$405,784           |
| Enterprise Contact Management                     | \$221,350           | \$49,599              | \$270,949           | \$60,162            | 22%         | \$210,787           |
| Emergency Operations Centre                       | \$89,091            | \$20,681              | \$109,772           | \$4,610             | 4%          | \$105,162           |
| Mobile Parking Enforcement                        | \$778,608           | \$26,064              | \$804,672           | \$351,361           | 44%         | \$453,311           |
| Human Resources Information System                | \$4,944,176         | \$137,376             | \$5,081,552         | \$3,318,870         | 65%         | \$1,762,682         |
| Microsoft 365 Migration                           | \$294,479           |                       | \$294,479           | \$8,577             | 3%          | \$285,902           |
| Automatic Vehicle Locator and Road Patrol         | \$294,812           |                       | \$294,812           | \$12,294            | 4%          | \$282,518           |
| Department Specific Tech Initiatives              | \$3,278,992         | \$832,542             | \$4,111,534         | \$2,713,987         | 66%         | \$1,397,547         |
| Council Technology                                | \$51,500            |                       | \$51,500            | \$7,269             | 14%         | \$44,231            |
| Property Tax System Replacement                   | \$2,124,324         | (\$1,031,092)         | \$1,093,232         | \$206,737           | 19%         | \$886,495           |
| Citizen Portal Implementation                     | \$533,358           |                       | \$533,358           | \$15,535            | 3%          | \$517,823           |
| Financial Enterprise Systems                      | \$342,932           | \$1,333,517           | \$1,676,449         | \$31,132            | 2%          | \$1,645,317         |
| Fire Department Emergency Systems                 | \$107,013           | \$369,259             | \$476,272           | \$3,117             | 1%          | \$473,155           |
| Facility Infrastructure and Networking            | \$4,092,822         | \$156,885             | \$4,249,707         | \$2,770,586         | 65%         | \$1,479,121         |
| Technology Infrastructure Initiative              | \$1,880,919         |                       | \$1,880,919         | \$575,867           | 31%         | \$1,305,052         |
| Enterprise Licencing and Compliance               | \$1,506,912         |                       | \$1,506,912         | \$795,505           | 53%         | \$711,407           |
| <b>Total Information Technology</b>               | <b>\$25,275,588</b> | <b>\$2,186,984</b>    | <b>\$27,462,572</b> | <b>\$11,964,599</b> | <b>44%</b>  | <b>\$15,497,973</b> |
| Legislative & Legal Services                      |                     |                       |                     |                     |             |                     |
| Impact on Regulatory Framework                    | \$84,048            |                       | \$84,048            | \$2,448             | 3%          | \$81,600            |
| <b>Total Legislative &amp; Legal Services</b>     | <b>\$84,048</b>     |                       | <b>\$84,048</b>     | <b>\$2,448</b>      | <b>3%</b>   | <b>\$81,600</b>     |
| Marketing & Government Relations                  |                     |                       |                     |                     |             |                     |
| Branding                                          | \$466,159           |                       | \$466,159           | \$286,772           | 62%         | \$179,387           |
| <b>Total Marketing &amp; Government Relations</b> | <b>\$466,159</b>    |                       | <b>\$466,159</b>    | <b>\$286,772</b>    | <b>62%</b>  | <b>\$179,387</b>    |
| <b>Total Corporate Services</b>                   | <b>\$27,480,485</b> | <b>\$2,201,194</b>    | <b>\$29,681,679</b> | <b>\$12,882,219</b> | <b>43%</b>  | <b>\$16,799,460</b> |
| <b>Total Active</b>                               | <b>\$27,480,485</b> | <b>\$2,201,194</b>    | <b>\$29,681,679</b> | <b>\$12,882,219</b> | <b>43%</b>  | <b>\$16,799,460</b> |
| Pending Closure                                   |                     |                       |                     |                     |             |                     |
| Corporate Services                                |                     |                       |                     |                     |             |                     |
| Finance                                           |                     |                       |                     |                     |             |                     |
| Legislated Development Charge Exemptions          | \$3,185,450         | \$2,083,566           | \$5,269,016         | \$5,269,016         | 100%        |                     |
| <b>Total Finance</b>                              | <b>\$3,185,450</b>  | <b>\$2,083,566</b>    | <b>\$5,269,016</b>  | <b>\$5,269,016</b>  | <b>100%</b> |                     |
| Human Resources                                   |                     |                       |                     |                     |             |                     |
| Workplace Accommodation                           | \$15,450            | (\$13,702)            | \$1,748             | \$1,748             | 100%        |                     |



**TOWN OF MILTON**  
**CAPITAL FINANCIAL STATEMENT**  
**December 2023**

**Corporate Services**

|                                               | APPROVED<br>BUDGET | BUDGET<br>ADJUSTMENTS | REVISED<br>BUDGET | LTD<br>ACTUALS | %<br>SPENT | VARIANCE<br>LTD |
|-----------------------------------------------|--------------------|-----------------------|-------------------|----------------|------------|-----------------|
| Employee Strategic Development                | \$40,700           | (\$4,562)             | \$36,138          | \$36,138       | 100%       |                 |
| <b>Total Human Resources</b>                  | \$56,150           | (\$18,265)            | \$37,885          | \$37,885       | 100%       |                 |
| Information Technology                        |                    |                       |                   |                |            |                 |
| Technology Strategic Plan                     | \$77,656           | (\$22,170)            | \$55,486          | \$55,486       | 100%       |                 |
| Technology Replacement/Upgrade                | \$514,126          | (\$13,977)            | \$500,149         | \$500,149      | 100%       |                 |
| Phone System Changes/Upgrade                  | \$34,299           | (\$254)               | \$34,045          | \$34,045       | 100%       |                 |
| E-Services Strategy Implementation            | \$84,862           | (\$44,300)            | \$40,562          | \$40,562       | 100%       |                 |
| Application Software Update                   | \$62,784           | (\$17,291)            | \$45,493          | \$45,493       | 100%       |                 |
| Milton Air Photo Mapping                      | \$20,963           | (\$13,455)            | \$7,508           | \$7,508        | 100%       |                 |
| Audit & Accountability Fund - Phase 3 Intake  |                    | \$122,112             | \$122,112         | \$122,112      | 100%       |                 |
| Department Specific Tech Initiatives          | \$639,443          | (\$305,732)           | \$333,711         | \$333,711      | 100%       |                 |
| <b>Total Information Technology</b>           | \$1,434,133        | (\$295,068)           | \$1,139,065       | \$1,139,065    | 100%       |                 |
| Legislative & Legal Services                  |                    |                       |                   |                |            |                 |
| Council Orientation Program                   | \$21,115           | (\$20,000)            | \$1,115           | \$1,115        | 100%       |                 |
| Taxi, Uber, Ride Strategy                     | \$28,490           | (\$2,503)             | \$25,987          | \$25,987       | 100%       |                 |
| <b>Total Legislative &amp; Legal Services</b> | \$49,605           | (\$22,503)            | \$27,102          | \$27,102       | 100%       |                 |
| <b>Total Corporate Services</b>               | \$4,725,338        | \$1,747,730           | \$6,473,068       | \$6,473,068    | 100%       |                 |
| <b>Total Pending Closure</b>                  | \$4,725,338        | \$1,747,730           | \$6,473,068       | \$6,473,068    | 100%       |                 |
| <b>Total CO Corporate Services</b>            | \$32,205,823       | \$3,948,924           | \$36,154,747      | \$19,355,287   | 54%        | \$16,799,460    |
| <b>Total Corporate Services</b>               | \$32,205,823       | \$3,948,924           | \$36,154,747      | \$19,355,287   | 54%        | \$16,799,460    |

**TOWN OF MILTON**  
**CAPITAL FINANCIAL STATEMENT**  
**December 2023**

**Community Services**

|                                                       | APPROVED<br>BUDGET  | BUDGET<br>ADJUSTMENTS | REVISED<br>BUDGET   | LTD<br>ACTUALS     | %<br>SPENT  | VARIANCE<br>LTD    |
|-------------------------------------------------------|---------------------|-----------------------|---------------------|--------------------|-------------|--------------------|
| CM Community Services                                 |                     |                       |                     |                    |             |                    |
| Active                                                |                     |                       |                     |                    |             |                    |
| Community Services                                    |                     |                       |                     |                    |             |                    |
| Administration                                        |                     |                       |                     |                    |             |                    |
| Recreation Master Plan (DC)                           | \$82,473            | \$207,282             | \$289,755           | \$2,402            | 1%          | \$287,353          |
| FOACM Children's Program Fundraising Campaign         |                     |                       |                     | \$1,344,003        | #DIV/0!     | (\$1,344,003)      |
| Climate Change & Mitigation                           | \$69,886            |                       | \$69,886            | \$9,412            | 13%         | \$60,474           |
| <b>Total Administration</b>                           | <b>\$152,359</b>    | <b>\$207,282</b>      | <b>\$359,641</b>    | <b>\$1,355,817</b> | <b>377%</b> | <b>(\$996,176)</b> |
| Parks Redevelopment                                   |                     |                       |                     |                    |             |                    |
| Omagh Park Redevelopment                              | \$905,367           | (\$830)               | \$904,537           | \$860,883          | 95%         | \$43,654           |
| Tennis Court Upgrades                                 | \$93,645            |                       | \$93,645            | \$66,756           | 71%         | \$26,889           |
| New Campbellville Park Redevelopment                  | \$832,058           | \$86,232              | \$918,290           | \$890,259          | 97%         | \$28,031           |
| Beaty Trail Park Redevelopment                        | \$74,064            | (\$1,951)             | \$72,113            | \$42,823           | 59%         | \$29,290           |
| Kingsleigh Park Redevelopment                         | \$569,728           |                       | \$569,728           | \$565,548          | 99%         | \$4,180            |
| Moorelands Park Redevelopment                         | \$344,348           | (\$4,733)             | \$339,615           | \$326,877          | 96%         | \$12,738           |
| Baldwin Park Redevelopment                            | \$479,266           | (\$1,930)             | \$477,336           | \$435,281          | 91%         | \$42,055           |
| Chris Hadfield Park Redevelopment                     | \$767,640           | \$186,873             | \$954,513           | \$949,648          | 99%         | \$4,865            |
| Trudeau Park Redevelopment                            | \$70,457            | (\$904)               | \$69,553            | \$44,621           | 64%         | \$24,932           |
| Sunny Mount Park                                      | \$324,608           | (\$125)               | \$324,483           | \$236,427          | 73%         | \$88,056           |
| Park Improvements - Preservation                      | \$171,728           |                       | \$171,728           | \$129,830          | 76%         | \$41,898           |
| Multi-Court Resurfacing - Preservation                | \$77,303            |                       | \$77,303            | \$2,252            | 3%          | \$75,051           |
| In Ground Waste Container Installation                | \$160,907           | (\$16,809)            | \$144,098           | \$106,721          | 74%         | \$37,377           |
| Park Amenity Audit                                    | \$279,932           | (\$63,720)            | \$216,212           | \$144,494          | 67%         | \$71,718           |
| <b>Total Parks Redevelopment</b>                      | <b>\$5,151,051</b>  | <b>\$182,103</b>      | <b>\$5,333,154</b>  | <b>\$4,802,420</b> | <b>90%</b>  | <b>\$530,734</b>   |
| Parks Growth                                          |                     |                       |                     |                    |             |                    |
| Community Park - External to Boyne                    | \$310,101           | \$203,821             | \$513,922           | \$421,295          | 82%         | \$92,627           |
| Jannock Property Master Plan                          | \$401,718           | \$30,000              | \$431,718           | \$82,517           | 19%         | \$349,201          |
| Escarpment View Lands (Formerly CMHL Prpoerty)        | \$282,357           |                       | \$282,357           | \$8,224            | 3%          | \$274,133          |
| District Park West - Boyne                            | \$762,398           | (\$41,696)            | \$720,702           | \$78,459           | 11%         | \$642,243          |
| Boyne Village Square #3                               | \$387,827           | \$3,720               | \$391,547           | \$365,400          | 93%         | \$26,147           |
| Cobban Neighbourhood Park - Boyne                     | \$2,130,490         | (\$29,020)            | \$2,101,470         | \$1,997,427        | 95%         | \$104,043          |
| Walker Neighbourhood Park - Boyne                     | \$2,674,647         | (\$72,940)            | \$2,601,707         | \$1,536,127        | 59%         | \$1,065,580        |
| Derry Green Union Gas Pipeline Easement               | \$36,050            |                       | \$36,050            | \$3,291            | 9%          | \$32,759           |
| <b>Total Parks Growth</b>                             | <b>\$6,985,588</b>  | <b>\$93,885</b>       | <b>\$7,079,473</b>  | <b>\$4,492,741</b> | <b>63%</b>  | <b>\$2,586,732</b> |
| Facilities Redevelopment                              |                     |                       |                     |                    |             |                    |
| Corporate Office Furniture                            | \$166,464           |                       | \$166,464           | \$78,295           | 47%         | \$88,169           |
| Civic Facility Improvements                           | \$4,316,687         | \$166,921             | \$4,483,608         | \$3,033,448        | 68%         | \$1,450,160        |
| Heritage Property Restoration                         | \$274,336           | \$338,158             | \$612,494           | \$294,444          | 48%         | \$318,050          |
| Accessibility Improvements                            | \$261,185           |                       | \$261,185           | \$7,607            | 3%          | \$253,578          |
| Leisure Centre Upgrades                               | \$1,241,386         | (\$179,988)           | \$1,061,398         | \$704,861          | 66%         | \$356,537          |
| Tonelli Sports Centre Improvements                    | \$560,015           | (\$212,788)           | \$347,227           | \$265,240          | 76%         | \$81,987           |
| Milton Sports Centre Facility Improvements            | \$2,507,403         | (\$264,569)           | \$2,242,834         | \$1,893,670        | 84%         | \$349,164          |
| Mattamy National Cycling Centre Improvements          | \$2,430,882         | (\$313,673)           | \$2,117,209         | \$1,147,731        | 54%         | \$969,478          |
| MNCC Renewable Engery System Feasibility              | \$35,278            |                       | \$35,278            | \$1,028            | 3%          | \$34,250           |
| Milton Indoor Turf Centre Improvements                | \$540,619           |                       | \$540,619           | \$205,244          | 38%         | \$335,375          |
| FirstOntario Arts Centre Milton Facility Improvements | \$795,612           | (\$40,500)            | \$755,112           | \$340,411          | 45%         | \$414,701          |
| Brookville Yard                                       | \$195,492           | (\$17,923)            | \$177,569           | \$16,706           | 9%          | \$160,863          |
| Civic Operations Centre Facility Improvements         | \$206,030           | (\$27,213)            | \$178,817           | \$43,842           | 25%         | \$134,976          |
| Facility Parking Area Improvements                    | \$184,595           |                       | \$184,595           | \$21,038           | 11%         | \$163,557          |
| Fire Halls Facility Improvements                      | \$524,082           | (\$2,279)             | \$521,803           | \$122,851          | 24%         | \$398,951          |
| <b>Total Facilities Redevelopment</b>                 | <b>\$14,240,066</b> | <b>(\$553,853)</b>    | <b>\$13,686,213</b> | <b>\$8,176,417</b> | <b>60%</b>  | <b>\$5,509,797</b> |
| Facilities Growth                                     |                     |                       |                     |                    |             |                    |
| Town Hall Construction/Expansion                      | \$604,975           |                       | \$604,975           | \$19,975           | 3%          | \$585,000          |
| Civic Precinct                                        |                     | \$1,500,000           | \$1,500,000         | \$14,501           | 1%          | \$1,485,499        |
| Sherwood Community Centre                             | \$42,385,963        | \$949,066             | \$43,335,029        | \$39,250,236       | 91%         | \$4,084,793        |
| Civic Operations Centre                               | \$1,239,732         |                       | \$1,239,732         | \$36,519           | 3%          | \$1,203,213        |
| Transit Operations Centre                             | \$49,558,811        |                       | \$49,558,811        | \$1,507,626        | 3%          | \$48,051,185       |

**TOWN OF MILTON**  
**CAPITAL FINANCIAL STATEMENT**  
**December 2023**

**Community Services**

|                                                   | APPROVED<br>BUDGET   | BUDGET<br>ADJUSTMENTS | REVISED<br>BUDGET    | LTD<br>ACTUALS      | %<br>SPENT | VARIANCE<br>LTD     |
|---------------------------------------------------|----------------------|-----------------------|----------------------|---------------------|------------|---------------------|
| Branch No. 2 Building                             | \$7,000,586          | (\$334,588)           | \$6,665,998          | \$5,030,996         | 75%        | \$1,635,002         |
| Main Library Expansion                            | \$570,130            |                       | \$570,130            | \$74,294            | 13%        | \$495,836           |
| <b>Total Facilities Growth</b>                    | <b>\$101,360,197</b> | <b>\$2,114,478</b>    | <b>\$103,474,675</b> | <b>\$45,934,147</b> | <b>44%</b> | <b>\$57,540,528</b> |
| Transit                                           |                      |                       |                      |                     |            |                     |
| Transit                                           |                      |                       |                      |                     |            |                     |
| Transit Study Update                              | \$221,151            |                       | \$221,151            | \$108,883           | 49%        | \$112,268           |
| Transit Bus Pads                                  | \$69,625             | \$36,053              | \$105,678            | \$82,252            | 78%        | \$23,426            |
| <b>Total Transit</b>                              | <b>\$290,776</b>     | <b>\$36,053</b>       | <b>\$326,829</b>     | <b>\$191,134</b>    | <b>58%</b> | <b>\$135,695</b>    |
| Transit Fleet Replacement                         |                      |                       |                      |                     |            |                     |
| Transit Bus Non Growth: Refurbishment             | \$1,131,875          |                       | \$1,131,875          | \$644,642           | 57%        | \$487,233           |
| <b>Total Transit Fleet Replacement</b>            | <b>\$1,131,875</b>   |                       | <b>\$1,131,875</b>   | <b>\$644,642</b>    | <b>57%</b> | <b>\$487,233</b>    |
| Transit Fleet Growth                              |                      |                       |                      |                     |            |                     |
| Non-Fixed Route Bus                               | \$402,540            |                       | \$402,540            | \$44,316            | 11%        | \$358,224           |
| <b>Total Transit Fleet Growth</b>                 | <b>\$402,540</b>     |                       | <b>\$402,540</b>     | <b>\$44,316</b>     | <b>11%</b> | <b>\$358,224</b>    |
| <b>Total Transit</b>                              | <b>\$1,825,191</b>   | <b>\$36,053</b>       | <b>\$1,861,244</b>   | <b>\$880,092</b>    | <b>47%</b> | <b>\$981,152</b>    |
| Fire                                              |                      |                       |                      |                     |            |                     |
| Fire Fleet Equipment - Replacement                |                      |                       |                      |                     |            |                     |
| Rescue Truck Replacement/Refurbishment            |                      | \$1,198,693           | \$1,198,693          | \$29,117            | 2%         | \$1,169,576         |
| Replace Rehab Van                                 | \$133,900            |                       | \$133,900            | \$3,900             | 3%         | \$130,000           |
| <b>Total Fire Fleet Equipment - Replacement</b>   | <b>\$133,900</b>     | <b>\$1,198,693</b>    | <b>\$1,332,593</b>   | <b>\$33,017</b>     | <b>2%</b>  | <b>\$1,299,576</b>  |
| Fire - Replacement                                |                      |                       |                      |                     |            |                     |
| Breathing Apparatus Replacement                   | \$38,625             |                       | \$38,625             | \$17,448            | 45%        | \$21,177            |
| Special Operations Equipment Replacement          | \$25,750             |                       | \$25,750             | \$24,013            | 93%        | \$1,737             |
| Hazardous Material Equipment Replacement          | \$25,750             |                       | \$25,750             | \$7,367             | 29%        | \$18,383            |
| Firefighting Hose Replacement                     | \$20,600             |                       | \$20,600             | \$12,426            | 60%        | \$8,174             |
| Fire Prevention Equipment Replacement             | \$56,650             |                       | \$56,650             | \$33,009            | 58%        | \$23,641            |
| Battery & Radio Parts Replacement                 | \$15,450             |                       | \$15,450             | \$11,526            | 75%        | \$3,924             |
| Firefighting Equipment Replacement                | \$12,360             |                       | \$12,360             | \$11,067            | 90%        | \$1,293             |
| <b>Total Fire - Replacement</b>                   | <b>\$195,185</b>     |                       | <b>\$195,185</b>     | <b>\$116,856</b>    | <b>60%</b> | <b>\$78,329</b>     |
| Fire - Growth                                     |                      |                       |                      |                     |            |                     |
| Specialized Equipment Training Structure - Growth | \$72,821             |                       | \$72,821             | \$22,794            | 31%        | \$50,027            |
| Bunker Gear and Recruit Package - Growth          | \$46,543             |                       | \$46,543             | \$41,175            | 88%        | \$5,368             |
| Vehicle Extrication Equipment Growth              | \$188,278            |                       | \$188,278            | \$174,877           | 93%        | \$13,401            |
| <b>Total Fire - Growth</b>                        | <b>\$307,642</b>     |                       | <b>\$307,642</b>     | <b>\$238,846</b>    | <b>78%</b> | <b>\$68,796</b>     |
| <b>Total Fire</b>                                 | <b>\$636,727</b>     | <b>\$1,198,693</b>    | <b>\$1,835,420</b>   | <b>\$388,719</b>    | <b>21%</b> | <b>\$1,446,701</b>  |
| Operations                                        |                      |                       |                      |                     |            |                     |
| Fleet Equipment - Replacement                     |                      |                       |                      |                     |            |                     |
| Fleet Strategy                                    | \$180,250            | \$96,414              | \$276,664            | \$164,001           | 59%        | \$112,663           |
| 1 Ton Crew Dump Trucks                            | \$190,365            | \$113,016             | \$303,381            | \$271,300           | 89%        | \$32,081            |
| 1/2 Ton Pick up Replacement                       | \$100,288            | \$4,902               | \$105,190            | \$105,190           | 100%       |                     |
| Tandem Axle Dump Truck                            | \$1,445,356          | \$946,560             | \$2,391,916          | \$771,753           | 32%        | \$1,620,163         |
| Sign Truck                                        | \$750,759            | (\$194,974)           | \$555,785            | \$100,089           | 18%        | \$455,696           |
| Ball Diamond Groomer                              | \$48,644             | (\$8,159)             | \$40,485             | \$1,417             | 4%         | \$39,068            |
| Gator Utility Vehicle - Replacement               | \$84,111             |                       | \$84,111             | \$2,450             | 3%         | \$81,661            |
| Ice Resurfacers                                   | \$113,300            | \$92,601              | \$205,901            | \$202,901           | 99%        | \$3,000             |
| <b>Total Fleet Equipment - Replacement</b>        | <b>\$2,913,073</b>   | <b>\$1,050,360</b>    | <b>\$3,963,433</b>   | <b>\$1,619,101</b>  | <b>41%</b> | <b>\$2,344,332</b>  |
| Fleet Equipment - Growth Related                  |                      |                       |                      |                     |            |                     |
| 1 Ton Dump Trucks - Growth                        | \$411,832            | \$84,661              | \$496,493            | \$280,784           | 57%        | \$215,709           |
| Tandem Axle Trucks                                | \$540,884            | \$82,856              | \$623,740            | \$613,399           | 98%        | \$10,341            |
| Tractors, Loaders & Back Hoes                     | \$639,149            | \$5,964               | \$645,113            | \$623,625           | 97%        | \$21,488            |
| Haul All/Packer                                   | \$274,506            | (\$501)               | \$274,005            | \$98,569            | 36%        | \$175,436           |
| Facility Maintenance Pick-Up                      | \$52,943             | \$11,483              | \$64,426             | \$64,426            | 100%       |                     |
| <b>Total Fleet Equipment - Growth Related</b>     | <b>\$1,919,314</b>   | <b>\$184,463</b>      | <b>\$2,103,777</b>   | <b>\$1,680,802</b>  | <b>80%</b> | <b>\$422,975</b>    |
| Forestry                                          |                      |                       |                      |                     |            |                     |
| EAB Implementation Strategy                       | \$139,926            |                       | \$139,926            | \$112,464           | 80%        | \$27,462            |
| <b>Total Forestry</b>                             | <b>\$139,926</b>     |                       | <b>\$139,926</b>     | <b>\$112,464</b>    | <b>80%</b> | <b>\$27,462</b>     |
| Surface Treatment Program                         |                      |                       |                      |                     |            |                     |

**TOWN OF MILTON**  
**CAPITAL FINANCIAL STATEMENT**  
**December 2023**

**Community Services**

|                                               | APPROVED<br>BUDGET | BUDGET<br>ADJUSTMENTS | REVISED<br>BUDGET | LTD<br>ACTUALS | %<br>SPENT | VARIANCE<br>LTD |
|-----------------------------------------------|--------------------|-----------------------|-------------------|----------------|------------|-----------------|
| Surface Treatment Program                     | \$2,127,535        |                       | \$2,127,535       | \$1,569,961    | 74%        | \$557,574       |
| <b>Total Surface Treatment Program</b>        | \$2,127,535        |                       | \$2,127,535       | \$1,569,961    | 74%        | \$557,574       |
| <b>Total Operations</b>                       | \$7,099,848        | \$1,234,823           | \$8,334,671       | \$4,982,327    | 60%        | \$3,352,343     |
| <b>Total Community Services</b>               | \$137,451,027      | \$4,513,464           | \$141,964,491     | \$71,012,680   | 50%        | \$70,951,811    |
| <b>Total Active</b>                           | \$137,451,027      | \$4,513,464           | \$141,964,491     | \$71,012,680   | 50%        | \$70,951,811    |
| Completed Pending Warranty                    |                    |                       |                   |                |            |                 |
| Community Services                            |                    |                       |                   |                |            |                 |
| Parks Redevelopment                           |                    |                       |                   |                |            |                 |
| Coulson Park Redevelopment                    | \$352,110          | (\$15,652)            | \$336,458         | \$327,142      | 97%        | \$9,316         |
| Coxe Park Redevelopment                       | \$509,332          | (\$43,002)            | \$466,330         | \$456,289      | 98%        | \$10,041        |
| Beaty Neighbourhood Park Redevelopment        | \$413,803          | (\$135,551)           | \$278,252         | \$278,208      | 100%       | \$43            |
| <b>Total Parks Redevelopment</b>              | \$1,275,245        | (\$194,205)           | \$1,081,040       | \$1,061,639    | 98%        | \$19,401        |
| <b>Total Community Services</b>               | \$1,275,245        | (\$194,205)           | \$1,081,040       | \$1,061,639    | 98%        | \$19,401        |
| <b>Total Completed Pending Warranty</b>       | \$1,275,245        | (\$194,205)           | \$1,081,040       | \$1,061,639    | 98%        | \$19,401        |
| Pending Closure                               |                    |                       |                   |                |            |                 |
| Community Services                            |                    |                       |                   |                |            |                 |
| Administration                                |                    |                       |                   |                |            |                 |
| Service Strategy                              | \$50,875           | \$13,481              | \$64,356          | \$64,356       | 100%       |                 |
| Facility Roof Assessments                     | \$61,800           | (\$17,319)            | \$44,481          | \$44,481       | 100%       |                 |
| Park Master Plan Update                       | \$309,343          | (\$207,282)           | \$102,061         | \$102,061      | 100%       |                 |
| <b>Total Administration</b>                   | \$422,018          | (\$211,121)           | \$210,897         | \$210,897      | 100%       |                 |
| Facilities Redevelopment                      |                    |                       |                   |                |            |                 |
| Corporate Office Furniture                    | \$31,758           | \$91,191              | \$122,949         | \$122,949      | 100%       |                 |
| Accessibility Improvements                    | \$57,490           | (\$55,759)            | \$1,731           | \$1,731        | 100%       |                 |
| Memorial Arena Facility Improvements          | \$321,748          | (\$15,605)            | \$306,143         | \$306,143      | 100%       |                 |
| Senior Centre Asset Restorations              | \$95,288           | (\$88,465)            | \$6,823           | \$6,823        | 100%       |                 |
| Civic Operations Centre Facility Improvements | \$156,512          | (\$23,654)            | \$132,858         | \$132,858      | 100%       |                 |
| Fire Halls Facilities Improvements            | \$472,478          | (\$139,979)           | \$332,499         | \$332,499      | 100%       |                 |
| Electric Vehicle Charging Stations Strategy   | \$160,907          | (\$156,220)           | \$4,687           | \$4,687        | 100%       |                 |
| Indoor Fitness Equipment                      | \$43,476           | (\$3,965)             | \$39,511          | \$39,511       | 100%       |                 |
| Milton Sports Centre Facility Improvements    | \$48,588           | (\$13,515)            | \$35,073          | \$35,073       | 100%       |                 |
| <b>Total Facilities Redevelopment</b>         | \$1,388,245        | (\$405,971)           | \$982,274         | \$982,274      | 100%       |                 |
| Facilities Growth                             |                    |                       |                   |                |            |                 |
| Seniors Centre Expansion                      | \$239,110          | (\$235,400)           | \$3,710           | \$3,710        | 100%       |                 |
| Indoor Soccer - Air Supported                 | \$221,963          | (\$218,155)           | \$3,808           | \$3,808        | 100%       | -               |
| <b>Total Facilities Growth</b>                | \$461,073          | (\$453,555)           | \$7,518           | \$7,518        | 100%       | -               |
| Parks                                         |                    |                       |                   |                |            |                 |
| Parks Growth                                  |                    |                       |                   |                |            |                 |
| Community Park Detailed Development           | \$3,949,817        | (\$723,725)           | \$3,226,092       | \$3,226,092    | 100%       |                 |
| Sherwood Community Centre Park- Park Elements | \$930,818          | (\$111,682)           | \$819,136         | \$819,136      | 100%       |                 |
| <b>Total Parks Growth</b>                     | \$4,880,635        | (\$835,408)           | \$4,045,227       | \$4,045,227    | 100%       |                 |
| Parks Redevelopment                           |                    |                       |                   |                |            |                 |
| Community Park - Enbridge Gas Easement        | \$167,333          | (\$100,209)           | \$67,124          | \$67,124       | 100%       |                 |
| Implementation Trails Master Plan             | \$64,931           | \$29,131              | \$94,062          | \$94,062       | 100%       |                 |
| Sam Sherratt Trail Redevelopment              | \$56,045           | \$81,896              | \$137,941         | \$137,941      | 100%       |                 |
| <b>Total Parks Redevelopment</b>              | \$288,309          | \$10,818              | \$299,127         | \$299,127      | 100%       |                 |
| <b>Total Parks</b>                            | \$5,168,944        | (\$824,589)           | \$4,344,355       | \$4,344,355    | 100%       |                 |
| Fire                                          |                    |                       |                   |                |            |                 |
| Fire - Replacement                            |                    |                       |                   |                |            |                 |
| Thermal Image Camera Replacement              | \$20,600           | \$181                 | \$20,781          | \$20,781       | 100%       |                 |
| Bunker Gear Replacement - Employee Turnover   | \$100,454          | \$1,090               | \$101,544         | \$101,544      | 100%       |                 |
| Defibrillators Replacement                    | \$32,960           | (\$85)                | \$32,875          | \$32,875       | 100%       |                 |
| Firefighting Equipment Replacement            | \$10,300           | (\$187)               | \$10,113          | \$10,113       | 100%       |                 |
| <b>Total Fire - Replacement</b>               | \$164,314          | \$999                 | \$165,313         | \$165,313      | 100%       |                 |
| Fire - Growth                                 |                    |                       |                   |                |            |                 |
| Bunker Gear and Recruit Package Growth        | \$86,520           | (\$1,504)             | \$85,016          | \$85,016       | 100%       |                 |
| <b>Total Fire - Growth</b>                    | \$86,520           | (\$1,504)             | \$85,016          | \$85,016       | 100%       |                 |

**TOWN OF MILTON**  
**CAPITAL FINANCIAL STATEMENT**  
**December 2023**

**Community Services**

|                                                    | APPROVED<br>BUDGET   | BUDGET<br>ADJUSTMENTS | REVISED<br>BUDGET    | LTD<br>ACTUALS      | %<br>SPENT  | VARIANCE<br>LTD     |
|----------------------------------------------------|----------------------|-----------------------|----------------------|---------------------|-------------|---------------------|
| Fire Fleet Equipment - Growth Related              |                      |                       |                      |                     |             |                     |
| Emergency Vehicle Technician Equipment             | \$26,935             | (\$130)               | \$26,805             | \$26,805            | 100%        |                     |
| Pumper/Rescue Growth                               | \$884,650            | \$28,864              | \$913,514            | \$913,514           | 100%        |                     |
| <b>Total Fire Fleet Equipment - Growth Related</b> | <b>\$911,585</b>     | <b>\$28,734</b>       | <b>\$940,319</b>     | <b>\$940,319</b>    | <b>100%</b> |                     |
| Fire Fleet Equipment Replacement                   |                      |                       |                      |                     |             |                     |
| Pumper/Rescue Units Refurbishment                  | \$131,115            | (\$8,569)             | \$122,547            | \$122,547           | 100%        |                     |
| Chief Officers Vehicle                             | \$78,020             | \$11,386              | \$89,406             | \$89,406            | 100%        |                     |
| Aerial Replacement/Refurbishment                   | \$73,725             | (\$31,228)            | \$42,497             | \$42,497            | 100%        |                     |
| Rescue Truck Replacement/Refurbishment             | \$38,295             | \$15,815              | \$54,110             | \$54,110            | 100%        |                     |
| Training Vehicle Replacement                       | \$78,020             | (\$17,553)            | \$60,467             | \$60,467            | 100%        |                     |
| <b>Total Fire Fleet Equipment Replacement</b>      | <b>\$399,175</b>     | <b>(\$30,148)</b>     | <b>\$369,027</b>     | <b>\$369,027</b>    | <b>100%</b> |                     |
| <b>Total Fire</b>                                  | <b>\$1,561,594</b>   | <b>(\$1,919)</b>      | <b>\$1,559,675</b>   | <b>\$1,559,675</b>  | <b>100%</b> |                     |
| Operations                                         |                      |                       |                      |                     |             |                     |
| Fleet Equipment - Replacement                      |                      |                       |                      |                     |             |                     |
| Landscape Trailer                                  | \$28,227             | (\$6,700)             | \$21,527             | \$21,527            | 100%        |                     |
| Multifunction Tractor                              | \$401,022            | \$31,347              | \$432,369            | \$432,369           | 100%        |                     |
| Trackless Front Mower Deck                         | \$132,643            | (\$15,008)            | \$117,635            | \$117,635           | 100%        |                     |
| Enforcement Vehicles                               | \$57,409             | (\$6,394)             | \$51,015             | \$51,015            | 100%        |                     |
| 3/4 Ton Pick Ups Replacement                       | \$143,383            | \$7,938               | \$151,321            | \$151,321           | 100%        |                     |
| Zero Turning Radius Mowers                         | \$320,330            | \$21,893              | \$342,223            | \$342,223           | 100%        |                     |
| Haul All/Packer                                    | \$159,465            | (\$31,623)            | \$127,842            | \$127,842           | 100%        |                     |
| Tractor Attachments                                | \$71,377             | (\$49,455)            | \$21,922             | \$21,922            | 100%        |                     |
| <b>Total Fleet Equipment - Replacement</b>         | <b>\$1,313,856</b>   | <b>(\$48,003)</b>     | <b>\$1,265,853</b>   | <b>\$1,265,853</b>  | <b>100%</b> |                     |
| Fleet Equipment - Growth                           |                      |                       |                      |                     |             |                     |
| Fleet Mechanic Equipment                           | \$38,625             | \$2,091               | \$40,716             | \$40,716            | 100%        |                     |
| Zero Radius Mowers                                 | \$49,584             | \$4,368               | \$53,952             | \$53,952            | 100%        |                     |
| <b>Total Fleet Equipment - Growth</b>              | <b>\$88,209</b>      | <b>\$6,459</b>        | <b>\$94,668</b>      | <b>\$94,668</b>     | <b>100%</b> |                     |
| Surface Treatment Program                          | \$938,301            | \$35,303              | \$973,604            | \$973,604           | 100%        |                     |
| <b>Total Operations</b>                            | <b>\$2,340,366</b>   | <b>(\$6,241)</b>      | <b>\$2,334,125</b>   | <b>\$2,334,125</b>  | <b>100%</b> |                     |
| <b>Total Community Services</b>                    | <b>\$11,342,240</b>  | <b>(\$1,903,396)</b>  | <b>\$9,438,844</b>   | <b>\$9,438,844</b>  | <b>100%</b> |                     |
| <b>Total Pending Closure</b>                       | <b>\$11,342,240</b>  | <b>(\$1,903,396)</b>  | <b>\$9,438,844</b>   | <b>\$9,438,844</b>  | <b>100%</b> |                     |
| <b>Total CM Community Services</b>                 | <b>\$150,068,512</b> | <b>\$2,415,862</b>    | <b>\$152,484,374</b> | <b>\$81,513,162</b> | <b>53%</b>  | <b>\$70,971,212</b> |
| <b>Total Community Services</b>                    | <b>\$150,068,512</b> | <b>\$2,415,862</b>    | <b>\$152,484,374</b> | <b>\$81,513,162</b> | <b>53%</b>  | <b>\$70,971,212</b> |



**TOWN OF MILTON**  
**CAPITAL FINANCIAL STATEMENT**  
**December 2023**

**Development Services**

|                                                              | APPROVED<br>BUDGET  | BUDGET<br>ADJUSTMENTS | REVISED<br>BUDGET    | LTD<br>ACTUALS      | %<br>SPENT | VARIANCE<br>LTD     |
|--------------------------------------------------------------|---------------------|-----------------------|----------------------|---------------------|------------|---------------------|
| DV Development Services                                      |                     |                       |                      |                     |            |                     |
| Active                                                       |                     |                       |                      |                     |            |                     |
| Development Services Administration                          |                     |                       |                      |                     |            |                     |
| Development Services Administration                          |                     |                       |                      |                     |            |                     |
| Transportation Master Plan                                   | \$272,064           | \$10,000              | \$282,064            | \$130,011           | 46%        | \$152,053           |
| Development Eng & Parks Standards Manual                     | \$63,036            | \$50,000              | \$113,036            | \$103,472           | 92%        | \$9,564             |
| Train Whistle Cessation Assessment                           |                     | \$35,000              | \$35,000             | \$11,056            | 32%        | \$23,944            |
| Guiderail Inventory, Condition and Needs Assessment          | \$104,288           | (\$28,381)            | \$75,907             | \$52,528            | 69%        | \$23,379            |
| Retaining Wall Inventory and Condition Assessment            | \$69,525            | (\$7,607)             | \$61,918             | \$34,138            | 55%        | \$27,780            |
| Road Needs Study/Asset Management Plan for Roads             | \$208,575           | (\$33,424)            | \$175,151            | \$113,516           | 65%        | \$61,635            |
| Bridge Needs Study                                           | \$83,430            | (\$9,873)             | \$73,557             | \$60,917            | 83%        | \$12,640            |
| <b>Total Development Services Administration</b>             | <b>\$800,918</b>    | <b>\$15,715</b>       | <b>\$816,633</b>     | <b>\$505,638</b>    | <b>62%</b> | <b>\$310,995</b>    |
| <b>Total Development Services Administration</b>             | <b>\$800,918</b>    | <b>\$15,715</b>       | <b>\$816,633</b>     | <b>\$505,638</b>    | <b>62%</b> | <b>\$310,995</b>    |
| Infrastructure Management                                    |                     |                       |                      |                     |            |                     |
| Urban Roads Redevelopment                                    |                     |                       |                      |                     |            |                     |
| Bronte Street (Main St to Steeles Ave)                       | \$33,434,927        | \$2,598,029           | \$36,032,956         | \$32,092,720        | 89%        | \$3,940,237         |
| Nipissing Road Redevelopment                                 | \$1,822,485         | (\$547,425)           | \$1,275,060          | \$309,452           | 24%        | \$965,609           |
| Bronte Street (Heslop to S. of Main)                         | \$2,560,779         | (\$101,345)           | \$2,459,434          | \$1,814,460         | 74%        | \$644,974           |
| Jasper Street Reconstruction                                 | \$624,546           | \$81,576              | \$706,122            | \$133,401           | 19%        | \$572,721           |
| Asphalt Overlay Program                                      | \$18,520,113        | \$97,332              | \$18,617,445         | \$16,943,905        | 91%        | \$1,673,540         |
| High Point Drive (Hwy 25 to Parkhill Dr)                     | \$3,220,463         |                       | \$3,220,463          | \$2,140,909         | 66%        | \$1,079,554         |
| Main St (Drew Centre to Thompson Rd)                         | \$1,116,910         | \$141,891             | \$1,258,801          | \$909,884           | 72%        | \$348,917           |
| <b>Total Urban Roads Redevelopment</b>                       | <b>\$61,300,223</b> | <b>\$2,270,059</b>    | <b>\$63,570,282</b>  | <b>\$54,344,731</b> | <b>85%</b> | <b>\$9,225,551</b>  |
| Urban Roads Growth                                           |                     |                       |                      |                     |            |                     |
| Main St (Scott Blvd (incl. CNR Crossing) to Bronte St)       | \$7,587,563         | \$28,207              | \$7,615,770          | \$7,433,503         | 98%        | \$182,267           |
| Main St (JSP to 5th Line)/5th Line (Hwy 401 to Main St)      | \$23,501,907        | \$3,388,438           | \$26,890,345         | \$24,990,618        | 93%        | \$1,899,727         |
| Main Street (Fifth Line to Sixth Line)                       | \$591,282           | \$411,416             | \$1,002,698          | \$110,196           | 11%        | \$892,502           |
| Thompson Road (Louis St Laurent to Derry Rd)                 | \$526,967           | \$12,717              | \$539,684            | \$52,793            | 10%        | \$486,891           |
| 5th Line (Hwy 401 to Derry Road)                             | \$41,483,803        | \$815,132             | \$42,298,935         | \$31,200,346        | 74%        | \$11,098,589        |
| 5th Line (Derry Road to Britannia Road)                      | \$20,639,542        |                       | \$20,639,542         | \$1,070,006         | 5%         | \$19,569,536        |
| Louis St Laurent (James Snow Parkway to Fifth Line)          |                     | \$9,242,240           | \$9,242,240          | \$8,524,732         | 92%        | \$717,508           |
| Peru Road (Bridge Removal and Cul De Sac)                    | \$877,293           |                       | \$877,293            | \$207,468           | 24%        | \$669,825           |
| Boulevard Works                                              | \$895,369           |                       | \$895,369            | \$67,466            | 8%         | \$827,903           |
| <b>Total Urban Roads Growth</b>                              | <b>\$96,103,726</b> | <b>\$13,898,150</b>   | <b>\$110,001,876</b> | <b>\$73,657,129</b> | <b>67%</b> | <b>\$36,344,747</b> |
| Rural Roads Redevelopment                                    |                     |                       |                      |                     |            |                     |
| Expanded Asphalt Program                                     | \$5,076,102         | (\$1,993,071)         | \$3,083,031          | \$2,771,078         | 90%        | \$311,953           |
| Appleby Line                                                 | \$2,602,136         | \$1,701,875           | \$4,304,011          | \$3,566,853         | 83%        | \$737,158           |
| Milburrough Line Rehabilitation                              | \$116,820           | \$101,084             | \$217,904            | \$17,844            | 8%         | \$200,060           |
| Burnhamthorpe Rd Rehabilitation                              | \$179,739           | \$35,047              | \$214,786            | \$70,238            | 33%        | \$144,548           |
| Campbellville Road - Guiderail Replacement                   | \$778,242           | \$862,387             | \$1,640,629          | \$1,327,456         | 81%        | \$313,173           |
| <b>Total Rural Roads Redevelopment</b>                       | <b>\$8,753,039</b>  | <b>\$707,322</b>      | <b>\$9,460,361</b>   | <b>\$7,753,469</b>  | <b>82%</b> | <b>\$1,706,891</b>  |
| Active Transportation - Redevelopment                        |                     |                       |                      |                     |            |                     |
| James Snow Parkway Multi-Use Path Replacement                | \$68,598            |                       | \$68,598             | \$1,998             | 3%         | \$66,600            |
| <b>Total Active Transportation - Redevelopment</b>           | <b>\$68,598</b>     |                       | <b>\$68,598</b>      | <b>\$1,998</b>      | <b>3%</b>  | <b>\$66,600</b>     |
| Active Transportation - Growth                               |                     |                       |                      |                     |            |                     |
| Boyne Limestone Trails                                       | \$697,043           | \$21,225              | \$718,268            | \$324,351           | 45%        | \$393,916           |
| Boyne Pedestrian Railway Crossing                            | \$6,228,061         | \$313,974             | \$6,542,035          | \$687,878           | 11%        | \$5,854,157         |
| Boyne Multiuse Asphalt Trails                                | \$467,033           | \$787,145             | \$1,254,178          | \$849,533           | 68%        | \$404,645           |
| Boyne Pedestrian Bridge - Minor Crossing                     | \$39,162            |                       | \$39,162             | \$1,141             | 3%         | \$38,021            |
| <b>Total Active Transportation - Growth</b>                  | <b>\$7,431,299</b>  | <b>\$1,122,344</b>    | <b>\$8,553,643</b>   | <b>\$1,862,903</b>  | <b>22%</b> | <b>\$6,690,740</b>  |
| Bridges/Culverts Redevelopment                               |                     |                       |                      |                     |            |                     |
| Bridge/Culvert Rehabilitation Needs                          | \$870,459           | \$43,966              | \$914,425            | \$687,481           | 75%        | \$226,944           |
| Kelso Road Bridge (Structure 74)                             | \$150,538           | \$17,339              | \$167,877            | \$135,057           | 80%        | \$32,820            |
| 25 SR Bridge - 0.1 km West of Guelph Line (Structure No. 62) | \$124,803           |                       | \$124,803            | \$8,542             | 7%         | \$116,261           |
| Fourth Line Nassagaweya Bridge Replacement (Structure 112)   | \$240,908           | \$48,304              | \$289,212            | \$43,290            | 15%        | \$245,922           |
| <b>Total Bridges/Culverts Redevelopment</b>                  | <b>\$1,386,708</b>  | <b>\$109,609</b>      | <b>\$1,496,317</b>   | <b>\$874,370</b>    | <b>58%</b> | <b>\$621,947</b>    |
| Storm Water Management Rehabilitation                        |                     |                       |                      |                     |            |                     |

**TOWN OF MILTON**  
**CAPITAL FINANCIAL STATEMENT**  
**December 2023**

**Development Services**

|                                                                   | APPROVED<br>BUDGET   | BUDGET<br>ADJUSTMENTS | REVISED<br>BUDGET    | LTD<br>ACTUALS       | %<br>SPENT | VARIANCE<br>LTD     |
|-------------------------------------------------------------------|----------------------|-----------------------|----------------------|----------------------|------------|---------------------|
| SWM Quality Master Plan                                           | \$602,550            |                       | \$602,550            | \$17,550             | 3%         | \$585,000           |
| Stormwater Pond Maintenance                                       | \$962,322            | (\$43,031)            | \$919,291            | \$656,684            | 71%        | \$262,607           |
| Mill Pond Rehabilitation                                          | \$3,454,047          |                       | \$3,454,047          | \$256,146            | 7%         | \$3,197,901         |
| Storm Sewer Network Study                                         | \$205,849            | \$33,449              | \$239,298            | \$186,497            | 78%        | \$52,801            |
| Storm Sewer Network Program                                       | \$4,933,530          | \$135,702             | \$5,069,232          | \$1,024,726          | 20%        | \$4,044,506         |
| <b>Total Storm Water Management Rehabilitation</b>                | <b>\$10,158,298</b>  | <b>\$126,120</b>      | <b>\$10,284,418</b>  | <b>\$2,141,603</b>   | <b>21%</b> | <b>\$8,142,815</b>  |
| <b>Traffic</b>                                                    |                      |                       |                      |                      |            |                     |
| Traffic Infrastructure                                            | \$155,339            | \$96,672              | \$252,011            | \$30,691             | 12%        | \$221,320           |
| Traffic Services Safety Review                                    | \$193,111            |                       | \$193,111            | \$58,350             | 30%        | \$134,761           |
| Pedestrian Crossover (PXO) Program                                | \$103,363            |                       | \$103,363            | \$82,250             | 80%        | \$21,113            |
| New Traffic Signals                                               | \$376,352            | (\$110,351)           | \$266,001            | \$41,387             | 16%        | \$224,614           |
| Preemption Traffic Control System                                 | \$46,567             |                       | \$46,567             | \$1,356              | 3%         | \$45,211            |
| Signal Interconnect Program                                       | \$74,489             |                       | \$74,489             | \$58,431             | 78%        | \$16,058            |
| Transport Canada Rail Regulations                                 | \$537,718            |                       | \$537,718            | \$282,114            | 52%        | \$255,604           |
| Traffic Calming Study - Bronte/Main St                            |                      | \$35,000              | \$35,000             |                      |            | \$35,000            |
| Traffic Calming                                                   | \$85,068             | \$110,000             | \$195,068            | \$47,165             | 24%        | \$147,903           |
| Intersection Pedestrian Signal (LSL at Diefenbaker St/Hamman Way) | \$177,037            |                       | \$177,037            | \$5,156              | 3%         | \$171,881           |
| <b>Total Traffic</b>                                              | <b>\$1,749,044</b>   | <b>\$131,321</b>      | <b>\$1,880,365</b>   | <b>\$606,902</b>     | <b>32%</b> | <b>\$1,273,463</b>  |
| <b>Streetlighting</b>                                             |                      |                       |                      |                      |            |                     |
| Street Light Inventory and Condition Assessment                   | \$451,720            | (\$220,313)           | \$231,407            | \$19,829             | 9%         | \$211,578           |
| Street Lighting                                                   | \$200,329            |                       | \$200,329            | \$24,609             | 12%        | \$175,720           |
| Street Light / Pole / Underground Power Renewal                   | \$131,487            |                       | \$131,487            | \$43,551             | 33%        | \$87,936            |
| Street Light LED Replacement                                      | \$5,133,677          | (\$2,147,673)         | \$2,986,004          | \$2,892,728          | 97%        | \$93,276            |
| <b>Total Streetlighting</b>                                       | <b>\$5,917,213</b>   | <b>(\$2,367,986)</b>  | <b>\$3,549,227</b>   | <b>\$2,980,717</b>   | <b>84%</b> | <b>\$568,510</b>    |
| <b>Parking</b>                                                    |                      |                       |                      |                      |            |                     |
| Downtown Parking Study                                            | \$80,000             | (\$4,101)             | \$75,899             | \$61,783             | 81%        | \$14,116            |
| <b>Total Parking</b>                                              | <b>\$80,000</b>      | <b>(\$4,101)</b>      | <b>\$75,899</b>      | <b>\$61,783</b>      | <b>81%</b> | <b>\$14,116</b>     |
| <b>Total Infrastructure Management</b>                            | <b>\$192,948,148</b> | <b>\$15,992,837</b>   | <b>\$208,940,985</b> | <b>\$144,285,605</b> | <b>69%</b> | <b>\$64,655,380</b> |
| <b>Development Engineering</b>                                    |                      |                       |                      |                      |            |                     |
| Storm Water Management Growth                                     |                      |                       |                      |                      |            |                     |
| SWM Boyne                                                         | \$502,507            | \$24,052              | \$526,559            | \$316,283            | 60%        | \$210,276           |
| SWM Derry Green (BP2)                                             | \$343,448            | \$15,206              | \$358,654            | \$241,461            | 67%        | \$117,193           |
| SWM Sherwood                                                      | \$328,364            | \$10,000              | \$338,364            | \$91,558             | 27%        | \$246,806           |
| SWM Milton Education Village                                      | \$255,853            |                       | \$255,853            | \$81,400             | 32%        | \$174,453           |
| SWM North Porta                                                   | \$133,900            |                       | \$133,900            | \$66,102             | 49%        | \$67,798            |
| <b>Total Storm Water Management Growth</b>                        | <b>\$1,564,072</b>   | <b>\$49,258</b>       | <b>\$1,613,330</b>   | <b>\$796,804</b>     | <b>49%</b> | <b>\$816,526</b>    |
| <b>Total Development Engineering</b>                              | <b>\$1,564,072</b>   | <b>\$49,258</b>       | <b>\$1,613,330</b>   | <b>\$796,804</b>     | <b>49%</b> | <b>\$816,526</b>    |
| <b>Planning and Development</b>                                   |                      |                       |                      |                      |            |                     |
| <b>Planning</b>                                                   |                      |                       |                      |                      |            |                     |
| Official Plan Review                                              | \$448,081            | \$726,880             | \$1,174,961          | \$862,063            | 73%        | \$312,898           |
| Urban Design Guidelines                                           | \$225,053            |                       | \$225,053            | \$73,668             | 33%        | \$151,385           |
| Milton Heights OMB                                                | \$203,500            | \$1,591,902           | \$1,795,402          | \$1,759,863          | 98%        | \$35,539            |
| MEV Secondary Planning/Site Specific Zoning                       | \$550,417            | \$910,208             | \$1,460,625          | \$1,327,469          | 91%        | \$133,155           |
| Proposed CN Intermodal Facility                                   | \$253,500            | \$410,000             | \$663,500            | \$227,567            | 34%        | \$435,933           |
| Urban Residential Secondary Plan Phase 4                          | \$1,442,652          | \$2,314,850           | \$3,757,502          | \$2,991,079          | 80%        | \$766,423           |
| Sustainable Halton Subwatershed Study                             | \$2,230,000          | \$258,209             | \$2,488,209          | \$2,286,081          | 92%        | \$202,128           |
| Sustainable Halton Land Base Analysis                             | \$242,888            | \$399,662             | \$642,550            | \$322,585            | 50%        | \$319,965           |
| Britannia E/W - Secondary Plan                                    | \$2,389,887          | \$1,257,251           | \$3,647,138          | \$1,858,929          | 51%        | \$1,788,209         |
| Community Improvement Plan for CBD                                | \$107,711            |                       | \$107,711            | \$3,170              | 3%         | \$104,541           |
| Zoning By-Law Review                                              | \$295,460            |                       | \$295,460            | \$10,632             | 4%         | \$284,828           |
| Building Public Portal Implementation                             |                      | \$1,000,000           | \$1,000,000          | \$320,428            | 32%        | \$679,572           |
| Trafalgar Secondary Plan Application                              |                      | \$450,000             | \$450,000            |                      |            | \$450,000           |
| Res/Non-Res Take Up/Land Needs Study                              | \$250,192            | \$2,811               | \$253,003            | \$118,310            | 47%        | \$134,693           |
| <b>Total Planning</b>                                             | <b>\$8,639,341</b>   | <b>\$9,321,772</b>    | <b>\$17,961,113</b>  | <b>\$12,161,843</b>  | <b>68%</b> | <b>\$5,799,270</b>  |
| <b>Total Planning and Development</b>                             | <b>\$8,639,341</b>   | <b>\$9,321,772</b>    | <b>\$17,961,113</b>  | <b>\$12,161,843</b>  | <b>68%</b> | <b>\$5,799,270</b>  |
| <b>Total Active</b>                                               | <b>\$203,952,479</b> | <b>\$25,379,582</b>   | <b>\$229,332,061</b> | <b>\$157,749,890</b> | <b>69%</b> | <b>\$71,582,171</b> |
| Completed Pending Warranty                                        |                      |                       |                      |                      |            |                     |

**TOWN OF MILTON**  
**CAPITAL FINANCIAL STATEMENT**  
**December 2023**

**Development Services**

|                                                            | APPROVED<br>BUDGET | BUDGET<br>ADJUSTMENTS | REVISED<br>BUDGET | LTD<br>ACTUALS | %<br>SPENT | VARIANCE<br>LTD |
|------------------------------------------------------------|--------------------|-----------------------|-------------------|----------------|------------|-----------------|
| Infrastructure Management                                  |                    |                       |                   |                |            |                 |
| Storm Water Management Rehabilitation                      |                    |                       |                   |                |            |                 |
| Stormwater Pond Maintenance                                | \$670,401          | \$702,715             | \$1,373,116       | \$1,051,796    | 77%        | \$321,320       |
| <b>Total Storm Water Management Rehabilitation</b>         | \$670,401          | \$702,715             | \$1,373,116       | \$1,051,796    | 77%        | \$321,320       |
| Urban Roads Redevelopment                                  |                    |                       |                   |                |            |                 |
| Asphalt Overlay Program                                    | \$9,828,147        | (\$782,927)           | \$9,045,220       | \$8,903,301    | 98%        | \$141,919       |
| <b>Total Urban Roads Redevelopment</b>                     | \$9,828,147        | (\$782,927)           | \$9,045,220       | \$8,903,301    | 98%        | \$141,919       |
| Urban Roads Growth                                         |                    |                       |                   |                |            |                 |
| Main St (Scott Blvd (incl. CNR Crossing) to Bronte St)     | \$3,052,500        | \$3,743,586           | \$6,796,086       | \$6,626,782    | 98%        | \$169,304       |
| Louis St Laurent (4th Line to James Snow Parkway)          | \$5,494,082        | (\$3,457,712)         | \$2,036,370       | \$1,891,339    | 93%        | \$145,031       |
| Thompson Road (Britannia to Louis St Laurent)              | \$12,110,740       | \$411,969             | \$12,522,709      | \$11,860,445   | 95%        | \$662,264       |
| <b>Total Urban Roads Growth</b>                            | \$20,657,322       | \$697,843             | \$21,355,165      | \$20,378,566   | 95%        | \$976,599       |
| Rural Roads Redevelopment                                  |                    |                       |                   |                |            |                 |
| Expanded Asphalt Program                                   | \$7,050,159        | (\$1,978,709)         | \$5,071,450       | \$4,753,778    | 94%        | \$317,671       |
| Campbell Ave (Glenda Jane Dr./Canyon Rd-Campbellville Rd.) | \$1,337,601        | \$702,865             | \$2,040,466       | \$1,840,517    | 90%        | \$199,949       |
| <b>Total Rural Roads Redevelopment</b>                     | \$8,387,760        | (\$1,275,844)         | \$7,111,916       | \$6,594,296    | 93%        | \$517,620       |
| Bridges/Culverts Redevelopment                             |                    |                       |                   |                |            |                 |
| Sixth Line Nassagaweya Culverts (Structures 113 and 118)   | \$1,319,404        | \$283,182             | \$1,602,586       | \$1,588,149    | 99%        | \$14,437        |
| Second Line Nassagaweya Bridge (Structure No. 63)          | \$545,131          | \$33,150              | \$578,281         | \$466,437      | 81%        | \$111,844       |
| <b>Total Bridges/Culverts Redevelopment</b>                | \$1,864,535        | \$316,332             | \$2,180,867       | \$2,054,586    | 94%        | \$126,281       |
| <b>Total Infrastructure Management</b>                     | \$41,408,165       | (\$341,881)           | \$41,066,284      | \$38,982,545   | 95%        | \$2,083,739     |
| <b>Total Completed Pending Warranty</b>                    | \$41,408,165       | (\$341,881)           | \$41,066,284      | \$38,982,545   | 95%        | \$2,083,739     |
| Pending Closure                                            |                    |                       |                   |                |            |                 |
| Infrastructure Management                                  |                    |                       |                   |                |            |                 |
| Traffic                                                    |                    |                       |                   |                |            |                 |
| Signal Interconnect Program                                | \$184,391          | (\$5,279)             | \$179,112         | \$179,112      | 100%       |                 |
| Preemption Traffic Control System                          | \$83,572           | (\$7,464)             | \$76,108          | \$76,108       | 100%       |                 |
| Pedestrian Crossover (PXO) Program                         | \$108,342          | (\$12,568)            | \$95,774          | \$95,774       | 100%       |                 |
| Pedestrian Crossover Decision Warrant System               |                    | \$50,676              | \$50,676          | \$50,676       | 100%       |                 |
| <b>Total Traffic</b>                                       | \$376,305          | \$25,365              | \$401,670         | \$401,670      | 100%       |                 |
| Urban Roads Redevelopment                                  |                    |                       |                   |                |            |                 |
| Wheelabrator Way-Including Culvert Replacement             | \$1,698,327        | \$994,735             | \$2,693,062       | \$2,693,062    | 100%       |                 |
| Asphalt Overlay Program                                    | \$590,203          | (\$183,152)           | \$407,051         | \$407,051      | 100%       |                 |
| Victoria Street (Bronte to James St)                       | \$830,947          | (\$520,583)           | \$310,364         | \$310,364      | 100%       |                 |
| Elizabeth Street (Victoria St to Main St)                  | \$1,340,152        | (\$1,123,700)         | \$216,452         | \$216,452      | 100%       |                 |
| <b>Total Urban Roads Redevelopment</b>                     | \$4,459,629        | (\$832,701)           | \$3,626,928       | \$3,626,928    | 100%       |                 |
| Urban Roads Growth                                         |                    |                       |                   |                |            |                 |
| Louis St Laurent (Yates to 4th Line)                       | \$14,208,877       | (\$2,314,480)         | \$11,894,397      | \$11,894,397   | 100%       | -               |
| <b>Total Urban Roads Growth</b>                            | \$14,208,877       | (\$2,314,480)         | \$11,894,397      | \$11,894,397   | 100%       | -               |
| Rural Roads Redevelopment                                  |                    |                       |                   |                |            |                 |
| Expanded Asphalt Program                                   | \$304,474          | (\$80,487)            | \$223,987         | \$223,987      | 100%       |                 |
| Appleby Line                                               | \$114,294          | \$293,913             | \$408,207         | \$408,207      | 100%       |                 |
| <b>Total Rural Roads Redevelopment</b>                     | \$418,768          | \$213,426             | \$632,194         | \$632,194      | 100%       |                 |
| Bridges/Culverts                                           |                    |                       |                   |                |            |                 |
| Bridge/Culvert Rehabilitation Needs                        | \$781,297          | (\$264,154)           | \$517,143         | \$517,143      | 100%       |                 |
| <b>Total Bridges/Culverts</b>                              | \$781,297          | (\$264,154)           | \$517,143         | \$517,143      | 100%       |                 |
| <b>Total Infrastructure Management</b>                     | \$20,244,876       | (\$3,172,544)         | \$17,072,332      | \$17,072,332   | 100%       | -               |
| <b>Total Pending Closure</b>                               | \$20,244,876       | (\$3,172,544)         | \$17,072,332      | \$17,072,332   | 100%       | -               |
| <b>Total DV Development Services</b>                       | \$265,605,520      | \$21,865,157          | \$287,470,677     | \$213,804,767  | 74%        | \$73,665,910    |
| <b>Total Development Services</b>                          | \$265,605,520      | \$21,865,157          | \$287,470,677     | \$213,804,767  | 74%        | \$73,665,910    |

**TOWN OF MILTON**  
**CAPITAL FINANCIAL STATEMENT**  
**December 2023**

**Library**

|                                                  | APPROVED<br>BUDGET | BUDGET<br>ADJUSTMENTS | REVISED<br>BUDGET | LTD<br>ACTUALS | %<br>SPENT | VARIANCE<br>LTD |
|--------------------------------------------------|--------------------|-----------------------|-------------------|----------------|------------|-----------------|
| LB Library                                       |                    |                       |                   |                |            |                 |
| Active                                           |                    |                       |                   |                |            |                 |
| Library                                          |                    |                       |                   |                |            |                 |
| Library                                          |                    |                       |                   |                |            |                 |
| Automation Replacement                           | \$323,984          |                       | \$323,984         | \$101,330      | 31%        | \$222,654       |
| Collection - Replacement                         | \$476,866          |                       | \$476,866         | \$206,231      | 43%        | \$270,635       |
| New Branch Equipment                             | \$60,660           | \$251,328             | \$311,988         | \$287,439      | 92%        | \$24,549        |
| Collection - New                                 | \$1,881,805        |                       | \$1,881,805       | \$765,033      | 41%        | \$1,116,772     |
| Furniture Replacement                            | \$21,432           |                       | \$21,432          | \$17,069       | 80%        | \$4,363         |
| Shelving - New                                   | \$116,942          | \$192,582             | \$309,524         | \$289,708      | 94%        | \$19,816        |
| Library Service Delivery Strategy Implementation | \$840,377          |                       | \$840,377         | \$112,432      | 13%        | \$727,945       |
| <b>Total Library</b>                             | \$3,722,066        | \$443,910             | \$4,165,976       | \$1,779,242    | 43%        | \$2,386,734     |
| <b>Total Library</b>                             | \$3,722,066        | \$443,910             | \$4,165,976       | \$1,779,242    | 43%        | \$2,386,734     |
| <b>Total Active</b>                              | \$3,722,066        | \$443,910             | \$4,165,976       | \$1,779,242    | 43%        | \$2,386,734     |
| Pending Closure                                  |                    |                       |                   |                |            |                 |
| Library                                          |                    |                       |                   |                |            |                 |
| Library                                          |                    |                       |                   |                |            |                 |
| Collection Replacement                           | \$441,502          |                       | \$441,502         | \$441,502      | 100%       |                 |
| E-Services Implementation                        |                    | \$141,468             | \$141,468         | \$141,468      | 100%       |                 |
| <b>Total Library</b>                             | \$441,502          | \$141,468             | \$582,970         | \$582,970      | 100%       |                 |
| <b>Total Library</b>                             | \$441,502          | \$141,468             | \$582,970         | \$582,970      | 100%       |                 |
| <b>Total Pending Closure</b>                     | \$441,502          | \$141,468             | \$582,970         | \$582,970      | 100%       |                 |
| <b>Total LB Library</b>                          | \$4,163,568        | \$585,378             | \$4,748,946       | \$2,362,212    | 50%        | \$2,386,734     |
| <b>Total Library</b>                             | \$4,163,568        | \$585,378             | \$4,748,946       | \$2,362,212    | 50%        | \$2,386,734     |



# The Corporation of the Town of Milton

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Report To: Council

From: Glen Cowan, Chief Financial Officer / Treasurer

Date: April 15, 2024

Report No: CORS-013-24

Subject: 2023 Year End Operating Variance and Journal Entries

Recommendation: **THAT the 2023 Financial Statements be prepared on the basis of the year-end transactions set out in report CORS-013-24;**  
**THAT staff be directed to fund the 2023 deficit, estimated at \$227,189, through a transfer of funds from the Tax Rate Stabilization Reserve.**

## EXECUTIVE SUMMARY

This report provides a detailed review of the preliminary unaudited 2023 financial position of the Town with the following information of note:

- An estimated deficit in the amount of \$227,189 is largely due to a deferral in the timing of planning applications and is recommended to be funded from the Tax Rate Stabilization Reserve.
- The audit of the 2023 financial position is scheduled to begin April 15, 2024 and final results will be confirmed in the 2023 Financial Report scheduled to be presented at the June 3, 2024 Council meeting

## REPORT

### Background

In accordance with Corporate Policies No. 113: Financial Management - Budget Management and No. 115: Accounting, this report explains the significant variances in the actuals compared to the approved 2023 operating budget as well as the allocation of the surplus. The information presented herein has been developed based on reviews that were



## Background

held with operating budget managers to identify key variances as well as to finalize 2022 accounts payable and accounts receivable accruals.

This report also satisfies the requirements of Ontario Regulation 332/12 which states that the Town must make available to the public annual reports with respect to Building Fees imposed under the Building Code Act. Included in this report is information on the total amount of fees collected, the direct and indirect costs of delivering the services related to the administration and enforcement of the Act and the amount of the reserve fund established for the purpose of administration and enforcement of the Act.

## Discussion

The final year end position of the Operating Fund is an estimated deficit of \$227,192 for the Town (excluding library). This represents a variance of (0.3)% on net budgeted expenditures of \$88.0 million and (0.1)% on the gross expenditures of \$184.3 million. This variance is comparable to the Town's five year average as outlined in the table below.

|                                   | 2019   | 2020   | 2021   | 2022   | 2023     | Average |
|-----------------------------------|--------|--------|--------|--------|----------|---------|
| <b>Variance (\$Millions)</b>      | \$1.22 | \$1.85 | \$4.45 | \$0.45 | \$(0.23) | \$1.9   |
| <b>% Variance to Net Budget</b>   | 1.9%   | 2.7%   | 6.0%   | 0.6%   | (0.3)%   | 2.7%    |
| <b>% Variance to Gross Budget</b> | 0.9%   | 1.3%   | 3.0%   | 0.3%   | (0.1)%   | 1.3%    |

For consistency with prior years, the variance amounts above exclude the final positions of the library and BIA. If the final position of the BIA and library were reflected in the 2023 year end figures, the net and gross percentages would be (0.2)% and (0.1)%, respectively.

The estimated Town position at the end of 2023 by department is as follows:

| Department           | Net Budget   | Actuals      | Variance F/(U) | Percent |
|----------------------|--------------|--------------|----------------|---------|
| Mayor & Council      | \$643,301    | \$629,779    | \$13,522       | 98%     |
| Executive Services   | 1,558,658    | 1,499,256    | 59,402         | 96%     |
| Corporate Services   | 12,782,738   | 11,797,075   | 985,663        | 92%     |
| General Government   | (64,469,399) | (63,569,981) | (889,418)      | 99%     |
| Community Services   | 47,145,210   | 46,041,976   | 1,103,234      | 98%     |
| Development Services | 2,339,493    | 3,829,084    | (1,489,591)    | 164%    |
| Library              | -            | 5,384        | (5,384)        |         |
| Hospital Expansion   | -            | -            | -              |         |
| BIA                  | -            | (85,796)     | 85,796         |         |



# The Corporation of the Town of Milton

Report #:  
CORS-013-24  
Page 3 of 6

## Discussion

|                                      |   |             |             |  |
|--------------------------------------|---|-------------|-------------|--|
| Gross Deficit                        | - | \$(146,777) | \$(146,777) |  |
| Less: Library Board Deficit (Note 2) |   | (5,384)     | 5,384       |  |
| Less: BIA Surplus (Note 3)           |   | 85,796      | (85,796)    |  |
| Net Town Deficit                     |   | \$(227,189) | \$(227,189) |  |

Note 1 - Figures include rounding and may result in minor variances to the attached Financial Schedules.

Note 2 - Library deficit will be funded from the Library Tax Rate Stabilization Reserve in accordance with the Town's Treasury Policy No. 116.

Note 3 - BIA surplus will be transferred to the DBIA Surplus Reserve in accordance with the Town's Treasury Policy No. 116.

## Variance Overview

An estimated deficit of \$227,189 is anticipated for 2023. The deficit is largely the result of a deferral in the timing of planning application activity resulting in a shortfall of \$2.0 million in revenue for 2023, an unexpected WSIB claim of \$0.87 million, increased costs associated with fleet maintenance of \$0.42 million and increased costs associated with contracts and materials within the Operations and Infrastructure areas in the amount of \$0.59 million.

Largely offsetting these unexpected areas of pressure were savings due to staff vacancies in the amount of \$1.3 million, savings in utilities of \$0.84 million, lower costs associated with IT software maintenance and service agreements in the amount of \$0.4 million, penalty and interest payments exceeding budget by \$0.47 million, increased insurance claim recoveries of \$0.51 million and savings in Transit in the amount of \$0.65 million related to GO Transit fare integration revenue subsidies and fare media sales combined with savings in fleet costs.

Additional details regarding the significant variances within each department can be found through the 2023 Year End Operating Statements as shown in Appendix 1 with commentary in Appendix 2.

## Reserve and Reserve Funds

Reserves and reserve funds are an important element of the Town's long-term financial plan. They make provisions for the replacement and rehabilitation of existing Town assets, provide a contingency for one-time and unforeseeable events, and provide flexibility to manage debt levels and protect the Town's financial position.

A summary of reserve and reserve fund balances by type is outlined in the table below. A detailed continuity schedule by each reserve and reserve fund comparing ending 2023 balances to target balances is provided in Appendix 3.

| Reserves and Reserve Funds (\$000) | Dec 31, 2022 Balance | In Year Activity | Dec 31, 2023 Balance |
|------------------------------------|----------------------|------------------|----------------------|
| Stabilization                      | \$24,319             | \$(2,018)        | \$22,302             |
| Corporate Use                      | 13,413               | 1,266            | 14,679               |
| Infrastructure Non Growth          | 79,964               | 10,593           | 90,556               |
| Infrastructure Growth              | 60,856               | (5,374)          | 55,482               |

## Discussion

|                          |                  |                |                  |
|--------------------------|------------------|----------------|------------------|
| Program Specific         | 17,583           | 191            | 17,774           |
| Board, Committee & Other | 2,657            | (311)          | 2,346            |
| <b>Total</b>             | <b>\$198,791</b> | <b>\$4,347</b> | <b>\$203,138</b> |

The in-year activity includes transfers to/from the operating budget, and a number of those transfers are driven by external revenues and do not impact the operating surplus. It is important to understand where operating transfers deviate from budget as it will have resulting implications on reserve balances.

The following table presents a summary view of variances between budgeted and actual operating transfers to/from reserve and reserve fund by category.

| <b>Reserve/Reserve Funds<br/>(\$000)</b> | <b>Budgeted Transfer<br/>to/(from) Operating</b> | <b>Actual Transfer<br/>to/(from) Operating</b> | <b>Surplus/<br/>(Deficit)</b> |
|------------------------------------------|--------------------------------------------------|------------------------------------------------|-------------------------------|
| Stabilization                            | \$3,031                                          | \$(2,472)                                      | \$(5,503)                     |
| Corporate Use                            | 2,219                                            | 1,266                                          | (953)                         |
| Infrastructure Non Growth                | 35,140                                           | 44,975                                         | 9,835                         |
| Infrastructure Growth                    | 9,340                                            | 5,348                                          | (3,992)                       |
| Program Specific                         | (295)                                            | (263)                                          | 33                            |
| Board, Committee & Other                 | 649                                              | 545                                            | (105)                         |
| <b>Total</b>                             | <b>\$50,083</b>                                  | <b>\$49,399</b>                                | <b>\$(685)</b>                |

Transfers to Stabilization reserves are in a deficit position primarily due to a deferral in the timing of building permit activity. Corporate Use reserve transfers are unfavourable to budget also due to timing differences in development activity.

Transfers to Infrastructure Non Growth related reserves were higher than anticipated largely due to additional dividends received from Milton Hydro, higher than expected investment income and proceeds from the Ontario Lottery and Gaming Corporation (OLG). Infrastructure Growth transfers were unfavourable to budget due to lower than anticipated Capital Provision revenues being collected through financial agreements resulting from the timing of development activity.

Transfers to Program Specific Reserves were higher than budget primarily due to higher than anticipated revenue from the Ministry of Natural Resources for extracted aggregates. Board, Committee & Other are showing as a deficit due to unplanned grant funding received in 2023 that was transferred to the operating fund.

A detailed commentary on other significant variances in reserve and reserve fund transfers within the operating fund is presented in Appendix 4.

## Discussion

### Debenture Obligations

The Town ended 2023 with \$41.3 million in total debt outstanding reflecting \$5.7 million in debenture repayments that occurred during the year.

In addition to the debenture obligations outlined below, \$15.0 million of debt that has been previously approved by Council remains yet to be issued. Based on the status of projects with unissued debt as a funding source, it is expected that a debt issuance will take place in 2024.

| Existing Debenture Obligations (\$'000) | Debt at Dec 31, 2022 | 2023 New Issuance | Principal Payments for 2023 | Debt at Dec 31, 2023 |
|-----------------------------------------|----------------------|-------------------|-----------------------------|----------------------|
| Tax Supported                           | \$26,047             | \$0               | \$(3,816)                   | \$22,231             |
| Capital Provision (Hospital)            | 8,048                | 0                 | (1,533)                     | \$6,515              |
| Hospital Expansion (see below)          | 12,881               | 0                 | (303)                       | 12,578               |
| <b>Total</b>                            | <b>\$46,976</b>      | <b>\$0</b>        | <b>\$(5,652)</b>            | <b>\$41,324</b>      |

The Hospital sinking fund debenture is held and managed by the Region of Halton for the purpose of retiring the debt at maturity. The annual \$302,726 sinking fund contribution and the interest income to be earned on the investments of the sinking fund over 30 years are projected to fully cover the principal payment due at maturity.

| Hospital Expansion Sinking Fund Debenture                                         | Amount              |
|-----------------------------------------------------------------------------------|---------------------|
| Sinking Fund Debt (payable on Apr 6, 2045)                                        | \$15,000,000        |
| Annual Contributions to date to the Region of Halton (\$302,726 per year)         | (2,421,808)         |
| <b>Sub-total</b>                                                                  | <b>\$12,578,192</b> |
| Interest Earned to Date by Region of Halton                                       | 394,910             |
| <b>Dec 31, 2023 Balance per the Region of Halton Performance Indicator Report</b> | <b>\$12,183,282</b> |

### Recommendations for the Year End Surplus/Deficit

As part of the year-end process, staff consider the distribution of the year-end surplus or funding of deficit based on Council approved policies.

It is recommended that the deficit, estimated to be \$227,192, be funded from the Town's Tax Rate Stabilization Reserve.

The year end balance in the Tax Rate Stabilization reserve is \$7.6 million relative to a 2023 target of \$7.4 million. The 2024 Capital and Operating budget forecasted this reserve to decline to \$4.9 million by 2025 as a result of tax rate mitigation funding utilized in the 2024 operating budget. The use of the Tax Rate Stabilization Reserve to fund the year end deficit



## Discussion

will not materially change the forecasted balance and is in line with the intended use of that reserve.

## Financial Impact

The estimated final year-end position of the operating fund is an estimated deficit of \$227,189 million for the Town. This report is providing information as to the funding of the deficit necessary to facilitate the completion of the 2023 year-end accounting entries.

The variances discussed herein as well as the final reserve and reserve fund balances will also inform the management of the 2024 budget and the development of the 2025 budget.

Respectfully submitted,

Glen Cowan  
Chief Financial Officer / Treasurer

For questions, please contact: Jennifer Kloet, CPA, CA Phone: x2216

## Attachments

Appendix 1 – 2023 Year End Operating Financial Statements

Appendix 2 – 2023 Year End Operating Variance Commentary by Department

Appendix 3 – Reserve and Reserve Fund Continuity Schedule

Appendix 4 – Reserve and Reserve Fund Transfer to/from Operating Variance and Commentary

Approved by CAO  
Andrew M. Siltala  
Chief Administrative Officer

## Recognition of Traditional Lands

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



**TOWN OF MILTON - SUMMARY  
OPERATING FINANCIAL STATEMENT  
December 2023**

|                             | PRIOR<br>YEAR<br>ACTUAL | ANNUAL<br>BUDGET | YTD<br>ACTUAL | VARIANCE<br>F/(U) | PERCENT<br>of BUDGET |
|-----------------------------|-------------------------|------------------|---------------|-------------------|----------------------|
| MAYOR AND COUNCIL           | 588,543                 | 643,301          | 629,779       | 13,522            | 98%                  |
| EXECUTIVE SERVICES          | 1,499,531               | 1,558,658        | 1,499,256     | 59,402            | 96%                  |
| CORPORATE SERVICES          | 10,366,509              | 12,782,738       | 11,797,075    | 985,663           | 92%                  |
| GENERAL GOVERNMENT          | (58,135,164)            | (64,469,399)     | (63,569,981)  | (899,418)         | 99%                  |
| COMMUNITY SERVICES          | 41,832,633              | 47,145,210       | 46,041,976    | 1,103,234         | 98%                  |
| DEVELOPMENT SERVICES        | 3,847,948               | 2,339,493        | 3,829,084     | (1,489,591)       | 164%                 |
| LIBRARY                     |                         | 0                | 5,384         | (5,384)           |                      |
| HOSPITAL EXPANSION          |                         |                  |               |                   |                      |
| BIA                         |                         | 0                | (85,796)      | 85,796            |                      |
| <b>Total TOWN OF MILTON</b> |                         | 0                | 146,777       | (146,777)         |                      |

*Note: Figures include rounding and may result in minor variances to the departmental financial statements.*

**TOWN OF MILTON**  
**OPERATING FINANCIAL STATEMENT**  
**As of December 31, 2023**

**MAYOR AND COUNCIL**

|                                | PRIOR<br>YEAR<br>ACTUAL | ANNUAL<br>BUDGET | ACTUAL  | VARIANCE<br>F / (U) | PERCENT<br>of BUDGET |
|--------------------------------|-------------------------|------------------|---------|---------------------|----------------------|
| MAYOR AND COUNCIL              |                         |                  |         |                     |                      |
| MAYOR AND COUNCIL              |                         |                  |         |                     |                      |
| EXPENDITURES                   |                         |                  |         |                     |                      |
| Salaries and Benefits          | 535,127                 | 564,329          | 573,977 | (9,648)             | 102%                 |
| Administrative                 | 53,189                  | 60,745           | 48,173  | 12,572              | 79%                  |
| Financial                      |                         | 5,000            | 5,000   |                     | 100%                 |
| Purchased Goods                | 1,196                   | 770              | 930     | (160)               | 121%                 |
| Purchased Services             | 8,938                   | 30,426           | 6,701   | 23,725              | 22%                  |
| <b>Total EXPENDITURES</b>      | 598,450                 | 661,270          | 634,781 | 26,489              | 96%                  |
| REVENUE                        |                         |                  |         |                     |                      |
| Financing Revenue              |                         | (5,000)          | (5,000) |                     | 100%                 |
| Recoveries and Donations       | (9,907)                 | (12,970)         |         | (12,970)            |                      |
| <b>Total REVENUE</b>           | (9,907)                 | (17,970)         | (5,000) | (12,970)            | 28%                  |
| <b>Total MAYOR AND COUNCIL</b> | 588,543                 | 643,300          | 629,781 | 13,519              | 98%                  |
| <b>Total MAYOR AND COUNCIL</b> | 588,543                 | 643,300          | 629,781 | 13,519              | 98%                  |
| <b>Total MAYOR AND COUNCIL</b> | 588,543                 | 643,300          | 629,781 | 13,519              | 98%                  |

**TOWN OF MILTON**  
**OPERATING FINANCIAL STATEMENT**  
**As of December 31, 2023**

**EXECUTIVE SERVICES**

|                                                | PRIOR<br>YEAR<br>ACTUAL | ANNUAL<br>BUDGET | ACTUAL    | VARIANCE<br>F / (U) | PERCENT<br>of BUDGET |
|------------------------------------------------|-------------------------|------------------|-----------|---------------------|----------------------|
| EXECUTIVE SERVICES                             |                         |                  |           |                     |                      |
| OFFICE OF THE CAO                              |                         |                  |           |                     |                      |
| EXPENDITURES                                   |                         |                  |           |                     |                      |
| Salaries and Benefits                          | 576,916                 | 587,971          | 618,060   | (30,089)            | 105%                 |
| Administrative                                 | 12,546                  | 20,056           | 15,576    | 4,480               | 78%                  |
| Purchased Goods                                | 6,280                   | 5,507            | 3,520     | 1,987               | 64%                  |
| Purchased Services                             | 9,985                   | 49,528           | 14,525    | 35,003              | 29%                  |
| <b>Total EXPENDITURES</b>                      | 605,727                 | 663,062          | 651,681   | 11,381              | 98%                  |
| REVENUE                                        |                         |                  |           |                     |                      |
| Financing Revenue                              | (16,159)                | (16,429)         | (16,429)  |                     | 100%                 |
| User Fees and Service Charges                  | (1,731)                 | (3,000)          | (344)     | (2,656)             | 11%                  |
| <b>Total REVENUE</b>                           | (17,890)                | (19,429)         | (16,773)  | (2,656)             | 86%                  |
| <b>Total OFFICE OF THE CAO</b>                 | 587,837                 | 643,633          | 634,908   | 8,725               | 99%                  |
| STRATEGIC INITIATIVES AND ECONOMIC DEVELOPMENT |                         |                  |           |                     |                      |
| EXPENDITURES                                   |                         |                  |           |                     |                      |
| Salaries and Benefits                          | 844,932                 | 891,314          | 841,055   | 50,259              | 94%                  |
| Administrative                                 | 10,138                  | 23,537           | 15,399    | 8,138               | 65%                  |
| Financial                                      | 6,692                   | 1,858            | 2,851     | (993)               | 153%                 |
| Transfers to Own Funds                         | 7,013                   | 24,750           | 13,387    | 11,363              | 54%                  |
| Purchased Goods                                | 4,223                   | 8,336            | 4,616     | 3,720               | 55%                  |
| Purchased Services                             | 170,972                 | 190,028          | 117,104   | 72,924              | 62%                  |
| Reallocated Expenses                           | 2,324                   | 2,454            | 913       | 1,541               | 37%                  |
| <b>Total EXPENDITURES</b>                      | 1,046,294               | 1,142,277        | 995,325   | 146,952             | 87%                  |
| REVENUE                                        |                         |                  |           |                     |                      |
| Financing Revenue                              | (10,197)                | (85,108)         | (29,083)  | (56,025)            | 34%                  |
| Grants                                         | (73,356)                | (45,344)         | (45,344)  |                     | 100%                 |
| Recoveries and Donations                       | (25,000)                |                  |           |                     |                      |
| User Fees and Service Charges                  | (26,048)                | (96,799)         | (56,549)  | (40,250)            | 58%                  |
| <b>Total REVENUE</b>                           | (134,601)               | (227,251)        | (130,976) | (96,275)            | 58%                  |
| STRATEGIC INITIATIVES AND ECONOMIC DEVELOPMENT | 911,693                 | 915,026          | 864,349   | 50,677              | 94%                  |
| <b>Total EXECUTIVE SERVICES</b>                | 1,499,530               | 1,558,659        | 1,499,257 | 59,402              | 96%                  |
| <b>Total EXECUTIVE SERVICES</b>                | 1,499,530               | 1,558,659        | 1,499,257 | 59,402              | 96%                  |

**TOWN OF MILTON**  
**OPERATING FINANCIAL STATEMENT**  
**As of December 31, 2023**

**CORPORATE SERVICES**

|                                     | PRIOR<br>YEAR<br>ACTUAL | ANNUAL<br>BUDGET   | ACTUAL             | VARIANCE<br>F / (U) | PERCENT<br>of BUDGET |
|-------------------------------------|-------------------------|--------------------|--------------------|---------------------|----------------------|
| CORPORATE SERVICES                  |                         |                    |                    |                     |                      |
| FINANCE                             |                         |                    |                    |                     |                      |
| EXPENDITURES                        |                         |                    |                    |                     |                      |
| Salaries and Benefits               | 4,958,944               | 5,484,136          | 5,144,099          | 340,037             | 94%                  |
| Administrative                      | 35,529                  | 86,800             | 38,876             | 47,924              | 45%                  |
| Financial                           | 6,896                   | 5,406              | 4,637              | 769                 | 86%                  |
| Purchased Goods                     | 22,932                  | 41,832             | 19,585             | 22,247              | 47%                  |
| Purchased Services                  | 306,970                 | 323,702            | 213,893            | 109,809             | 66%                  |
| <b>Total EXPENDITURES</b>           | <b>5,331,271</b>        | <b>5,941,876</b>   | <b>5,421,090</b>   | <b>520,786</b>      | <b>91%</b>           |
| REVENUE                             |                         |                    |                    |                     |                      |
| Financing Revenue                   | (2,800,707)             | (2,726,344)        | (2,707,840)        | (18,504)            | 99%                  |
| Recoveries and Donations            | (3,583)                 |                    | 1                  | (1)                 |                      |
| User Fees and Service Charges       | (933,948)               | (1,079,430)        | (1,015,933)        | (63,497)            | 94%                  |
| Reallocated Revenue                 | (186,676)               | (333,466)          | (271,151)          | (62,315)            | 81%                  |
| <b>Total REVENUE</b>                | <b>(3,924,914)</b>      | <b>(4,139,240)</b> | <b>(3,994,923)</b> | <b>(144,317)</b>    | <b>97%</b>           |
| <b>Total FINANCE</b>                | <b>1,406,357</b>        | <b>1,802,636</b>   | <b>1,426,167</b>   | <b>376,469</b>      | <b>79%</b>           |
| INFORMATION TECHNOLOGY              |                         |                    |                    |                     |                      |
| EXPENDITURES                        |                         |                    |                    |                     |                      |
| Salaries and Benefits               | 2,919,195               | 3,509,441          | 3,441,782          | 67,659              | 98%                  |
| Administrative                      | 14,508                  | 33,325             | 27,702             | 5,623               | 83%                  |
| Purchased Goods                     | 1,528,248               | 2,456,460          | 2,284,589          | 171,871             | 93%                  |
| Purchased Services                  | 1,224,760               | 1,490,022          | 1,261,563          | 228,459             | 85%                  |
| <b>Total EXPENDITURES</b>           | <b>5,686,711</b>        | <b>7,489,248</b>   | <b>7,015,636</b>   | <b>473,612</b>      | <b>94%</b>           |
| REVENUE                             |                         |                    |                    |                     |                      |
| Financing Revenue                   | (551,333)               | (726,480)          | (661,614)          | (64,866)            | 91%                  |
| Recoveries and Donations            | 58                      |                    |                    |                     |                      |
| User Fees and Service Charges       |                         | (100)              | (66)               | (34)                | 66%                  |
| Reallocated Revenue                 | (84,857)                | (126,740)          | (125,457)          | (1,283)             | 99%                  |
| <b>Total REVENUE</b>                | <b>(636,132)</b>        | <b>(853,320)</b>   | <b>(787,137)</b>   | <b>(66,183)</b>     | <b>92%</b>           |
| <b>Total INFORMATION TECHNOLOGY</b> | <b>5,050,579</b>        | <b>6,635,928</b>   | <b>6,228,499</b>   | <b>407,429</b>      | <b>94%</b>           |
| HUMAN RESOURCES                     |                         |                    |                    |                     |                      |
| EXPENDITURES                        |                         |                    |                    |                     |                      |
| Salaries and Benefits               | 1,378,616               | 1,427,810          | 1,465,945          | (38,135)            | 103%                 |
| Administrative                      | 141,452                 | 214,428            | 159,311            | 55,117              | 74%                  |
| Purchased Goods                     | 30,959                  | 5,857              | 3,182              | 2,675               | 54%                  |
| Purchased Services                  | 141,199                 | 173,428            | 169,942            | 3,486               | 98%                  |
| <b>Total EXPENDITURES</b>           | <b>1,692,226</b>        | <b>1,821,523</b>   | <b>1,798,380</b>   | <b>23,143</b>       | <b>99%</b>           |
| REVENUE                             |                         |                    |                    |                     |                      |
| Financing Revenue                   | (337,807)               | (356,721)          | (367,430)          | 10,709              | 103%                 |
| Reallocated Revenue                 | (148,724)               | (171,194)          | (167,036)          | (4,158)             | 98%                  |
| <b>Total REVENUE</b>                | <b>(486,531)</b>        | <b>(527,915)</b>   | <b>(534,466)</b>   | <b>6,551</b>        | <b>101%</b>          |

**TOWN OF MILTON**  
**OPERATING FINANCIAL STATEMENT**  
**As of December 31, 2023**

**CORPORATE SERVICES**

|                                               | PRIOR<br>YEAR<br>ACTUAL | ANNUAL<br>BUDGET | ACTUAL      | VARIANCE<br>F / (U) | PERCENT<br>of BUDGET |
|-----------------------------------------------|-------------------------|------------------|-------------|---------------------|----------------------|
| <b>Total HUMAN RESOURCES</b>                  | 1,205,695               | 1,293,608        | 1,263,914   | 29,694              | 98%                  |
| LEGISLATIVE & LEGAL SERVICES                  |                         |                  |             |                     |                      |
| EXPENDITURES                                  |                         |                  |             |                     |                      |
| Salaries and Benefits                         | 3,080,750               | 3,440,325        | 3,080,492   | 359,833             | 90%                  |
| Administrative                                | 36,629                  | 74,169           | 49,113      | 25,056              | 66%                  |
| Financial                                     | 48,410                  | 35,000           | 51,185      | (16,185)            | 146%                 |
| Transfers to Own Funds                        |                         | 225,000          | 225,000     |                     | 100%                 |
| Purchased Goods                               | 20,354                  | 27,999           | 17,130      | 10,869              | 61%                  |
| Purchased Services                            | 1,357,096               | 861,406          | 998,996     | (137,590)           | 116%                 |
| Reallocated Expenses                          | 124,483                 | 111,467          | 195,499     | (84,032)            | 175%                 |
| <b>Total EXPENDITURES</b>                     | 4,667,722               | 4,775,366        | 4,617,415   | 157,951             | 97%                  |
| REVENUE                                       |                         |                  |             |                     |                      |
| Financing Revenue                             | (796,372)               | (292,909)        | (298,777)   | 5,868               | 102%                 |
| Recoveries and Donations                      | (99,112)                | (21,500)         | (27,586)    | 6,086               | 128%                 |
| User Fees and Service Charges                 | (1,815,168)             | (2,392,051)      | (2,316,410) | (75,641)            | 97%                  |
| <b>Total REVENUE</b>                          | (2,710,652)             | (2,706,460)      | (2,642,773) | (63,687)            | 98%                  |
| <b>Total LEGISLATIVE &amp; LEGAL SERVICES</b> | 1,957,070               | 2,068,906        | 1,974,642   | 94,264              | 95%                  |
| STRATEGIC COMMUNICATIONS                      |                         |                  |             |                     |                      |
| EXPENDITURES                                  |                         |                  |             |                     |                      |
| Salaries and Benefits                         | 880,444                 | 1,032,403        | 1,032,562   | (159)               | 100%                 |
| Administrative                                | 10,529                  | 22,984           | 23,553      | (569)               | 102%                 |
| Purchased Goods                               | 2,455                   | 8,300            | 4,203       | 4,097               | 51%                  |
| Purchased Services                            | 58,743                  | 119,977          | 45,538      | 74,439              | 38%                  |
| <b>Total EXPENDITURES</b>                     | 952,171                 | 1,183,664        | 1,105,856   | 77,808              | 93%                  |
| REVENUE                                       |                         |                  |             |                     |                      |
| Financing Revenue                             | (203,263)               | (202,003)        | (202,003)   |                     | 100%                 |
| Grants                                        | (2,100)                 |                  |             |                     |                      |
| <b>Total REVENUE</b>                          | (205,363)               | (202,003)        | (202,003)   |                     | 100%                 |
| <b>Total STRATEGIC COMMUNICATIONS</b>         | 746,808                 | 981,661          | 903,853     | 77,808              | 92%                  |
| <b>Total CORPORATE SERVICES</b>               | 10,366,509              | 12,782,739       | 11,797,075  | 985,664             | 92%                  |
| <b>Total CORPORATE SERVICES</b>               | 10,366,509              | 12,782,739       | 11,797,075  | 985,664             | 92%                  |



**TOWN OF MILTON**  
**OPERATING FINANCIAL STATEMENT**  
**As of December 31, 2023**

**GENERAL GOVERNMENT**

|                                            | PRIOR<br>YEAR<br>ACTUAL | ANNUAL<br>BUDGET     | ACTUAL               | VARIANCE<br>F / (U) | PERCENT<br>of BUDGET |
|--------------------------------------------|-------------------------|----------------------|----------------------|---------------------|----------------------|
| GENERAL GOVERNMENT                         |                         |                      |                      |                     |                      |
| GENERAL GOVERNMENT                         |                         |                      |                      |                     |                      |
| EXPENDITURES                               |                         |                      |                      |                     |                      |
| Salaries and Benefits                      | 26,071                  |                      | 171                  | (171)               |                      |
| Administrative                             | 62,458                  | 120,000              | 997,666              | (877,666)           | 831%                 |
| Financial                                  | 4,665,564               | 5,328,957            | 5,745,821            | (416,864)           | 108%                 |
| Transfers to Own Funds                     | 44,670,006              | 44,817,917           | 49,326,254           | (4,508,337)         | 110%                 |
| Purchased Services                         | 588,871                 | 88,865               | 352,135              | (263,270)           | 396%                 |
| Reallocated Expenses                       | 8,381                   |                      |                      |                     |                      |
| <b>Total EXPENDITURES</b>                  | <b>50,021,351</b>       | <b>50,355,739</b>    | <b>56,422,047</b>    | <b>(6,066,308)</b>  | <b>112%</b>          |
| REVENUE                                    |                         |                      |                      |                     |                      |
| External Revenue Transferred to Reserves a | (11,624,110)            | (16,130,156)         | (17,309,810)         | 1,179,654           | 107%                 |
| Financing Revenue                          | (13,382,916)            | (6,139,400)          | (10,281,978)         | 4,142,578           | 167%                 |
| Taxation                                   | (77,735,549)            | (85,427,006)         | (85,724,731)         | 297,725             | 100%                 |
| Payments In Lieu                           | (1,020,098)             | (1,028,464)          | (1,041,432)          | 12,968              | 101%                 |
| Recoveries and Donations                   | (38,627)                |                      | 106                  | (106)               |                      |
| User Fees and Service Charges              | (2,219,883)             | (3,749,476)          | (3,393,129)          | (356,347)           | 90%                  |
| Reallocated Revenue                        | (2,135,328)             | (2,350,636)          | (2,241,054)          | (109,582)           | 95%                  |
| <b>Total REVENUE</b>                       | <b>(108,156,511)</b>    | <b>(114,825,138)</b> | <b>(119,992,028)</b> | <b>5,166,890</b>    | <b>104%</b>          |
| <b>Total GENERAL GOVERNMENT</b>            | <b>(58,135,160)</b>     | <b>(64,469,399)</b>  | <b>(63,569,981)</b>  | <b>(899,418)</b>    | <b>99%</b>           |
| <b>Total GENERAL GOVERNMENT</b>            | <b>(58,135,160)</b>     | <b>(64,469,399)</b>  | <b>(63,569,981)</b>  | <b>(899,418)</b>    | <b>99%</b>           |
| <b>Total GENERAL GOVERNMENT</b>            | <b>(58,135,160)</b>     | <b>(64,469,399)</b>  | <b>(63,569,981)</b>  | <b>(899,418)</b>    | <b>99%</b>           |

**TOWN OF MILTON**  
**OPERATING FINANCIAL STATEMENT**  
**As of December 31, 2023**

**COMMUNITY SERVICES**

|                                                  | PRIOR<br>YEAR<br>ACTUAL | ANNUAL<br>BUDGET   | ACTUAL             | VARIANCE<br>F / (U) | PERCENT<br>of BUDGET |
|--------------------------------------------------|-------------------------|--------------------|--------------------|---------------------|----------------------|
| COMMUNITY SERVICES                               |                         |                    |                    |                     |                      |
| RECREATION AND CULTURE FACILITIES                |                         |                    |                    |                     |                      |
| EXPENDITURES                                     |                         |                    |                    |                     |                      |
| Salaries and Benefits                            | 5,298,897               | 6,291,765          | 6,092,292          | 199,473             | 97%                  |
| Administrative                                   | 18,747                  | 40,021             | 22,807             | 17,214              | 57%                  |
| Financial                                        | 82,473                  | 170,497            | 114,852            | 55,645              | 67%                  |
| Transfers to Own Funds                           | 1,801,098               | 2,071,849          | 2,074,259          | (2,410)             | 100%                 |
| Purchased Goods                                  | 519,569                 | 856,987            | 695,734            | 161,253             | 81%                  |
| Purchased Services                               | 5,139,793               | 6,245,587          | 5,175,906          | 1,069,681           | 83%                  |
| Reallocated Expenses                             | 157,138                 | 179,466            | 151,519            | 27,947              | 84%                  |
| <b>Total EXPENDITURES</b>                        | <b>13,017,715</b>       | <b>15,856,172</b>  | <b>14,327,369</b>  | <b>1,528,803</b>    | <b>90%</b>           |
| REVENUE                                          |                         |                    |                    |                     |                      |
| Financing Revenue                                | (321,012)               | (395,117)          | (375,796)          | (19,321)            | 95%                  |
| Grants                                           | (1,048,557)             | (989,811)          | (1,012,842)        | 23,031              | 102%                 |
| Recoveries and Donations                         | (91,141)                | (75,947)           | (128,481)          | 52,534              | 169%                 |
| User Fees and Service Charges                    | (5,956,414)             | (7,720,261)        | (6,501,270)        | (1,218,991)         | 84%                  |
| Reallocated Revenue                              | (339,293)               | (424,355)          | (402,240)          | (22,115)            | 95%                  |
| <b>Total REVENUE</b>                             | <b>(7,756,417)</b>      | <b>(9,605,491)</b> | <b>(8,420,629)</b> | <b>(1,184,862)</b>  | <b>88%</b>           |
| <b>Total RECREATION AND CULTURE FACILITIES</b>   | <b>5,261,298</b>        | <b>6,250,681</b>   | <b>5,906,740</b>   | <b>343,941</b>      | <b>94%</b>           |
| ADMINISTRATION AND CIVIC FACILITIES              |                         |                    |                    |                     |                      |
| EXPENDITURES                                     |                         |                    |                    |                     |                      |
| Salaries and Benefits                            | 3,185,267               | 3,850,360          | 3,507,943          | 342,417             | 91%                  |
| Administrative                                   | 33,852                  | 50,838             | 36,655             | 14,183              | 72%                  |
| Financial                                        | 64,898                  | 59,893             | 50,544             | 9,349               | 84%                  |
| Transfers to Own Funds                           | 395,529                 | 460,049            | 395,739            | 64,310              | 86%                  |
| Purchased Goods                                  | 84,468                  | 89,685             | 77,796             | 11,889              | 87%                  |
| Purchased Services                               | 1,447,718               | 1,647,204          | 1,453,228          | 193,976             | 88%                  |
| Reallocated Expenses                             | 107,205                 | 94,193             | 93,937             | 256                 | 100%                 |
| <b>Total EXPENDITURES</b>                        | <b>5,318,937</b>        | <b>6,252,222</b>   | <b>5,615,842</b>   | <b>636,380</b>      | <b>90%</b>           |
| REVENUE                                          |                         |                    |                    |                     |                      |
| Financing Revenue                                | (1,356,296)             | (1,647,141)        | (1,218,877)        | (428,264)           | 74%                  |
| Recoveries and Donations                         | (28,972)                | (17,138)           | (15,817)           | (1,321)             | 92%                  |
| User Fees and Service Charges                    | (255,485)               | (336,846)          | (304,422)          | (32,424)            | 90%                  |
| <b>Total REVENUE</b>                             | <b>(1,640,753)</b>      | <b>(2,001,125)</b> | <b>(1,539,116)</b> | <b>(462,009)</b>    | <b>77%</b>           |
| <b>Total ADMINISTRATION AND CIVIC FACILITIES</b> | <b>3,678,184</b>        | <b>4,251,097</b>   | <b>4,076,726</b>   | <b>174,371</b>      | <b>96%</b>           |
| PROGRAMS                                         |                         |                    |                    |                     |                      |
| EXPENDITURES                                     |                         |                    |                    |                     |                      |
| Salaries and Benefits                            | 3,535,451               | 5,268,377          | 4,720,790          | 547,587             | 90%                  |
| Administrative                                   | 38,278                  | 62,158             | 29,805             | 32,353              | 48%                  |
| Financial                                        | 419,103                 | 584,955            | 651,752            | (66,797)            | 111%                 |
| Transfers to Own Funds                           | 6,000                   | 23,350             | 51,968             | (28,618)            | 223%                 |

**TOWN OF MILTON**  
**OPERATING FINANCIAL STATEMENT**  
**As of December 31, 2023**

**COMMUNITY SERVICES**

|                               | PRIOR<br>YEAR<br>ACTUAL | ANNUAL<br>BUDGET   | ACTUAL             | VARIANCE<br>F / (U) | PERCENT<br>of BUDGET |
|-------------------------------|-------------------------|--------------------|--------------------|---------------------|----------------------|
| Purchased Goods               | 172,604                 | 260,172            | 218,309            | 41,863              | 84%                  |
| Purchased Services            | 235,977                 | 858,082            | 400,651            | 457,431             | 47%                  |
| Reallocated Expenses          | 43,237                  | 83,161             | 116,873            | (33,712)            | 141%                 |
| <b>Total EXPENDITURES</b>     | <b>4,450,650</b>        | <b>7,140,255</b>   | <b>6,190,148</b>   | <b>950,107</b>      | <b>87%</b>           |
| REVENUE                       |                         |                    |                    |                     |                      |
| Financing Revenue             | (289,031)               | (656,244)          | (630,423)          | (25,821)            | 96%                  |
| Grants                        | (105,224)               | (68,421)           | (65,398)           | (3,023)             | 96%                  |
| Recoveries and Donations      | (109,989)               | (403,005)          | (157,458)          | (245,547)           | 39%                  |
| User Fees and Service Charges | (3,389,386)             | (5,851,192)        | (5,693,901)        | (157,291)           | 97%                  |
| Reallocated Revenue           | (6,538)                 | (6,500)            | (1,850)            | (4,650)             | 28%                  |
| <b>Total REVENUE</b>          | <b>(3,900,168)</b>      | <b>(6,985,362)</b> | <b>(6,549,030)</b> | <b>(436,332)</b>    | <b>94%</b>           |
| <b>Total PROGRAMS</b>         | <b>550,482</b>          | <b>154,893</b>     | <b>(358,882)</b>   | <b>513,775</b>      | <b>(232%)</b>        |
| OPERATIONS                    |                         |                    |                    |                     |                      |
| EXPENDITURES                  |                         |                    |                    |                     |                      |
| Salaries and Benefits         | 6,921,959               | 7,514,473          | 7,314,239          | 200,234             | 97%                  |
| Administrative                | 32,144                  | 57,161             | 23,577             | 33,584              | 41%                  |
| Transfers to Own Funds        | 1,809,887               | 1,986,091          | 1,986,091          |                     | 100%                 |
| Purchased Goods               | 1,822,822               | 1,878,929          | 1,753,341          | 125,588             | 93%                  |
| Purchased Services            | 7,016,566               | 7,964,707          | 7,684,139          | 280,568             | 96%                  |
| Fleet Expenses                | 1,456,761               | 1,326,890          | 1,728,206          | (401,316)           | 130%                 |
| Reallocated Expenses          | 3,918,181               | 4,116,673          | 3,617,099          | 499,574             | 88%                  |
| <b>Total EXPENDITURES</b>     | <b>22,978,320</b>       | <b>24,844,924</b>  | <b>24,106,692</b>  | <b>738,232</b>      | <b>97%</b>           |
| REVENUE                       |                         |                    |                    |                     |                      |
| Financing Revenue             | (133,200)               | (279,764)          | (228,895)          | (50,869)            | 82%                  |
| Recoveries and Donations      | (3,160,451)             | (3,673,817)        | (2,552,381)        | (1,121,436)         | 69%                  |
| User Fees and Service Charges | (1,065,761)             | (1,220,899)        | (1,500,384)        | 279,485             | 123%                 |
| Reallocated Revenue           | (4,425,056)             | (4,563,839)        | (4,184,096)        | (379,743)           | 92%                  |
| <b>Total REVENUE</b>          | <b>(8,784,468)</b>      | <b>(9,738,319)</b> | <b>(8,465,756)</b> | <b>(1,272,563)</b>  | <b>87%</b>           |
| <b>Total OPERATIONS</b>       | <b>14,193,852</b>       | <b>15,106,605</b>  | <b>15,640,936</b>  | <b>(534,331)</b>    | <b>104%</b>          |
| TRANSIT                       |                         |                    |                    |                     |                      |
| EXPENDITURES                  |                         |                    |                    |                     |                      |
| Salaries and Benefits         | 368,480                 | 446,095            | 452,290            | (6,195)             | 101%                 |
| Administrative                | 10,103                  | 18,531             | 9,974              | 8,557               | 54%                  |
| Financial                     |                         | 300                |                    | 300                 |                      |
| Transfers to Own Funds        | 1,468,853               | 1,767,390          | 1,767,390          |                     | 100%                 |
| Purchased Goods               | 7,085                   | 13,778             | 35,105             | (21,327)            | 255%                 |
| Purchased Services            | 4,863,530               | 5,822,654          | 5,748,208          | 74,446              | 99%                  |
| Fleet Expenses                | 1,504,912               | 2,149,883          | 1,775,820          | 374,063             | 83%                  |
| Reallocated Expenses          | 110,458                 | 66,826             | 127,653            | (60,827)            | 191%                 |
| <b>Total EXPENDITURES</b>     | <b>8,333,421</b>        | <b>10,285,457</b>  | <b>9,916,440</b>   | <b>369,017</b>      | <b>96%</b>           |
| REVENUE                       |                         |                    |                    |                     |                      |

**TOWN OF MILTON**  
**OPERATING FINANCIAL STATEMENT**  
**As of December 31, 2023**

**COMMUNITY SERVICES**

|                                 | PRIOR<br>YEAR<br>ACTUAL | ANNUAL<br>BUDGET   | ACTUAL             | VARIANCE<br>F / (U) | PERCENT<br>of BUDGET |
|---------------------------------|-------------------------|--------------------|--------------------|---------------------|----------------------|
| Financing Revenue               | (977,940)               | (978,132)          | (978,132)          |                     | 100%                 |
| Grants                          | (501,272)               |                    |                    |                     |                      |
| Recoveries and Donations        | (297,000)               | (784,496)          | (1,007,230)        | 222,734             | 128%                 |
| User Fees and Service Charges   | (818,101)               | (1,160,188)        | (1,220,626)        | 60,438              | 105%                 |
| <b>Total REVENUE</b>            | <b>(2,594,313)</b>      | <b>(2,922,816)</b> | <b>(3,205,988)</b> | <b>283,172</b>      | <b>110%</b>          |
| <b>Total TRANSIT</b>            | <b>5,739,108</b>        | <b>7,362,641</b>   | <b>6,710,452</b>   | <b>652,189</b>      | <b>91%</b>           |
| <b>FIRE</b>                     |                         |                    |                    |                     |                      |
| <b>EXPENDITURES</b>             |                         |                    |                    |                     |                      |
| Salaries and Benefits           | 11,005,435              | 12,521,212         | 12,629,536         | (108,324)           | 101%                 |
| Administrative                  | 112,182                 | 125,961            | 147,171            | (21,210)            | 117%                 |
| Financial                       | 1,786                   | 3,000              | 1,735              | 1,265               | 58%                  |
| Transfers to Own Funds          | 1,048,572               | 1,106,306          | 1,106,306          |                     | 100%                 |
| Purchased Goods                 | 80,245                  | 76,794             | 116,449            | (39,655)            | 152%                 |
| Purchased Services              | 294,177                 | 335,396            | 347,567            | (12,171)            | 104%                 |
| Fleet Expenses                  | 235,287                 | 186,753            | 244,744            | (57,991)            | 131%                 |
| Reallocated Expenses            |                         | 453                |                    | 453                 |                      |
| <b>Total EXPENDITURES</b>       | <b>12,777,684</b>       | <b>14,355,875</b>  | <b>14,593,508</b>  | <b>(237,633)</b>    | <b>102%</b>          |
| <b>REVENUE</b>                  |                         |                    |                    |                     |                      |
| Financing Revenue               | (10,199)                | (10,408)           | (82,886)           | 72,478              | 796%                 |
| Grants                          | (4,900)                 | (2,500)            | (16,270)           | 13,770              | 651%                 |
| Recoveries and Donations        | (191,181)               | (164,000)          | (180,494)          | 16,494              | 110%                 |
| User Fees and Service Charges   | (161,705)               | (159,669)          | (247,853)          | 88,184              | 155%                 |
| <b>Total REVENUE</b>            | <b>(367,985)</b>        | <b>(336,577)</b>   | <b>(527,503)</b>   | <b>190,926</b>      | <b>157%</b>          |
| <b>Total FIRE</b>               | <b>12,409,699</b>       | <b>14,019,298</b>  | <b>14,066,005</b>  | <b>(46,707)</b>     | <b>100%</b>          |
| <b>Total COMMUNITY SERVICES</b> | <b>41,832,623</b>       | <b>47,145,215</b>  | <b>46,041,977</b>  | <b>1,103,238</b>    | <b>98%</b>           |
| <b>Total COMMUNITY SERVICES</b> | <b>41,832,623</b>       | <b>47,145,215</b>  | <b>46,041,977</b>  | <b>1,103,238</b>    | <b>98%</b>           |

**TOWN OF MILTON**  
**OPERATING FINANCIAL STATEMENT**  
**As of December 31, 2023**

**DEVELOPMENT SERVICES**

|                                | PRIOR<br>YEAR<br>ACTUAL | ANNUAL<br>BUDGET | ACTUAL      | VARIANCE<br>F / (U) | PERCENT<br>of BUDGET |
|--------------------------------|-------------------------|------------------|-------------|---------------------|----------------------|
| DEVELOPMENT SERVICES           |                         |                  |             |                     |                      |
| PLANNING SERVICES              |                         |                  |             |                     |                      |
| EXPENDITURES                   |                         |                  |             |                     |                      |
| Salaries and Benefits          | 2,031,607               | 2,446,846        | 2,257,331   | 189,515             | 92%                  |
| Administrative                 | 23,612                  | 50,509           | 29,039      | 21,470              | 57%                  |
| Purchased Services             | 93,545                  | 56,934           | 59,686      | (2,752)             | 105%                 |
| <b>Total EXPENDITURES</b>      | 2,148,764               | 2,554,289        | 2,346,056   | 208,233             | 92%                  |
| REVENUE                        |                         |                  |             |                     |                      |
| Financing Revenue              | (346,594)               | (596,711)        | (442,726)   | (153,985)           | 74%                  |
| Recoveries and Donations       | (41,936)                | (54,200)         | (29,227)    | (24,973)            | 54%                  |
| User Fees and Service Charges  | (1,594,596)             | (2,853,534)      | (1,765,035) | (1,088,499)         | 62%                  |
| <b>Total REVENUE</b>           | (1,983,126)             | (3,504,445)      | (2,236,988) | (1,267,457)         | 64%                  |
| <b>Total PLANNING SERVICES</b> | 165,638                 | (950,156)        | 109,068     | (1,059,224)         | (11%)                |
| BUILDING SERVICES              |                         |                  |             |                     |                      |
| EXPENDITURES                   |                         |                  |             |                     |                      |
| Salaries and Benefits          | 3,598,846               | 5,171,897        | 3,792,888   | 1,379,009           | 73%                  |
| Administrative                 | 78,711                  | 156,362          | 98,497      | 57,865              | 63%                  |
| Financial                      | (1)                     |                  | (2)         | 2                   |                      |
| Transfers to Own Funds         | 8,501,475               | 3,989,862        |             | 3,989,862           |                      |
| Purchased Goods                | 3,240                   | 16,301           | 4,849       | 11,452              | 30%                  |
| Purchased Services             | 26,995                  | 56,966           | 43,888      | 13,078              | 77%                  |
| Reallocated Expenses           | 2,162,903               | 2,720,794        | 2,511,772   | 209,022             | 92%                  |
| <b>Total EXPENDITURES</b>      | 14,372,169              | 12,112,182       | 6,451,892   | 5,660,290           | 53%                  |
| REVENUE                        |                         |                  |             |                     |                      |
| Financing Revenue              | (26,875)                | (9,264)          | (1,634,587) | 1,625,323           | 17,645%              |
| Recoveries and Donations       |                         |                  | (3,562)     | 3,562               |                      |
| User Fees and Service Charges  | (14,345,292)            | (12,102,915)     | (4,813,740) | (7,289,175)         | 40%                  |
| <b>Total REVENUE</b>           | (14,372,167)            | (12,112,179)     | (6,451,889) | (5,660,290)         | 53%                  |
| <b>Total BUILDING SERVICES</b> | 2                       | 3                | 3           |                     | 100%                 |
| INFRASTRUCTURE MANAGEMENT      |                         |                  |             |                     |                      |
| EXPENDITURES                   |                         |                  |             |                     |                      |
| Salaries and Benefits          | 2,153,931               | 2,480,624        | 2,224,552   | 256,072             | 90%                  |
| Administrative                 | 26,681                  | 38,018           | 26,045      | 11,973              | 69%                  |
| Financial                      | 247,297                 | 246,094          | 246,332     | (238)               | 100%                 |
| Transfers to Own Funds         | 29,524                  | 33,920           | 33,920      |                     | 100%                 |
| Purchased Goods                | 86,792                  | 67,702           | 69,823      | (2,121)             | 103%                 |
| Purchased Services             | 1,778,461               | 2,115,944        | 2,275,420   | (159,476)           | 108%                 |
| Reallocated Expenses           | 2,760                   | 7,926            | 179         | 7,747               | 2%                   |
| <b>Total EXPENDITURES</b>      | 4,325,446               | 4,990,228        | 4,876,271   | 113,957             | 98%                  |
| REVENUE                        |                         |                  |             |                     |                      |
| Financing Revenue              | (1,044,748)             | (1,394,473)      | (1,152,618) | (241,855)           | 83%                  |



**TOWN OF MILTON**  
**OPERATING FINANCIAL STATEMENT**  
**As of December 31, 2023**

**DEVELOPMENT SERVICES**

|                                         | PRIOR<br>YEAR<br>ACTUAL | ANNUAL<br>BUDGET   | ACTUAL             | VARIANCE<br>F / (U) | PERCENT<br>of BUDGET |
|-----------------------------------------|-------------------------|--------------------|--------------------|---------------------|----------------------|
| Recoveries and Donations                | (16,044)                | (14,767)           | (36,832)           | 22,065              | 249%                 |
| User Fees and Service Charges           | (468,845)               | (370,452)          | (507,916)          | 137,464             | 137%                 |
| <b>Total REVENUE</b>                    | <b>(1,529,637)</b>      | <b>(1,779,692)</b> | <b>(1,697,366)</b> | <b>(82,326)</b>     | <b>95%</b>           |
| <b>Total INFRASTRUCTURE MANAGEMENT</b>  | <b>2,795,809</b>        | <b>3,210,536</b>   | <b>3,178,905</b>   | <b>31,631</b>       | <b>99%</b>           |
| DEVELOPMENT ENGINEERING<br>EXPENDITURES |                         |                    |                    |                     |                      |
| Salaries and Benefits                   | 1,917,253               | 2,100,806          | 2,044,251          | 56,555              | 97%                  |
| Administrative                          | 32,344                  | 34,462             | 27,485             | 6,977               | 80%                  |
| Financial                               | 502                     |                    |                    |                     |                      |
| Transfers to Own Funds                  |                         |                    | 85,430             | (85,430)            |                      |
| Purchased Goods                         |                         | 200                |                    | 200                 |                      |
| Purchased Services                      | 323,997                 | 323,142            | 81,726             | 241,416             | 25%                  |
| <b>Total EXPENDITURES</b>               | <b>2,274,096</b>        | <b>2,458,610</b>   | <b>2,238,892</b>   | <b>219,718</b>      | <b>91%</b>           |
| REVENUE                                 |                         |                    |                    |                     |                      |
| Financing Revenue                       | (110,366)               | (311,874)          | (366,249)          | 54,375              | 117%                 |
| Recoveries and Donations                | (53,172)                | (77,570)           | (95,472)           | 17,902              | 123%                 |
| User Fees and Service Charges           | (1,705,132)             | (2,425,237)        | (1,616,156)        | (809,081)           | 67%                  |
| Reallocated Revenue                     | (58,715)                | (232,010)          | (200,709)          | (31,301)            | 87%                  |
| <b>Total REVENUE</b>                    | <b>(1,927,385)</b>      | <b>(3,046,691)</b> | <b>(2,278,586)</b> | <b>(768,105)</b>    | <b>75%</b>           |
| <b>Total DEVELOPMENT ENGINEERING</b>    | <b>346,711</b>          | <b>(588,081)</b>   | <b>(39,694)</b>    | <b>(548,387)</b>    | <b>7%</b>            |
| ADMINISTRATION<br>EXPENDITURES          |                         |                    |                    |                     |                      |
| Salaries and Benefits                   | 401,120                 | 471,794            | 455,365            | 16,429              | 97%                  |
| Administrative                          | 12,906                  | 11,565             | 8,900              | 2,665               | 77%                  |
| Purchased Goods                         | 15,404                  | 37,950             | 12,653             | 25,297              | 33%                  |
| Purchased Services                      | 237,925                 | 247,969            | 296,586            | (48,617)            | 120%                 |
| <b>Total EXPENDITURES</b>               | <b>667,355</b>          | <b>769,278</b>     | <b>773,504</b>     | <b>(4,226)</b>      | <b>101%</b>          |
| REVENUE                                 |                         |                    |                    |                     |                      |
| Financing Revenue                       | (85,854)                | (102,083)          | (97,518)           | (4,565)             | 96%                  |
| Recoveries and Donations                | (41,711)                |                    | (94,928)           | 94,928              |                      |
| User Fees and Service Charges           |                         |                    | (257)              | 257                 |                      |
| <b>Total REVENUE</b>                    | <b>(127,565)</b>        | <b>(102,083)</b>   | <b>(192,703)</b>   | <b>90,620</b>       | <b>189%</b>          |
| <b>Total ADMINISTRATION</b>             | <b>539,790</b>          | <b>667,195</b>     | <b>580,801</b>     | <b>86,394</b>       | <b>87%</b>           |
| <b>Total DEVELOPMENT SERVICES</b>       | <b>3,847,950</b>        | <b>2,339,497</b>   | <b>3,829,083</b>   | <b>(1,489,586)</b>  | <b>164%</b>          |
| <b>Total DEVELOPMENT SERVICES</b>       | <b>3,847,950</b>        | <b>2,339,497</b>   | <b>3,829,083</b>   | <b>(1,489,586)</b>  | <b>164%</b>          |

**TOWN OF MILTON**  
**OPERATING FINANCIAL STATEMENT**  
**As of December 31, 2023**

**LIBRARY**

|                               | PRIOR<br>YEAR<br>ACTUAL | ANNUAL<br>BUDGET   | ACTUAL             | VARIANCE<br>F / (U) | PERCENT<br>of BUDGET |
|-------------------------------|-------------------------|--------------------|--------------------|---------------------|----------------------|
| LIBRARY                       |                         |                    |                    |                     |                      |
| LIBRARY                       |                         |                    |                    |                     |                      |
| EXPENDITURES                  |                         |                    |                    |                     |                      |
| Salaries and Benefits         | 3,684,901               | 4,158,747          | 4,051,620          | 107,127             | 97%                  |
| Administrative                | 66,086                  | 53,629             | 73,363             | (19,734)            | 137%                 |
| Financial                     | 6,662                   | 5,821              | 6,999              | (1,178)             | 120%                 |
| Transfers to Own Funds        | 676,680                 | 678,988            | 678,988            |                     | 100%                 |
| Purchased Goods               | 353,306                 | 372,983            | 475,906            | (102,923)           | 128%                 |
| Purchased Services            | 469,348                 | 534,031            | 482,838            | 51,193              | 90%                  |
| Reallocated Expenses          | 320,165                 | 392,230            | 388,076            | 4,154               | 99%                  |
| <b>Total EXPENDITURES</b>     | <b>5,577,148</b>        | <b>6,196,429</b>   | <b>6,157,790</b>   | <b>38,639</b>       | <b>99%</b>           |
| REVENUE                       |                         |                    |                    |                     |                      |
| Financing Revenue             | (18,919)                | (21,696)           | (21,696)           |                     | 100%                 |
| Taxation                      | (5,308,486)             | (5,901,548)        | (5,901,548)        |                     | 100%                 |
| Grants                        | (129,776)               | (57,554)           | (112,767)          | 55,213              | 196%                 |
| Recoveries and Donations      | (14,958)                | (14,596)           | (17,294)           | 2,698               | 118%                 |
| User Fees and Service Charges | (105,009)               | (201,037)          | (99,101)           | (101,936)           | 49%                  |
| <b>Total REVENUE</b>          | <b>(5,577,148)</b>      | <b>(6,196,431)</b> | <b>(6,152,406)</b> | <b>(44,025)</b>     | <b>99%</b>           |
| <b>Total LIBRARY</b>          |                         | <b>(2)</b>         | <b>5,384</b>       | <b>(5,386)</b>      |                      |
| <b>Total LIBRARY</b>          |                         | <b>(2)</b>         | <b>5,384</b>       | <b>(5,386)</b>      |                      |
| <b>Total LIBRARY</b>          |                         | <b>(2)</b>         | <b>5,384</b>       | <b>(5,386)</b>      |                      |

**TOWN OF MILTON**  
**OPERATING FINANCIAL STATEMENT**  
**As of December 31, 2023**

**HOSPITAL EXPANSION**

|                                 | PRIOR<br>YEAR<br>ACTUAL | ANNUAL<br>BUDGET | ACTUAL      | VARIANCE<br>F / (U) | PERCENT<br>of BUDGET |
|---------------------------------|-------------------------|------------------|-------------|---------------------|----------------------|
| HOSPITAL EXPANSION              |                         |                  |             |                     |                      |
| HOSPITAL EXPANSION              |                         |                  |             |                     |                      |
| EXPENDITURES                    |                         |                  |             |                     |                      |
| Financial                       | 2,489,757               | 2,499,256        | 2,486,984   | 12,272              | 100%                 |
| <b>Total EXPENDITURES</b>       | 2,489,757               | 2,499,256        | 2,486,984   | 12,272              | 100%                 |
| REVENUE                         |                         |                  |             |                     |                      |
| Financing Revenue               | (2,489,757)             | (2,499,256)      | (2,486,984) | (12,272)            | 100%                 |
| <b>Total REVENUE</b>            | (2,489,757)             | (2,499,256)      | (2,486,984) | (12,272)            | 100%                 |
| <b>Total HOSPITAL EXPANSION</b> |                         |                  |             |                     |                      |
| <b>Total HOSPITAL EXPANSION</b> |                         |                  |             |                     |                      |
| <b>Total HOSPITAL EXPANSION</b> |                         |                  |             |                     |                      |

**TOWN OF MILTON**  
**OPERATING FINANCIAL STATEMENT**  
**As of December 31, 2023**

**BIA**

|                               | PRIOR<br>YEAR<br>ACTUAL | ANNUAL<br>BUDGET | ACTUAL           | VARIANCE<br>F / (U) | PERCENT<br>of BUDGET |
|-------------------------------|-------------------------|------------------|------------------|---------------------|----------------------|
| BIA                           |                         |                  |                  |                     |                      |
| BIA                           |                         |                  |                  |                     |                      |
| EXPENDITURES                  |                         |                  |                  |                     |                      |
| Salaries and Benefits         | 158,596                 | 173,391          | 202,500          | (29,109)            | 117%                 |
| Administrative                |                         |                  | 22               | (22)                |                      |
| Financial                     | 2,128                   | 4,500            | 3,250            | 1,250               | 72%                  |
| Transfers to Own Funds        | 86,657                  |                  |                  |                     |                      |
| Purchased Goods               | 32,195                  | 13,500           | 21,716           | (8,216)             | 161%                 |
| Purchased Services            | 255,759                 | 209,096          | 211,016          | (1,920)             | 101%                 |
| Reallocated Expenses          | 4,318                   | 6,000            | 4,717            | 1,283               | 79%                  |
| <b>Total EXPENDITURES</b>     | <b>539,653</b>          | <b>406,487</b>   | <b>443,221</b>   | <b>(36,734)</b>     | <b>109%</b>          |
| REVENUE                       |                         |                  |                  |                     |                      |
| Financing Revenue             | (36,604)                | (29,740)         | (29,740)         |                     | 100%                 |
| Taxation                      | (244,727)               | (258,086)        | (258,162)        | 76                  | 100%                 |
| Grants                        | (135,339)               | (4,000)          | (23,559)         | 19,559              | 589%                 |
| Recoveries and Donations      | (67,642)                | (26,500)         | (85,525)         | 59,025              | 323%                 |
| User Fees and Service Charges | (22,193)                | (18,500)         | (23,618)         | 5,118               | 128%                 |
| Reallocated Revenue           | (33,150)                | (69,661)         | (108,411)        | 38,750              | 156%                 |
| <b>Total REVENUE</b>          | <b>(539,655)</b>        | <b>(406,487)</b> | <b>(529,015)</b> | <b>122,528</b>      | <b>130%</b>          |
| <b>Total BIA</b>              | <b>(2)</b>              |                  | <b>(85,794)</b>  | <b>85,794</b>       |                      |
| <b>Total BIA</b>              | <b>(2)</b>              |                  | <b>(85,794)</b>  | <b>85,794</b>       |                      |
| <b>Total BIA</b>              | <b>(2)</b>              |                  | <b>(85,794)</b>  | <b>85,794</b>       |                      |

## 2023 Operating Variance Commentary by Department

Variances impacting multiple departments of the Town are highlighted below.

### Staff Gapping

In 2023, the Town budgeted for savings from staff vacancies in the amount of \$825,000. As staff gapping savings are identified, the salary and benefit budget is reduced within the respective department while an offsetting variance is shown against the budgets in General Government up to the full year budgeted gapping amounts. This redistributes the annual budget from the departments as the savings are being incurred.

Town wide staff gapping savings for full time staff in 2023 was \$2,133,999. The budget of \$825,000 was met, with the excess of \$1,308,999 over budget resulting in a net favourable variance to the Town. Additional savings from the temporary leaves of part time staff are reported within each affected department below.

### Insurance

As previously reported through CORS-010-22, the Town's comprehensive insurance policies were renewed for an 18 month period at a cost of \$1,324,494 for 2023. Insurance costs are allocated across all departments with an unfavourable variance to budget of \$12,355 being reported for 2023.

### Utilities

Reducing hydro consumption has been the focus of several recent capital programs. LED lighting upgrades at the Milton Sports Centre, and the Milton Leisure Centre have reduced consumption and maintenance costs. Solar panels have been installed at Sherwood Community Centre to satisfy facility demand with renewable energy. These projects have led to energy consumption reductions with hydro savings of \$838,734 being reported within the Town facilities. Partially offsetting this is a negative variance in natural gas of \$204,008 across the facilities, which is due to a combination of increased rates and consumption.

### Grant Funding

The Town was successful in receiving provincial grant funding in 2023 for Next Generation 9-1-1 (NG911) to support the Town's transition to the new NG911 requirements by the federally mandated timeline of March 4, 2025. Total funding of \$409,719 was received, of which \$104,611 was applied towards IT and Fire related expenditures within the operating budget. The balance will offset costs incurred in the capital program.



## 2023 Operating Variance Commentary by Department

Variances identified within specific departments are as follows:

### **Mayor & Council - \$13,522 Favourable**

The favourable variance is primarily a result of savings in contracts and professional development.

### **Executive Services - \$59,402 Favourable**

Office of the CAO is reporting a favourable variance of \$8,725 which is largely due to a savings in legal costs.

Strategic Initiatives and Economic Development is reporting a surplus of \$50,677. Reduced facility rentals and memberships at the Milton Education Village Innovation of \$96,275 were more than offset by a related decrease in transfer to reserve as well as savings in marketing/advertising, utilities and staffing costs.

### **Corporate Services - \$985,663 Favourable**

The Finance division is reporting savings of \$376,469 which is the result of savings due to staff vacancies, professional development and legal and consulting costs, partially offset by reductions in various fee related revenues.

Information Technology is reporting savings of \$407,429. This is largely due to lower annual maintenance, service agreement and communications costs as a result of delays in software implementation.

Human Resources is reporting a surplus of \$29,694, primarily related to savings in the area of corporate training and continuing education programs.

The Legislative and Legal Services division is reporting a surplus of \$94,264 which is primarily the result of savings due to staff vacancies, partially offset by associated increases in contractual costs of parking enforcement as well as increased legal costs.

Strategic Communications is reporting a favourable variance of \$77,808, which is primarily due to savings in contracts and marketing initiatives.

### **General Government - \$899,418 Unfavourable**

Savings from staff vacancies in 2023 have been budgeted at \$825,000 within General Government. While the Town met and exceeded the budgeted staff vacancy savings, those savings are not reflected in General Government but rather in each specific department to which they relate.

In the area of Taxation, tax write-offs were greater than budget by \$163,726. However, this was more than offset by penalties and interest payments exceeding budget by

## 2023 Operating Variance Commentary by Department

\$469,341, as well as an increase in supplementary tax revenues of \$305,903 was offset by a transfer to reserve, in accordance with Town policy.

Costs associated with insurance related incidents are tracked centrally within General Government. Net savings in the area of insurance of \$510,536 related to the number and cost of incidents in 2023 relative to budget, with insurance claim recoveries offsetting the cost of incidents that exceed the Town's deductible.

WSIB claims exceeded budget in 2023 resulting in an unfavourable variance of \$871,845 while POA revenue exceeded budget by \$55,480.

Based on Town policy the investment income related to reserve funds, including development charge reserve funds, is allocated directly to the specific reserve fund with the remaining going through the operating budget. Due to a higher than anticipated portfolio balance and overall increase in yields, investment income for the Town was \$3.7 million favourable to budget, with \$3.55 million flowing through Financing Revenue within General Government and then allocated to specific reserves as identified through the budget process with no impact to the bottom line.

Although not affecting the year end position, deferred timing of development activity has resulted in a deficit of \$5,262,486 in capital provision and per unit processing fees. This results in a lower balance transferred to reserve. The revenue delay has timing implications for the 10 year capital forecast which will be considered through future budgets.

Proceeds from the Ontario Lottery and Gaming Corporation exceeded budget by \$1,177,158 and aggregate permit fees exceeded budget by \$107,478. These revenue fluctuations have no bottom line impact as the proceeds are transferred to reserve in accordance with Town policy.

A dividend for 2022 was declared by Milton Hydro Holdings and remitted to the Town in 2023 in the amount of \$3,382,604. Furthermore, Milton Hydro 2023 dividends were \$823,000 greater than what had been previously been included in the Town's budget. In accordance with the Town's Treasury Policy, transfers to reserve were utilized to stabilize the net impacts relative to the budgeted Milton Hydro funding distributions such that there was no net impact to the Town from annual fluctuations.

### **Community Services - \$1,103,234 Favourable**

Recreation and Culture Facilities is reporting a net surplus of \$343,941. A net loss of \$311,534 (before insurance recoveries) is related to the Indoor Turf facility being inoperable during 2023 and the transfer in ownership to a third party operator. User fees were also lower than budget by \$487,289, primarily in the area of ice rentals. However, these shortfalls were more than offset by savings from staff vacancies and reductions in

## 2023 Operating Variance Commentary by Department

part time hours of \$147,937 as well as savings in utilities of \$401,900, contracts and materials of \$338,231 and lower credit card charges of \$71,835, reflecting where these charges are booked. Additional savings were realized in other areas including consultants, insurance and professional development as well as unplanned grant funding received.

Administration and Civic Facilities is reporting a surplus of \$174,371. Although the recovery of staff time working on capital projects was lower than budget by \$323,497 it was more than offset by staff savings of \$342,417. Lease revenue was also below budget by \$104,767 but largely offset by a related reduced transfer to reserve of \$64,310. Further contributing to the surplus was reduced utility consumption of \$189,870 and savings in legal expenses of \$20,654.

The Programs division is reporting a favourable variance to budget of \$513,775. A shift in program offerings resulted in reduced fee revenue of \$157,291 which was more than offset by related savings in staffing of \$547,587 and materials and contracts of \$119,667. Reflecting a continued shift to online registration, credit card charges were \$169,396 greater than budget. The remaining surplus was due to reduced usage of the Milton Access to Recreation subsidy of \$76,488 as well as savings in other areas including trip expenditures, advertising and clothing.

Operations is reporting an overall deficit of \$534,331. Shortfalls to budget were primarily the result of higher than anticipated costs associated with outsourcing fleet maintenance and repairs in the amount of \$401,316. Winter maintenance costs exceeded budget by \$133,715. Parks contracts exceeded budget by \$314,091 due largely to increased vandalism and graffiti as well as unanticipated repairs required across multiple parks. These overages were partially offset by savings in staffing costs of \$200,234 and park rental revenues exceeding budget by \$98,107.

Transit is reporting a favourable variance in the amount of \$652,189 which was largely driven by revenues associated with increased GO Transit fare integration subsidies and fare media sales, combined with savings in fleet costs, particularly vehicle maintenance and fuel.

Fire is reporting an unfavourable variance of \$46,707 due primarily to increased costs of staffing and benefits as well as fleet costs and program equipment, partially offset by higher than expected fee revenue as well as an allocation of a portion of the NG911 grant funding.

### **Development Services - \$1,489,591 Unfavourable**

Planning Services is reporting a deficit in the amount of \$1,059,224 which is largely the result of a deferral in the timing of planning applications which led to a shortfall in planning application revenues in 2023.

## 2023 Operating Variance Commentary by Department

Within Building Services there was a decrease in building permit revenues of \$7.3 million, driven largely by a shift in timing of residential units for 2023. This is partially offset by staff savings of \$1.4 million, resulting in a contribution from the Building Stabilization Reserve this year in the amount of \$1.6 million as compared to a budgeted transfer to the reserve of \$4.0 million. Overall there is no net impact to the Town's bottom line.

Infrastructure Management is reporting a \$31,631 favourable variance. This variance is largely due to net savings from staff vacancies of \$123,502 and increased fee revenue of \$137,464. Partially offsetting these areas of savings were increased contract costs of \$135,404 related to the cost of underground infrastructure locating services and maintenance of streetlight and traffic lights, as well as a lower contribution from reserves in the amount of \$109,285 reflecting a reduced cost and deferred timing of programs that were budgeted to be funded from the Tax Stabilization Reserve.

Development Engineering is reporting a deficit of \$548,387. This primarily relates to decreased revenues of \$809,081 associated with the deferred timing of planning applications and building permit activity as referenced above. A deferral in the timing of the CLI ECA monitoring program will result in contractual savings of \$100,000 in 2023. The remaining variance is the result of savings in staffing costs combined with increased recoveries of staff time from time spent on capital projects.

The Administration division has a surplus of \$86,394 largely due to savings in purchased goods, consultants and legal costs.

### **Library - \$5,384 Unfavourable**

A shortfall in fine collection revenue in 2023 as well as increased costs associated with program expenses and equipment data was largely offset by savings in staff costs and purchased services as well as unplanned grant revenue received.

### **Hospital - No Net Variances**

### **BIA - \$85,796 Favourable**

Although the BIA incurred additional staffing costs of \$29,109 due to staffing changes and incurred higher than budgeted costs for purchased goods and services related to events in the amount of \$10,136, additional grant and sponsorship revenue received in the amount of \$78,584 as well as increased funding from the Town of Milton in the amount of \$38,750 resulted in the BIA being in a surplus to budget.

### Appendix 3 - CORS-013-24

#### Reserve and Reserve Fund Continuity Schedule

| Reserves and Reserve Funds (\$000s)                    | Balance as at Dec 31, 2022 | Transfers (to)/from Operating | Transfers to/From Capital | Other Transfers (incl interest) | Balance as at Dec 31, 2023 | 2023 Reserve Target |
|--------------------------------------------------------|----------------------------|-------------------------------|---------------------------|---------------------------------|----------------------------|---------------------|
| <b>Stabilization</b>                                   |                            |                               |                           |                                 |                            |                     |
| Tax Rate Stabilization                                 | \$8,428                    | \$(860)                       | \$0                       | \$0                             | \$7,568                    | \$7,438             |
| Severe Weather                                         | 2,063                      | 0                             | 0                         | 0                               | 2,063                      | 2,231               |
| Building Rate Stabilization                            | 13,829                     | (1,612)                       | (97)                      | 550                             | 12,670                     | 11,980              |
| <b>Stabilization Subtotal</b>                          | <b>\$24,319</b>            | <b>\$(2,472)</b>              | <b>\$(97)</b>             | <b>\$550</b>                    | <b>\$22,302</b>            |                     |
| <b>Corporate Use</b>                                   |                            |                               |                           |                                 |                            |                     |
| Insurance and Legal Matters                            | \$7,427                    | \$269                         | \$0                       | \$0                             | \$7,696                    | \$6,300             |
| Per Unit Development Processing Fee                    | 1,197                      | 709                           | 0                         | 0                               | 1,906                      | 1,097               |
| WSIB                                                   | 4,789                      | 288                           | 0                         | 0                               | 5,077                      | 5,800               |
| <b>Corporate Use Subtotal</b>                          | <b>\$13,413</b>            | <b>\$1,266</b>                | <b>\$0</b>                | <b>\$0</b>                      | <b>\$14,679</b>            |                     |
| <b>Infrastructure Non Growth</b>                       |                            |                               |                           |                                 |                            |                     |
| Infrastructure Renewal - Roads & Structures            | \$35,719                   | \$18,120                      | \$(12,419)                | \$0                             | \$41,420                   | \$282,249           |
| Infrastructure Renewal - Stormwater                    | 4,615                      | 2,295                         | (3,207)                   | 0                               | 3,704                      | 20,754              |
| Infrastructure Renewal - Recreation, Facilities, Other | 11,379                     | 7,822                         | (2,208)                   | 0                               | 16,993                     | 86,047              |
| Information Technology                                 | 3,684                      | 3,451                         | (3,676)                   | 0                               | 3,459                      | 4,616               |
| Studies and Other Non Growth Capital                   | 452                        | 1,317                         | (120)                     | 0                               | 1,648                      | 1,945               |
| Vehicles and Equipment Replacement                     | 7,102                      | 5,135                         | (2,563)                   | 0                               | 9,674                      | 7,469               |
| Canada Community-Building Fund                         | 5,406                      | 0                             | (4,419)                   | 3,847                           | 4,834                      | N/A                 |
| Ontario Lottery Corporation Proceeds                   | 11,607                     | 6,834                         | (9,950)                   | 333                             | 8,824                      |                     |
| <b>Infrastructure Non Growth Subtotal</b>              | <b>\$79,964</b>            | <b>\$44,975</b>               | <b>\$(38,562)</b>         | <b>\$4,180</b>                  | <b>\$90,556</b>            |                     |
| <b>Infrastructure Growth</b>                           |                            |                               |                           |                                 |                            |                     |
| Growth Capital - Other                                 | \$3,313                    | \$3,717                       | \$(3,185)                 | \$0                             | \$3,844                    | \$7,203             |
| Capital Provision                                      | 7,331                      | 1,631                         | (695)                     | 0                               | 8,267                      | N/A                 |
| Payment-in-Lieu of Land Conveyance                     | 20,792                     | 0                             | 0                         | 2,315                           | 23,108                     |                     |
| Cash-in-lieu of Parking                                | 343                        | 0                             | 0                         | 14                              | 356                        |                     |
| Development Charges (Note 1)                           | 29,460                     | 0                             | (32,649)                  | 23,503                          | 20,314                     |                     |
| Post Period Capacity                                   | (383)                      | 0                             | (9)                       | (15)                            | (407)                      |                     |
| <b>Infrastructure Growth Subtotal</b>                  | <b>\$60,856</b>            | <b>\$5,348</b>                | <b>\$(36,538)</b>         | <b>\$25,816</b>                 | <b>\$55,482</b>            |                     |

Note 1: Includes Development Charge Exemptions.



### Appendix 3 - CORS-013-24

#### Reserve and Reserve Fund Continuity Schedule

| Reserves and Reserve Funds (\$000s)          | Balance as<br>at Dec 31,<br>2022 | Transfers<br>(to)/from<br>Operating | Transfers<br>to/From<br>Capital | Other<br>Transfers<br>(incl interest) | Balance<br>as at Dec<br>31, 2023 | 2023<br>Reserve<br>Target |
|----------------------------------------------|----------------------------------|-------------------------------------|---------------------------------|---------------------------------------|----------------------------------|---------------------------|
| <b>Program Specific</b>                      |                                  |                                     |                                 |                                       |                                  |                           |
| Property Transactions                        | \$16,083                         | \$373                               | \$(1,501)                       | \$605                                 | \$15,559                         | N/A                       |
| Provincial Gas Tax                           | 1,095                            | (969)                               | 0                               | 1,346                                 | 1,471                            |                           |
| Election                                     | 28                               | 225                                 | 0                               | 0                                     | 253                              |                           |
| Aggregate Permit Fees                        | 194                              | 108                                 | 0                               | 0                                     | 303                              |                           |
| Seniors' Fundraising                         | 76                               | 0                                   | 0                               | 0                                     | 76                               |                           |
| Arts Programming                             | 11                               | 0                                   | 0                               | 0                                     | 12                               |                           |
| Mayor's Legacy Fund                          | 96                               | 0                                   | 0                               | 4                                     | 100                              |                           |
| <b>Program Specific Subtotal</b>             | <b>\$17,583</b>                  | <b>\$(263)</b>                      | <b>\$(1,501)</b>                | <b>\$1,955</b>                        | <b>\$17,774</b>                  |                           |
| <b>Board, Committee &amp; Other</b>          |                                  |                                     |                                 |                                       |                                  |                           |
| Library Tax Rate Stabilization               | \$546                            | \$0                                 | \$0                             | \$0                                   | \$546                            | \$531                     |
| Library Capital Infrastructure               | 1,431                            | 679                                 | (717)                           | 0                                     | 1,393                            | 1,240                     |
| DBIA Surplus                                 | 248                              | (30)                                | 0                               | 0                                     | 218                              | N/A                       |
| Provincial Government Transfer               | 432                              | (105)                               | (549)                           | 410                                   | 189                              |                           |
| <b>Board, Committee &amp; Other Subtotal</b> | <b>\$2,657</b>                   | <b>\$545</b>                        | <b>\$(1,265)</b>                | <b>\$410</b>                          | <b>\$2,346</b>                   |                           |
| <b>Total Reserve and Reserve Funds</b>       | <b>\$198,791</b>                 | <b>\$49,399</b>                     | <b>\$(77,963)</b>               | <b>\$32,911</b>                       | <b>\$203,138</b>                 |                           |

**Appendix 4 - CORS-013-24**  
**Reserve and Reserve Fund Transfer to/from Operating Variance and Commentary**

| <b>Reserves and Reserve Funds (\$000s)</b>             | <b>Budgeted Transfers to/(from) Reserve</b> | <b>Actual Transfers to/(from) Reserve</b> | <b>Surplus/ (Deficit)</b> | <b>Explanation for Variances</b>                                                                                                                                                                                                                                                                                                                                                                                          |
|--------------------------------------------------------|---------------------------------------------|-------------------------------------------|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Stabilization</b>                                   |                                             |                                           |                           |                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Tax Rate Stabilization                                 | \$ (967)                                    | \$ (860)                                  | \$ 107                    | Reflects the reduced cost and deferred timing of programs that were budgeted to be funded from the Tax Rate Stabilization Reserve i.e. Green Pavement Markings and Automated Speed Enforcement program.                                                                                                                                                                                                                   |
| Severe Weather                                         | 0                                           | 0                                         | 0                         |                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Building Rate Stabilization                            | 3,998                                       | (1,612)                                   | (5,610)                   | Represents a deferral in the timing of building permit activity.                                                                                                                                                                                                                                                                                                                                                          |
| <b>Stabilization Subtotal</b>                          | <b>\$3,031</b>                              | <b>\$(2,472)</b>                          | <b>\$(5,503)</b>          |                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Corporate Use</b>                                   |                                             |                                           |                           |                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Insurance and Legal Matters                            | \$299                                       | \$261                                     | \$(38)                    | A portion of the Per Unit Development Processing fees are transferred to Legal Matters. Actual transfers are lower than budget due to timing differences in development activity.                                                                                                                                                                                                                                         |
| Per Unit Development Processing Fee                    | 1,631                                       | 717                                       | (914)                     | The per unit processing fees were lower than expected due to timing differences in development activity.                                                                                                                                                                                                                                                                                                                  |
| WSIB                                                   | 288                                         | 288                                       | 0                         |                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Corporate Use Subtotal</b>                          | <b>\$2,219</b>                              | <b>\$1,266</b>                            | <b>\$(953)</b>            |                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Infrastructure Non Growth</b>                       |                                             |                                           |                           |                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Infrastructure Renewal - Roads & Structures            | \$12,313                                    | \$18,120                                  | \$5,808                   | Higher than anticipated Milton Hydro Holdings dividend income resulted in \$4.2M being transferred to reserve in accordance with the Town's Treasury Policy No. 116. A further \$1.2M relates to additional interest earned on unspent capital funds due to a higher interest rates and balances throughout the year. \$0.3M in cost savings from debentures approved but not yet issued debt was transferred to reserve. |
| Infrastructure Renewal - Stormwater                    | 2,295                                       | 2,295                                     | 0                         |                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Infrastructure Renewal - Recreation, Facilities, Other | 5,264                                       | 7,822                                     | 2,558                     | Additional investment income due to higher interest rates and portfolio balances was transferred to reserve in accordance with the 2023 budget allocations and the Town's Treasury Policy No. 116.                                                                                                                                                                                                                        |
| Information Technology                                 | 3,399                                       | 3,451                                     | 52                        | Additional photocopier recoveries were transferred to reserve.                                                                                                                                                                                                                                                                                                                                                            |
| Studies and Other Non Growth Capital                   | 1,317                                       | 1,317                                     | 0                         |                                                                                                                                                                                                                                                                                                                                                                                                                           |

**Appendix 4 - CORS-013-24**  
**Reserve and Reserve Fund Transfer to/from Operating Variance and Commentary**

| <b>Reserves and Reserve Funds (\$000s)</b> | <b>Budgeted Transfers to/(from) Reserve</b> | <b>Actual Transfers to/(from) Reserve</b> | <b>Surplus/ (Deficit)</b> | <b>Explanation for Variances</b>                                                                                                                                                     |
|--------------------------------------------|---------------------------------------------|-------------------------------------------|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Vehicles and Equipment Replacement         | 4,951                                       | 5,135                                     | 183                       | Proceeds from the sale of equipment were transferred to reserve.                                                                                                                     |
| Canada Community-Building Fund             | 0                                           | 0                                         | 0                         |                                                                                                                                                                                      |
| Ontario Lottery Corporation Proceeds       | 5,600                                       | 6,834                                     | 1,234                     | Proceeds from the Ontario Lottery and Gaming Corporation (OLG) were greater than anticipated.                                                                                        |
| <b>Infrastructure Non Growth Subtotal</b>  | <b>\$35,140</b>                             | <b>\$44,975</b>                           | <b>\$9,835</b>            |                                                                                                                                                                                      |
| <b>Infrastructure Growth</b>               |                                             |                                           |                           |                                                                                                                                                                                      |
| Growth Capital - Other                     | \$3,411                                     | \$3,717                                   | \$306                     | Supplementary taxes above \$1.6M were transferred per the approved 2023 budget.                                                                                                      |
| Capital Provision                          | 5,929                                       | 1,631                                     | (4,298)                   | Timing differences in development activity resulted in fewer residential building permits and lower Capital Provision revenues being collected through financial agreements in 2023. |
| Payment-in-Lieu of Land Conveyance         | 0                                           | 0                                         | 0                         |                                                                                                                                                                                      |
| Cash-in-lieu of Parking                    | 0                                           | 0                                         | 0                         |                                                                                                                                                                                      |
| Development Charges (Note 1)               | 0                                           | 0                                         | 0                         |                                                                                                                                                                                      |
| Post Period Capacity                       | 0                                           | 0                                         | 0                         |                                                                                                                                                                                      |
| <b>Infrastructure Growth Subtotal</b>      | <b>\$9,340</b>                              | <b>\$5,348</b>                            | <b>\$(3,992)</b>          |                                                                                                                                                                                      |
| <b>Program Specific</b>                    |                                             |                                           |                           |                                                                                                                                                                                      |
| Property Transactions                      | \$447                                       | \$373                                     | \$(75)                    | Lease rental revenue was lower than anticipated.                                                                                                                                     |
| Provincial Gas Tax                         | (969)                                       | (969)                                     | 0                         |                                                                                                                                                                                      |
| Election                                   | 225                                         | 225                                       | 0                         |                                                                                                                                                                                      |
| Aggregate Permit Fees                      | 1                                           | 108                                       | 107                       | Revenues collected from the Ministry of Natural Resources for extracted aggregates were higher than anticipated.                                                                     |
| Seniors' Fundraising                       | 0                                           | 0                                         | 0                         |                                                                                                                                                                                      |
| Arts Programming                           | 0                                           | 5                                         | 5                         |                                                                                                                                                                                      |
| Mayor's Legacy Fund                        | 0                                           | 0                                         | 0                         |                                                                                                                                                                                      |
| <b>Program Specific Subtotal</b>           | <b>\$(295)</b>                              | <b>\$(258)</b>                            | <b>\$32</b>               |                                                                                                                                                                                      |
| <b>Board, Committee &amp; Other</b>        |                                             |                                           |                           |                                                                                                                                                                                      |
| Library Tax Rate Stabilization             | \$0                                         | \$0                                       | \$0                       |                                                                                                                                                                                      |
| Library Capital Infrastructure             | 679                                         | 679                                       | 0                         |                                                                                                                                                                                      |

**Appendix 4 - CORS-013-24**  
**Reserve and Reserve Fund Transfer to/from Operating Variance and Commentary**

| <b>Reserves and Reserve Funds (\$000s)</b>   | <b>Budgeted<br/>Transfers<br/>to/(from)<br/>Reserve</b> | <b>Actual<br/>Transfers<br/>to/(from)<br/>Reserve</b> | <b>Surplus/<br/>(Deficit)</b> | <b>Explanation for Variances</b>                                        |
|----------------------------------------------|---------------------------------------------------------|-------------------------------------------------------|-------------------------------|-------------------------------------------------------------------------|
| DBIA Surplus                                 | (30)                                                    | (30)                                                  | 0                             |                                                                         |
| Provincial Government Transfer               | 0                                                       | (105)                                                 | (105)                         | Transfer of NG911 Provincial funding to offset operating related costs. |
| <b>Board, Committee &amp; Other Subtotal</b> | <b>\$649</b>                                            | <b>\$545</b>                                          | <b>\$(105)</b>                |                                                                         |
| <b>Total Reserve and Reserve Funds</b>       | <b>\$50,083</b>                                         | <b>\$49,399</b>                                       | <b>\$(685)</b>                |                                                                         |

Note 1: Includes Development Charge Exemptions.



# The Corporation of the Town of Milton

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Report To: Council

From: Steve Palmer, Director, Recreation and Culture

Date: April 15, 2024

Report No: COMS-002-24

Subject: Milton Small Grant Program - Pilot Program Update

Recommendation: **THAT the Milton Small Grant Program be approved for annual continuance;**  
**AND THAT the annual allotment from the Milton Community Fund be maintained at \$75,000;**  
**AND THAT the Director, Recreation and Culture be authorized to make minor amendments to the Milton Small Grant Program guidelines.**

## EXECUTIVE SUMMARY

- The Milton Small Grant Program (MSGP) was introduced in Spring 2022 as a two (2) year pilot to encourage and enhance support for small scale citizen-led activities.
- MSGP encourages events and activities that support relationship building among community members and provide opportunities for connection, knowledge sharing, cultural exchange and community-building.
- The program is currently funded annually through an allocation of up to \$75,000 from the Milton Community Fund (MCF).
- The maximum annual grant is \$2,500 per applicant.
- To date, 42 Milton recipients (residents and organizations) have been supported.



## REPORT

### Background

In response to our growing and increasingly diverse community, staff recommended the introduction of a funding stream to encourage and enhance support for small scale citizen-led activities.

The Milton Small Grant Program (MSGP) was introduced in Spring 2022 as a two (2) year pilot program for Milton residents and not-for-profit organizations planning small scale, citizen-led activities/events that enhance the well-being of Milton residents.

To date, there has been 42 recipients and \$56,118 allocated to support local events and activities (Schedule A). The balance of available funding is returned each year to the MCF and re-distributed through the annual allocation process.

The MSGP offers a flexible option for residents / organizations to consider relative to their objectives, with a less demanding application and shorter processing time completed within the same calendar year as compared to the MCF.

### Discussion

The MSGP is intended to support not-for-profit organizations, individuals and groups whose events and activities are aligned with the goals of the Town of Milton's strategic action plan and supports relationship building among community members; providing opportunities for connection, knowledge sharing, cultural exchange and community-building.

### Program Continuance

In response to an increase in applications submitted each year and availability of funds, staff recommend continuance of the MSGP with a funding upset limit of \$75,000. Proposed changes to the MSGP annual budget would come to Council for approval and annual unspent funds will be returned to the MCF for reallocation. Staff will continue to provide an annual allocation summary for Council's awareness.

### MSGP Renaming

While the increase in submitted applications for 2023 suggests growing local awareness of the MSGP, a significant number (47) were declined compared to 2022 (8). Most were related to for-profit/business activities or social service activities, potentially indicating a lack of

## Discussion

clarity regarding the purpose of the MSGP. To assist with this, the program has been renamed the 'Milton Community Connections Grant' and further education will be provided to ensure the fund's purpose is clearly stated to prevent the submission of unnecessary applications, and unnecessary administration time.

## Program Guidelines

Based on learnings during the pilot phase, minor updates have been made to the funding guidelines (Schedule B) to mimic the Milton Community Fund guidelines (COMS-008-15). Staff propose that they only come to Council for approval if substantive changes are being recommended. This would be based on the following criteria:

- Change to the eligibility for application;
- New category of funding; or
- Focus on the guidelines to support a new strategic program objective.

It is recommended that any other minor adjustments be made through the authority of staff who will review the program annually to ensure it meets the needs of applicants the program is intended to support.

## Financial Impact

When the MSGP was introduced (COMS-011-21), it was determined that funding would be provided from within the approved budget for the MCF, with any unused portion being redirected back to the broader MCF each November.

The 2024 budget provides \$500,000 for the MCF, with funding from the Ontario Lottery and Gaming Association revenue that the Town receives each year. Should the MSGP be approved to continue, the upset limit (currently set at \$75,000) will continue to be funded entirely from the approved budget for the MCF. As a result, there will be no impact to the Town's reserve balances or operating budget.

With a per application limit of \$2,500, it is estimated that MSGP can support up to 30 events and activities per year, noting that the number could potentially increase as not all applications will require or be approved for the full \$2,500 limit.



# The Corporation of the Town of Milton

Report #:  
COMS-002-24  
Page 4 of 4

Respectfully submitted,

Steve Palmer  
Director, Recreation and Culture

For questions, please contact:      Scott Stuart,      Phone: Ext. 2220  
Manager, Business and Support  
Services, Community Services

## Attachments

Schedule A - 2022-2023 MSGP Overview

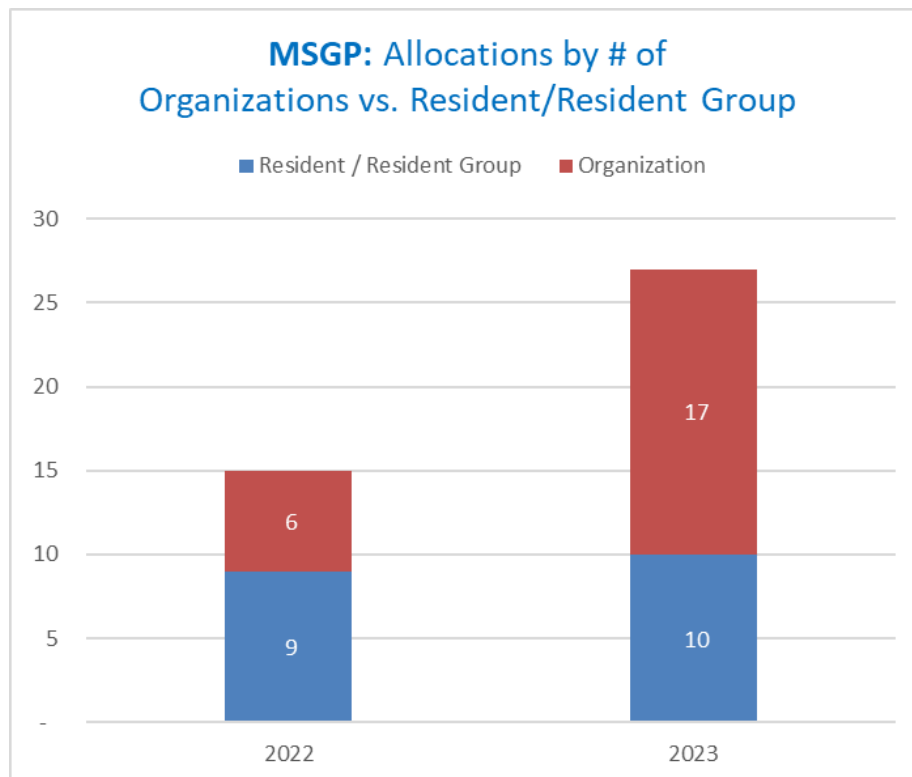
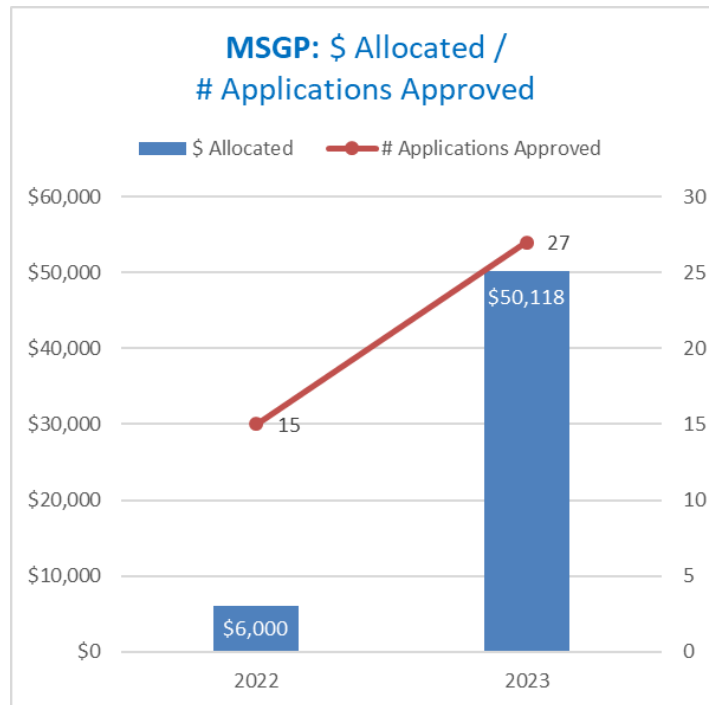
Schedule B - 2024 DRAFT Guidelines

Approved by CAO  
Andrew M. Siltala  
Chief Administrative Officer

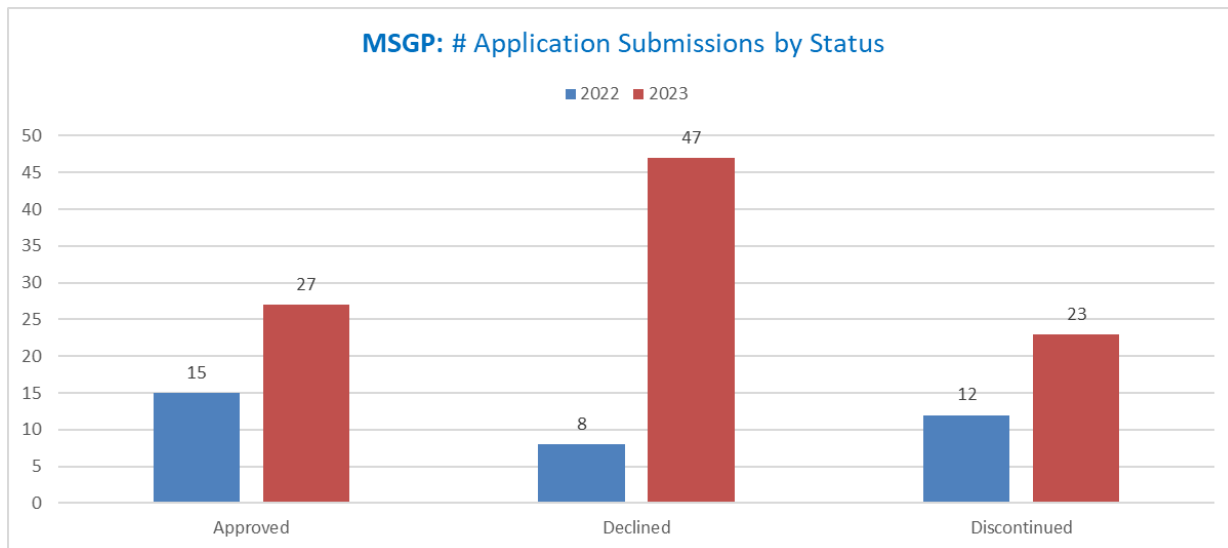
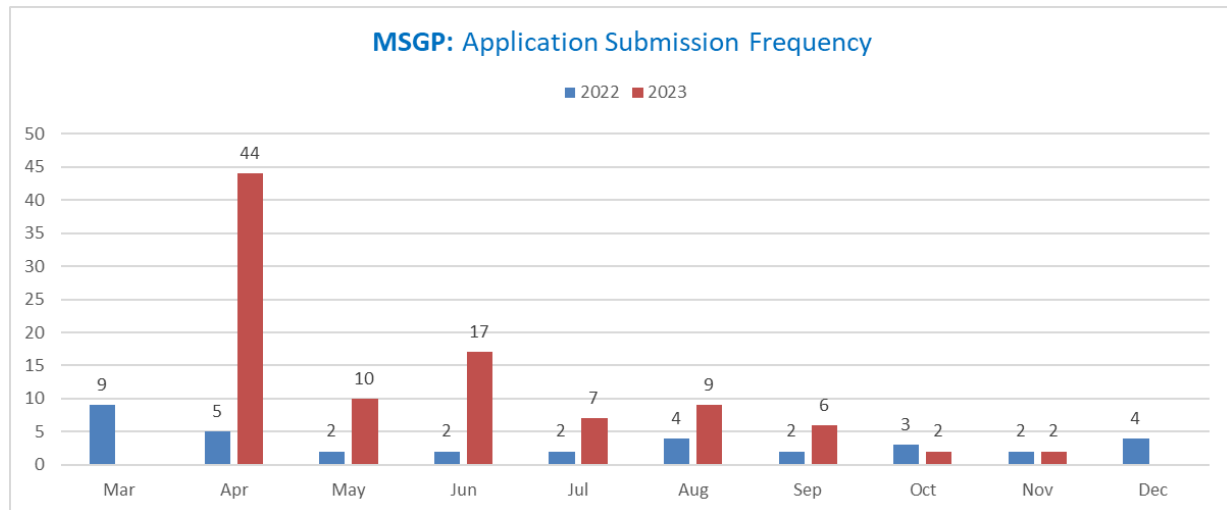
## Recognition of Traditional Lands

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.

**Allocations:**



**Applications:**



**MSGP: # Application Submissions by Status and \$ Allocated**

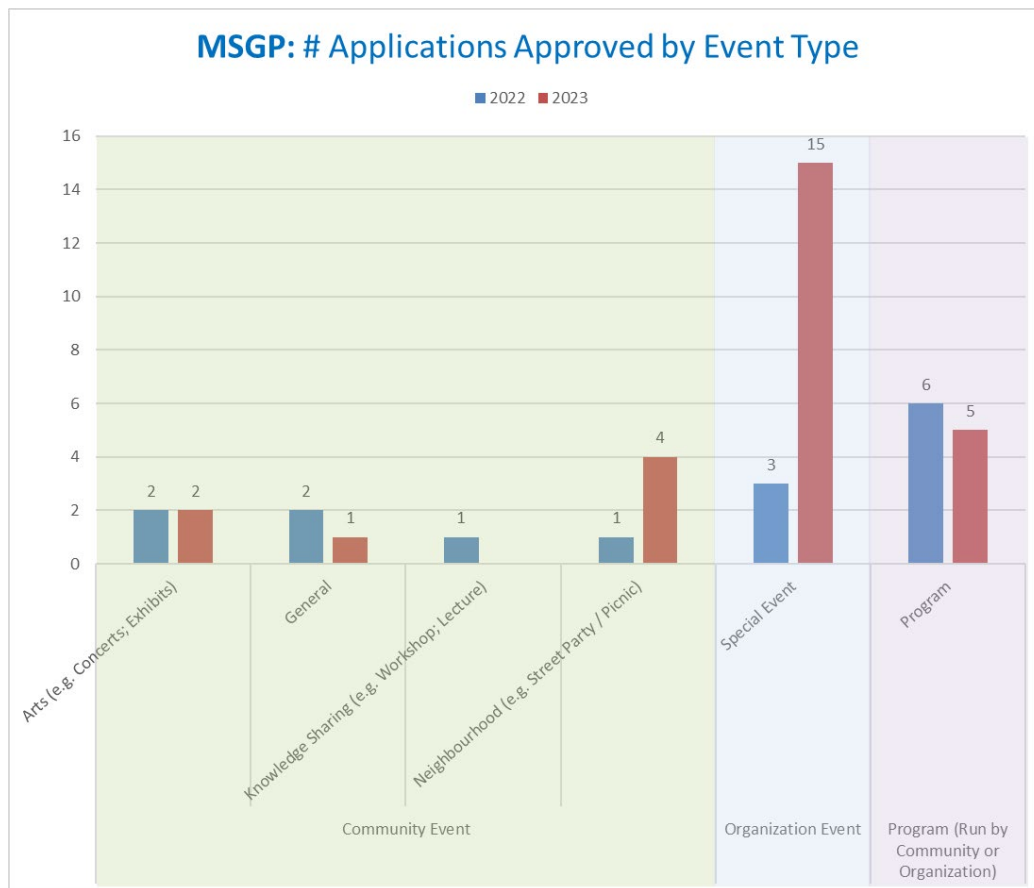
| Application Status* | 2022         |                | 2023         |                | Total \$ Allocated | Total # Applications |
|---------------------|--------------|----------------|--------------|----------------|--------------------|----------------------|
|                     | \$ Allocated | # Applications | \$ Allocated | # Applications |                    |                      |
| Approved            | \$6,000      | 15             | \$50,118     | 27             | \$56,118           | 42                   |
| Declined            | \$0          | 8              | \$0          | 47             | \$0                | 55                   |
| Discontinued        | \$0          | 12             | \$0          | 23             | \$0                | 35                   |
| Grand Total         | \$6,000      | 35             | \$50,118     | 97             | \$56,118           | 132                  |

**\* Legend:**

- **Approved:** Applications that have been approved and paid, or approved and pending final approval.
- **Declined:** Applications that were declined due to not meeting fund Guidelines.
- **Discontinued:** Applications that were abandoned by applicants that did not answer inquiries for follow-up information.



**Events / Activities:**



**MSGP: # Applications Approved by Event Type**

| Event Type                                 | 2022 | 2023 | Grand Total |
|--------------------------------------------|------|------|-------------|
| Arts (e.g. Concerts; Exhibits)             |      |      |             |
| General                                    |      |      |             |
| Knowledge Sharing (e.g. Workshop; Lecture) |      |      |             |
| Neighbourhood (e.g. Street Party / Picnic) |      |      |             |
| Special Event                              |      |      |             |
| Program                                    |      |      |             |

## Background

Milton residents and nonprofit organizations planning small scale, citizen-led activities that will enhance the well-being of Milton residents, can apply for the Milton Community Connections Grant.

The Milton Community Connections Grant aims to advance the [Culture Plan's](#) mission, which speaks to the role of the Town in collaborating and investing in Milton's diverse people and places in order to elevate local capacity, talent, experiences and relationships. Consideration will be given to residents and organizations that provide recreation, artistic and cultural programs and services for the benefit of the Milton community.

The total funding available for cash grants from the 2024 Milton Community Connections Grant is \$75,000 with a maximum recipient allocation of \$2,500. The program is funded via the [Milton Community Fund](#), which receives funding from the [Ontario Lottery and Gaming Corporation \(OLG\)](#)'s Mohawk location for the benefit of the community.



## Funding Opportunities

Events / Activities that would be eligible for funding include:

- Take place in, or directly benefit the Milton community.
- Are entirely free and accessible for the Milton public to participate in and attend.
- Are publicly accessible and not held on a property associated with an applicant's personal business.
- Provide for community building, opportunity for connection, knowledge sharing and relationship building; which (in alignment with the [Culture Plan](#)) can include:
  - i. Activities that promote raising cultural awareness;
  - ii. Arts and Culture: Workshops, lectures, walking tours, concerts, talent shows, storytelling events, cooking demonstrations, games nights, public art projects / installations, movies in the park;
  - iii. Learn-to-play sports sessions;
  - iv. Neighbourhood street / block parties, picnics;
  - v. Recreation-oriented health & wellness activities;
  - vi. Recreation and Culture focused events / activities that include support for vulnerable or isolated community members; **or**
  - vii. Special Events.

**Note:** examples listed above are not a complete list; all opportunities that meet and align with the program's purpose, are welcome to be submitted for funding consideration.

## Application Steps

Upon review of these program guidelines and eligibility criteria, perspective applicants will follow the steps outlined below:

1. Applicant submits an application form (60 business days prior to the event / activity) via the following webpage: <https://www.milton.ca/en/arts-and-recreation/community-investment.aspx>.
  - Applications are accepted **throughout** the year.
  - This grant is allocated on a first-come, first-served basis.
  - Should annual program funding be depleted prior to the end of the calendar year, the application window will be closed from that point and for the remainder of the year.
2. Applications are reviewed by Town staff to assess eligibility / alignment with the program's requirements.
  - Funding may be allocated in any amount as deemed appropriate up to a maximum of \$2,500.
  - All decisions are **final**.

3. Applicants will be notified of application status within 15-business days of submission.
4. Applicants that receive a Pending Approval, run the event / activity.
  - **For Town of Milton property reservation:** Applicant secures reservation via the [Facility Booking Office](mailto:facilitybooking@milton.ca) ([facilitybooking@milton.ca](mailto:facilitybooking@milton.ca); 905-875-5418).
  - **For neighbourhood street / block parties:** Applicant secures permit via the [Street Party Petition Form](#) (permit is free; however, insurance will be required to process the form).
5. Applicants that receive a Pending Approval, submit a Post-Event Summary Form (including all receipts) **within ten (10) business days after the event / activity (and by December 31)**, which are reviewed by Town staff to verify program adherence.
6. Once a Post-Event Summary Form is cleared, the associated grant payment will be remitted.
  - Individuals / organizations unable to accept funding from the OLG, can contact Town staff for more details, as there are alternate funding sources available.
  - Grant recipients can be subject to an audit conducted by the Town of Milton.

## Eligibility and Requirements (Applicant)

1. Be a Milton resident / resident group or a Milton-based nonprofit organization, in good financial standing with the Town of Milton.
  - **Resident / Resident Group:**
    - i. The applicant must be 18 years of age or older;
    - ii. A maximum approval of one (1) application, per Milton residential address, per year (proof of address may be requested);
      - Neighbourhood street / block parties: A maximum approval of one (1) application, per Milton street section, per year
    - iii. Resident applications cannot involve organization(s) partnering, presenting, sponsoring the event / activity
  - **Nonprofit Organization:**
    - i. Operate under the authority of an active volunteer board / executive / organizing committee with at least five (5) members, with a minimum of four (4) members not related by blood or marriage;
    - ii. Have a minimum of 75% of its membership / registrants comprised of Milton residents / ratepayers. Recognizing that a broader population base is sometimes required for an organization to be successful, applicants may be exempted from this standard if the organization meets one (1) of the following criteria:
      - Provides an emerging or unique service
      - Services a population with special needs
      - Caters to a high performance/elite level of activity
      - Showcases community events which draw a significant audience base
    - iii. Have a maximum approval of one (1) application, per organization, per year
    - iv. Have a central organization email address and demonstrated online presence proving ease of accessibility to the Milton public.

- v. NOT be:
  - A business / for-profit organization; or an associated nonprofit organization supporting businesses / for-profit organizations;
  - An academics / tutoring-related organization;
  - A foundation that raises funds for nonprofit organizations, or another level of government and their associated groups or agencies;
  - An organization considered to be within the social service sector;
  - An organization whose activities could be deemed discriminatory as defined by the Ontario Human Rights Code;
  - An organization whose purpose is related to political activity.
- 2. Have completed any previous Town of Milton grant requirements.
- 3. Have not received any other Town of Milton grant within the same calendar year.
- 4. Provide proof of General Liability Insurance coverage for any approved allocations or associated events, with a limit of not less than \$5 million proof of insurance, listing the Corporation of the Town of Milton, 150 Mary St., Milton., ON L9T 6Z5 as an additional insured; indication that cross liability is included under the General Liability Policy; and 30 days written notice of cancellation or material change in coverage.
- 5. Follow all municipal, provincial and federal legislation and by-laws related to the event / activity.
- 6. Acquire clearance for all inspections / permits / licenses / approvals related to the event / activity.

## Eligibility and Requirements (Event / Activity)

The following elements are **eligible** for funding:

- |                                                                |                                                                   |
|----------------------------------------------------------------|-------------------------------------------------------------------|
| ✓ Contract fees (e.g. artists, service people, security, etc.) | ✓ Operating costs (e.g. liability insurance, road closures, etc.) |
| ✓ Equipment                                                    | ✓ Promotion                                                       |
| ✓ Food and / or beverages (non-alcoholic)                      | ✓ Rental Fees                                                     |
| ✓ Music                                                        | ✓ Supplies                                                        |

The following elements are **not eligible** for funding:

- |                                                                                                                                                     |                                                                                                                                                                                                                                  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ✗ Academics / tutoring-related activities                                                                                                           | ✗ Neighbourhood clean-ups                                                                                                                                                                                                        |
| ✗ Activities deemed discriminatory as defined by the Ontario Human Rights Code                                                                      | ✗ Political and / or advocacy activities                                                                                                                                                                                         |
| ✗ Activities whose purpose is to promote religious doctrine or are being led by a person whose mandate includes the promotion of religious doctrine | ✗ Purchase of items to be “owned” by someone after the event / activity (e.g. prizes, medals, merchandise, swag) (excludes nonprofit organizations, as long as the items are appropriately associated with the event / activity) |
| ✗ Duplication of funding received from another funding organization or level of government                                                          | ✗ Purchase of any alcohol beverages, tobacco, or cannabis products                                                                                                                                                               |
| ✗ Events that have received funding for three (3) years prior                                                                                       | ✗ Purchase / rental of fireworks and propane tanks                                                                                                                                                                               |
| ✗ Flow-through funding (redistribution of funds to others, for example bursaries / scholarships)                                                    | ✗ Requests to reimburse individuals for time invested                                                                                                                                                                            |
| ✗ Fundraising events or drives                                                                                                                      | ✗ Social services related activities (e.g. food security, counselling, therapy, mental health focused themes)                                                                                                                    |

## For questions, please contact:

- **Contact:** Community Services Department
- **Web:** <https://www.milton.ca/en/arts-and-recreation/community-investment.aspx>
- **Phone:** 905-878-7252, ext. 2539
- **E-mail:** [MiltonCommunityConnectionsGrant@milton.ca](mailto:MiltonCommunityConnectionsGrant@milton.ca)



## **THE CORPORATION OF THE TOWN OF MILTON**

### **NOTICE OF MOTION**

INTRODUCTION DATE: April 15, 2024

SUBJECT: Harrison House

CONSIDERATION DATE: April 15, 2024

MOVED BY: Councillor Best

SECONDED BY: Councillor Malboeuf

**WHEREAS**; in 2010, Council approved a zoning by-law amendment application (Town File Z.12/10) to facilitate the development of a six-storey condominium apartment building located at 33 Whitmar Street;

**AND WHEREAS**, through this rezoning, the applicant committed to preserving the existing heritage house located on the site, known as the “Harrison House” to be used as amenity space for the condominium residents;

**AND WHEREAS**, the upkeep of the heritage house is causing an undue financial burden to the condominium corporation;

**AND WHEREAS**, the condominium corporation is now considering submitting a rezoning application to the Town, seeking permission to allow office use within the heritage house to enable future lease opportunities; with no new development being proposed;



**AND WHEREAS,** the condominium corporation is now committed to designating the “Harrison House” under Part IV of the Ontario Heritage Act, which would protect the house from demolition;

**AND WHEREAS,** the condominium corporation is seeking relief from fees associated with a rezoning application;

**AND WHEREAS,** Section 69(2) of the *Planning Act* provides a municipal council with the discretion to reduce or waive such fees where they are satisfied that it would be unreasonable for the applicant to be required to pay the fees set out in the Bylaw;

**THEREFORE BE IT RESOLVED THAT** Staff be directed to bring forward a report outlining the basis for the Town’s current fees, as well as a recommendation to Council on appropriate fees in this instance.

**THE CORPORATION OF THE TOWN OF MILTON**

**BY-LAW NO. 030-2024**

BEING A BY-LAW TO AMEND BY-LAW NO. 1984-1, AS AMENDED, BEING A BY-LAW TO REGULATE TRAFFIC AND PARKING ON HIGHWAYS UNDER THE JURISDICTION OF THE TOWN OF MILTON

**WHEREAS** the Council of the Corporation of the Town of Milton deems it expedient to amend By-law No. 1984-1, as amended, being a By-law to regulate traffic and parking on highways under the jurisdiction of the Town of Milton;

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

1. **THAT** Schedule 1, Section 5 (3) – NO PARKING AT ANYTIME – SIGNS ON DISPLAY to By-law No. 1984-1 is amended as described in Schedule “1” to this By-law;
2. **THAT** Schedule 1, Section 5 (3) – NO PARKING AT ANYTIME – SIGNS ON DISPLAY to By-law No. 1984-1 is amended as described in Schedule “2” to this By-law;
3. **THAT** Schedule 23, Section 12 (1) – RATES OF SPEED – SIGNS ON DISPLAY to By-law No. 1984-1 is as amended as described in Schedule “3” to this By-law;
4. **THAT** Schedule 23, Section 12 (1) – RATES OF SPEED – SIGNS ON DISPLAY to By-law No. 1984-1 is as amended as described in Schedule “4” to this By-law;
5. **AND THAT** this By-law shall come into full force and effect when the appropriate signs have been erected and are on display.
6. **AND FURTHER THAT** all other provisions of By-law No. 1984-1, as amended, remain in full force and effect.

**PASSED IN OPEN COUNCIL ON APRIL 15, 2024.**

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

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

**Schedule "1" To By-Law No. 030-2024**

**SCHEDULE "1"  
NON-CONNECTING LINK  
SECTION 5(3)  
NO PARKING AT ANYTIME - SIGNS ON DISPLAY**

**TO BE ADDED**

| <b>Column 1<br/>Highway(s)</b> | <b>Column 2<br/>Location From</b> | <b>Column 3<br/>Location To</b>      | <b>Column 4<br/>Side(s)</b> |
|--------------------------------|-----------------------------------|--------------------------------------|-----------------------------|
| Fowles Court                   | Dymott Avenue (east intersection) | A point 136 meters northerly thereof | East                        |
| Fowles Court                   | Dymott Avenue (west intersection) | A point 145 meters northerly thereof | East, South                 |

**Schedule “2” To By-Law No. 030-2024**

**SCHEDULE "1"  
NON-CONNECTING LINK  
SECTION 5(3)  
NO PARKING AT ANYTIME - SIGNS ON DISPLAY**

**TO BE DELETED**

| <b>Column 1<br/>Highway(s)</b> | <b>Column 2<br/>Location From</b> | <b>Column 3<br/>Location To</b>   | <b>Column 4<br/>Side(s)</b>              |
|--------------------------------|-----------------------------------|-----------------------------------|------------------------------------------|
| Fowles Court                   | Dymott Avenue (east intersection) | A point 120 northerly thereof     | East                                     |
| Fowles Court                   | Dymott Avenue (west intersection) | A point 145 northerly thereof     | East, South                              |
| Fowles Court                   | Dymott Avenue (west intersection) | Dymott Avenue (east intersection) | West, North, East<br>(outside circle)    |
| Fowles Crescent                | Dymott Avenue (west intersection) | Dymott Avenue (east intersection) | West, North, East<br>(outside of circle) |

**Schedule “3” To By-Law No. 030-2024**

**SCHEDULE “23”  
NON-CONNECTING LINK  
SECTION 12(1)  
RATES OF SPEED - SIGNS ON DISPLAY**

**TO BE ADDED**

| <b>Column 1<br/>Highway(s)</b> | <b>Column 2<br/>Location From</b>         | <b>Column 3<br/>Location To</b> | <b>Column 4<br/>Speed Limit</b>                                                                                           |
|--------------------------------|-------------------------------------------|---------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| Campbell Avenue East           | Campbellville Road                        | Canyon Road                     | 60 km/h                                                                                                                   |
| Farmstead Drive                | a point 55m south of<br>McLaughlin Avenue | Ruhl Drive                      | 40 km/h September 1 - June 30 - When<br>Flashing - 8:00 a.m. - 8:30 a.m., 12:30<br>p.m. - 1:10 p.m., 2:50 p.m.- 3:20 p.m. |
| McLaughlin Avenue              | Bronte Street South                       | Farmstead Drive                 | 40 km/h September 1 - June 30 - When<br>Flashing - 8:50 a.m. - 9:20 a.m., 12:25<br>p.m. - 1:25 p.m., 3:50 p.m.-4:20 p.m   |
| Leger Way                      | Hinton Terrace                            | Etheridge Avenue                | 40 km/h September 1 - June 30 - When<br>Flashing - 8:10 a.m. - 8:40 a.m., 12:40<br>p.m. - 1:20 p.m., 3:00 p.m.- 3:30 p.m  |



**Schedule “4” To By-Law No. 030-2024**

**SCHEDULE “23”  
NON-CONNECTING LINK  
SECTION 12(1)  
RATES OF SPEED - SIGNS ON DISPLAY**

**TO BE DELETED**

| <b>Column 1<br/>Highway(s)</b> | <b>Column 2<br/>Location From</b>                            | <b>Column 3<br/>Location To</b>                              | <b>Column 4<br/>Speed Limit</b>                                                                                          |
|--------------------------------|--------------------------------------------------------------|--------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| Campbellville Avenue East      | A point 735m east of<br>Wheelihan Way /<br>Glenda Jane Drive | Campbellville Road                                           | 60 km/h                                                                                                                  |
| Campbellville Avenue East      | Main Street/Guelph Line                                      | A point 735m east of<br>Wheelihan Way /<br>Glenda Jane Drive | 50 km/h                                                                                                                  |
| Farmstead Drive                | Derry Road                                                   | Louis St Laurent<br>Avenue                                   | 40 km/h                                                                                                                  |
| Farmstead Drive                | a point 55m south of<br>McLaughlin Avenue                    | Ruhl Drive                                                   | 30 km/h September 1 - June 30 - When<br>Flashing - 8:00 a.m. - 8:30 a.m., 12:30<br>p.m. - 1:10 p.m., 2:50 p.m.- 3:20 p.m |
| McLaughlin Avenue              | Bronte Street South                                          | Farmstead Drive                                              | 40 km/h September 1 - June 30 - When<br>Flashing - 8:35 a.m. - 9:05 a.m., 12:10<br>p.m. - 1:15 p.m., 3:35 p.m.-4:05 p.m  |
| McLaughlin Avenue              | Bronte Street South                                          | Santa Maria<br>Boulevard                                     | 40 km/h                                                                                                                  |
| McLaughlin Avenue              | Bronte Street South                                          | Farmstead Drive                                              | 30 km/h September 1 - June 30 - When<br>Flashing - 8:50 a.m. - 9:20 a.m., 12:25<br>p.m. - 1:25 p.m., 3:50 p.m.-4:20 p.m  |
| Leger Way                      | Louis St Laurent Avenue                                      | Leiterman Drive                                              | 40 km/h                                                                                                                  |

| Column 1<br>Highway(s) | Column 2<br>Location From | Column 3<br>Location To       | Column 4<br>Speed Limit                                                                                                  |
|------------------------|---------------------------|-------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| Leger Way              | Hinton Terrace            | Etheridge Drive               | 30 km/h September 1 - June 30 - When<br>Flashing - 8:10 a.m. - 8:40 a.m., 12:40<br>p.m. - 1:20 p.m., 3:00 p.m.- 3:30 p.m |
| Santa Maria Boulevard  | Derry Road                | South Limit of the<br>Roadway | 40 km/h                                                                                                                  |

## THE CORPORATION OF THE TOWN OF MILTON

### BY-LAW 031-2024

BEING A BY-LAW TO AMEND BY-LAW 055-2022 FOR THE CONVEYANCE OF LAND TO THE TOWN FOR PARK AND OTHER PUBLIC RECREATIONAL PURPOSES, OR THE PAYMENT IN LIEU THEREOF

**WHEREAS** pursuant to the provisions of Section 42 of the *Planning Act, R.S.O., 1990, c.P. 13*, as amended, the Council of a local municipality, as a condition of development or redevelopment of land, may, by by-law, require that land be conveyed to the municipality for park or other public recreational purposes;

**AND WHEREAS** Section 42 of the *Planning Act* further provides that a municipality may require a payment in lieu, of the land otherwise required to be conveyed;

**AND WHEREAS** the Town of Milton's Official Plan, as amended, provides for land conveyance requirements, as referred to in Section 42 of the *Planning Act*;

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

#### 1. DEFINITIONS

##### 1.1 In this By-law:

- a) **"additional dwelling unit"** means a self-contained and subordinate dwelling unit that is located in, or on the same lot as, a detached dwelling, semi-detached dwelling, semi-link dwelling, or townhouse dwelling.
- b) **"accessory"** means a use, building, or structure where the use, building, or structure is customarily incidental, subordinate in purpose or floor area or both, and exclusively devoted to a principal use, building or structure and located on the same lot therewith.
- c) **"agriculture or farm"** means a bona fide farming operation, including greenhouses used in connection with a bona fide farming operation which are not connected to Regional water services or wastewater services, sod farms and farms for the breeding and/or boarding of horses, and includes, but is not limited to, barns, silos and other accessory buildings to such agricultural development, but excludes in all circumstances any residential or commercial or retail component thereof.

- d) **"building"** means a structure consisting of any combination of walls, roof and floor, or a structural system serving the function thereof, including all associated works, fixtures and service systems.
- e) **"commercial development"** means development which is intended to be used for a non-residential use that is permitted within any commercial zone category contained within the Town's Zoning By-laws, as amended.
- f) **"Council"** means the Council of the Corporation of the Town of Milton.
- g) **"development"**, which includes redevelopment, means:
  - i. the construction, erection or placing of one or more buildings or structures on land; or
  - ii. the making of an addition or alteration to a building or structure that has the effect of increasing the size or usability thereof; or
  - iii. the laying out or establishment of sites for the location of three or more trailers as defined in subsection 164 (4) of the Municipal Act; or
  - iv. the laying out or establishment of sites used for the location of three or more mobile homes as defined in subsection 46(1) of the *Planning Act*; or
  - v. the laying out or establishment of sites for the construction, erection or location of three or more land lease community homes as defined in subsection 46(1) of the *Planning Act*.
- h) **"dwelling"** means a building containing one or more dwelling units.
- i) **"dwelling unit"** means either (1) any part of a building or structure used, designed, or intended to be used as a domestic establishment in which one or more persons may sleep and are provided with culinary and sanitary facilities for their exclusive use, or (2) in the case of a special care/special need dwelling, a room or suite of rooms used, or designed or intended for use, by one person with or without exclusive sanitary and/or culinary facilities, or more than one person if sanitary facilities are directly connected and exclusively accessible to more than one room or suite of rooms.
- j) **"industrial development"** means development which is intended to be used for a non-residential use that is permitted within any of the employment zone categories contained within the Town's Zoning By-laws, as amended.

- k) **"local board"** means a local board as defined in section 1 of the Municipal Act.
- l) **"mobile home"** means any dwelling that is designed to be made mobile, and constructed or manufactured to provide a permanent residence for one or more persons, but does not include a travel trailer or tent trailer or trailer otherwise designed.
- m) **"net dwelling unit"** means the number of dwellings units on the land immediately before the proposed development subtracted from the number of residential units that will be on the land after the proposed development.
- n) **"privately owned public space"** means open space that is privately owned and maintained but is publicly accessible, complementing public parks and/or offering other public programming purposes, and is secured by an easement in favour of the Town.
- o) **"Region"** means the Regional Municipality of Halton.
- p) **"Town"** means The Corporation of the Town of Milton.

## 2.0 EXEMPTIONS

- 2.1 Unless otherwise specified, this By-law shall apply to all lands within the corporate limits of the Town.
- 2.2 Notwithstanding any other provisions of this By-law, no conveyance of land or payment in lieu thereof, shall be required under this By-law where the development is for the purposes of:
  - a) additions to any existing commercial or industrial building that are less than 50% in gross floor area of the original building. If the gross floor area of an existing building is enlarged by greater than 50% of the original building, the amount of land required in respect of the enlargement is the amount of land that would otherwise be required multiplied by the portion of the addition that exceeds 50% of the original building;
  - b) replacement of an existing commercial or industrial building on a lot or part of a lot, provided that the new building is no greater in gross floor area or volume than 150% of the original building and provided that the land use does not change;
  - c) non-residential/residential interior/exterior alterations provided there is no increase to the gross floor area of the building;



- d) replacement dwellings provided there is no density increase and it is a one to one dwelling unit replacement;
- e) additional dwelling units;
- f) an enlargement to an existing dwelling unit;
- g) any land for which there is an in-force agreement in place that provides for the conveyance of land for park or other public recreational purposes or payment in lieu thereof, unless:
  - i. there is a change in the proposed residential development which would increase the density of the development from that contemplated in the agreement; or
  - ii. the lands or a portion thereof in the agreement originally proposed for development for an exempted use or commercial or industrial purposes are now proposed for development for other purposes; or
  - iii. the lands or a portion thereof in the agreement which were considered undevelopable or not proposed for development under the agreement become developable;
- h) any property to be developed by or on behalf of the Town, Region, Provincial government, Federal government, Milton Hydro, a publicly funded Board of Education, local board, or a public hospital receiving aid under the Public Hospitals Act;
- i) land vested in or leased to a post-secondary institution that receives regular and ongoing operating funds from the government for the purposes of post-secondary education and is exempt from development charges imposed under the Development Charges Act, 1997 or the Town's Development Charge By-Law, as amended;
- j) a non-profit housing development as defined in subsection 4.2 (1) of the Development Charges Act, 1997;
- k) any land, buildings, or structures used or to be used for the purposes of a place of worship or for the purposes of a cemetery or burial ground exempt from taxation under the Assessment Act;
- l) temporary uses of land, buildings or structures, as permitted through the Town's Zoning By-laws and/or pursuant to section 39 of the *Planning Act*;
- m) development creating or adding an accessory use, building or structure;

- n) any land on which non-residential, agriculture or farm buildings used or to be used for an active bona fide agriculture or farm purpose.

### **3.0 LAND CONVEYANCE**

3.1 Prior to the issuance of a building permit, permitting the development of any land within the corporate limits of the Town, the owner shall convey land to the Town, free of any encumbrances, for park or other public recreational purposes as follows:

- a) In the case of development for commercial or industrial purposes, 2% of the land proposed for development; and
- b) in the case of development for any other type of land use, 5% of the land proposed for development;
- c) Notwithstanding section 3.1 b) above, any residential development for which land conveyance at a rate of one (1) hectare for each 600 proposed net dwelling units would exceed the rate calculated in 3.1 b) above, shall provide land conveyance at the rate of one (1) hectare for each 600 net dwelling units proposed.
- d) Notwithstanding section 3.1 c) above, any residential development to provide land conveyance at the rate of one (1) hectare for each 600 proposed net dwelling units shall not be required to convey greater than:
  - i. in the case of land proposed for development that is five (5) hectares or less in area, 10% of the land; and
  - ii. in the case of land proposed for development that is greater than five (5) hectares in area, 15% of the land.

3.2 The location and the configuration of land required to be conveyed pursuant to this By-law shall be at the discretion of the Town.

3.3 The Town may consider off-site land conveyance, subject to a determination of appropriate value, where both the development and the proposed off-site land conveyance are located within the area identified on Schedule A.

3.4 All survey, environmental audit or testing, and legal costs associated with the conveyance of lands pursuant to this By-law, and all costs of developing the lands to be conveyed to a base standard as required in the Town's Engineering and Parks Standards Manual, as amended, shall be at the expense of the owner.

3.5 Where an owner proposes that land be developed for any combination of commercial, industrial, residential, or other purposes, the respective rate for determining the amount of land to be conveyed shall be determined based on

the proportion of the development to be used for commercial, industrial, residential and/or other purposes.

#### **4.0 PAYMENT IN LIEU OF LAND CONVEYANCE**

4.1 Where the Town requires the conveyance of land in accordance with the provisions of this By-law, the Town may, in lieu of accepting such conveyance, require a payment by the owner to the value of the land otherwise required to be conveyed under this By-law as follows:

- a) In the case of development for commercial or industrial purposes, 2% of the value of the land proposed for development; and
- b) in the case of development for any other type of land use, 5% of the value of the land proposed for development;
- c) Notwithstanding section 4.1 b) above, any residential development for which payment in lieu at a rate of one (1) hectare for each 1,000 proposed net dwelling units would exceed the rate calculated in 4.1 b) above, shall provide a payment equal to the value of one (1) hectare of land for each 1,000 net dwelling units proposed.
- d) Notwithstanding section 4.1 c) above, any residential development to provide payment in lieu at the rate of one (1) hectare for each 1,000 proposed net dwelling units shall not be required to pay greater than:
  - i. in the case of land proposed for development that is five (5) hectares or less in area, 10% of the value of the land; and
  - ii. in the case of land proposed for development that is greater than five (5) hectares in area, 15% of the value of the land.

4.2 Any required payment to be made to the Town under this By-law shall be made prior to the issuance of the first building permit in respect of the lands proposed to be developed. The first building permit would be the first above-grade building permit associated with the construction of the building(s), inclusive of conditional or partial permits.

4.3 For the purpose of determining the amount of any payment required under section 4.0 of this By-law, the value of the land shall be determined as of the day before the day the building permit is issued in respect of the development. Where more than one building permit is required for the development, the value of the land shall be determined as of the day before the day the first building permit is issued.

4.4 Where appropriate, a combination of land conveyance and payment in lieu of land conveyance may be considered at the Town's discretion. When a combination of land conveyance and payment in lieu of land conveyance is

required and the alternative rate is applicable, the land conveyance requirement will be calculated first, followed by the payment in lieu of land conveyance.

- 4.5 Funds received by the Town under this By-law may be used by the Town for the acquisition of land to be used for park or other public recreational purposes in accordance with the requirements of the *Planning Act*.
- 4.6 Where an owner proposes that land be developed for any combination of commercial, industrial, residential or other purposes, the respective rate for determining the amount to be paid in lieu of conveyance of land shall be determined based on the proportion of the development to be used for commercial, industrial, residential and/or other purposes.
- 4.7 Payment in lieu of land conveyance shall be made by cash, debit, bank draft or certified cheque, or as otherwise approved at the sole discretion of the Town Treasurer.

## **5.0 LAND CONVEYANCE CREDIT**

- 5.1 Within the area identified on Schedule A, the Town may choose to accept a privately owned public space proposed through the development approval process towards satisfying the applicable land conveyance and/or payment in lieu of land conveyance requirement for a development. Consideration and provision of any land conveyance credit for a privately owned public space shall require the owner to enter into an agreement with the Town providing that the privately owned public space:
  - a) is a minimum size of 400 square metres;
  - b) is designed, developed and maintained to standards established by the Town;
  - c) is adjacent to a municipal right-of-way;
  - d) is open and accessible to the public at all times in perpetuity; and
  - e) meets any further applicable criteria referred to in the Town's Official Plan or as stipulated through the development approval process.
- 5.2 Credit for a privately owned public space will be calculated at 100% of the value of the privately owned public space to a maximum of 25% of the overall land conveyance requirement for the development.

## **6.0 PRIOR CONVEYANCE OR PAYMENTS IN LIEU**

- 6.1 Where land has been previously conveyed or payment made to the Town in accordance with the provisions of Sections 42, 51.1 or 53 of the *Planning Act*,

no further payment shall be required, unless:

- a) there is a change in the proposed development which would increase the density of the development; or
- b) land originally proposed for development for commercial or industrial purposes is now proposed for development for other purposes.

## **7.0 SEVERABILITY**

- 7.1 If, for any reason, any provision, section, subsection or paragraph of this By-law is held to be invalid, it is hereby declared to be the intention of Council that all of the remainder of this By-law shall continue in full force and effect until repealed, re-enacted or amended, in whole or in part or dealt with in any other way.

## **8.0 HEADINGS FOR REFERENCE ONLY**

- 8.1 The headings inserted in this By-law are for convenience of reference only and shall not affect the construction or interpretation of this By-law.

## **9.0 EFFECTIVE DATE**

- 9.1 This By-law shall come into force and effect on April 15, 2024.

**PASSED IN OPEN COUNCIL ON APRIL 15, 2024.**

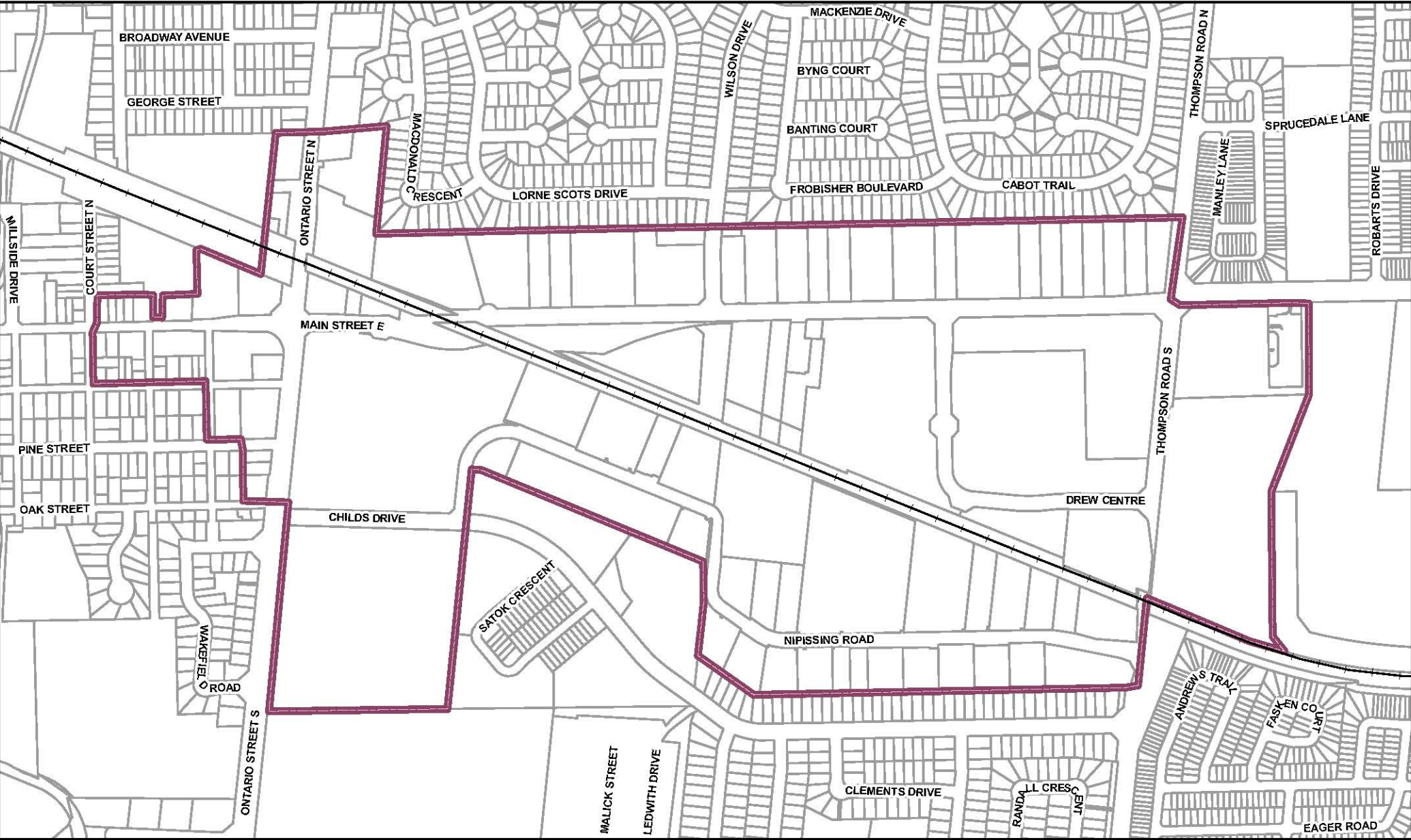
\_\_\_\_\_  
Gordon A. Krantz

(Mayor)

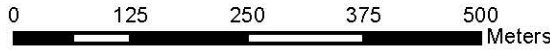
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Meaghen Reid

(Clerk)





# SCHEDULE A



 Downtown Milton GO MTSA

**THE CORPORATION OF THE TOWN OF MILTON**  
**BY-LAW 032-2024**

BEING A BY-LAW TO AMEND THE TOWN OF MILTON COMPREHENSIVE ZONING BY-LAW 016-2014, AS AMENDED, PURSUANT TO SECTION 36 OF THE *PLANNING ACT* IN RESPECT OF THE LANDS DESCRIBED AS 7472 FIFTH LINE, PART OF LOT 13, CONCESSION 5, FORMER GEOGRAPHIC TOWNSHIP OF TRAFALGAR, TOWN OF MILTON, REGIONAL MUNICIPALITY OF HALTON (MENKES MILTON INDUSTRIAL INC.) – FILE: Z-04-24

**WHEREAS** the Council of the Corporation of the Town of Milton is empowered to enact this By-law by virtue of the provisions of Section 34 and 36 of the *Planning Act*, as amended;

**AND WHEREAS** the Council of the Corporation of the Town of Milton has delegated approval of this By-law to the Commissioner of Development Services through Delegation By-law 007-2023;

**AND WHEREAS** notice of intention to remove the Holding (H80) Symbol has been provided in accordance with the regulations of the *Planning Act*, as amended;

**AND WHEREAS** it has been confirmed to the Council of the Corporation of the Town of Milton that all of the necessary conditions required for the removal of the holding provision have been satisfied;

**AND WHEREAS** the Council of the Corporation of the Town of Milton deems it appropriate to remove the Holding (H80) Symbol on the lands;

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

1. **THAT** Schedule A to Comprehensive Zoning By-law 016-2014, as amended, is hereby further amended by changing the existing site-specific Business Park (M1-339\*H80) to a site-specific Business Park (M1-339) Zone Symbol, on the lands shown on Schedule “A” attached hereto.
2. **THAT** Section 13.2 is amended by adding the date that the holding provision applicable to Section 13.2.126 is lifted on the lands.
3. **THAT** this by-law shall come into force and effect on the day of its passing.

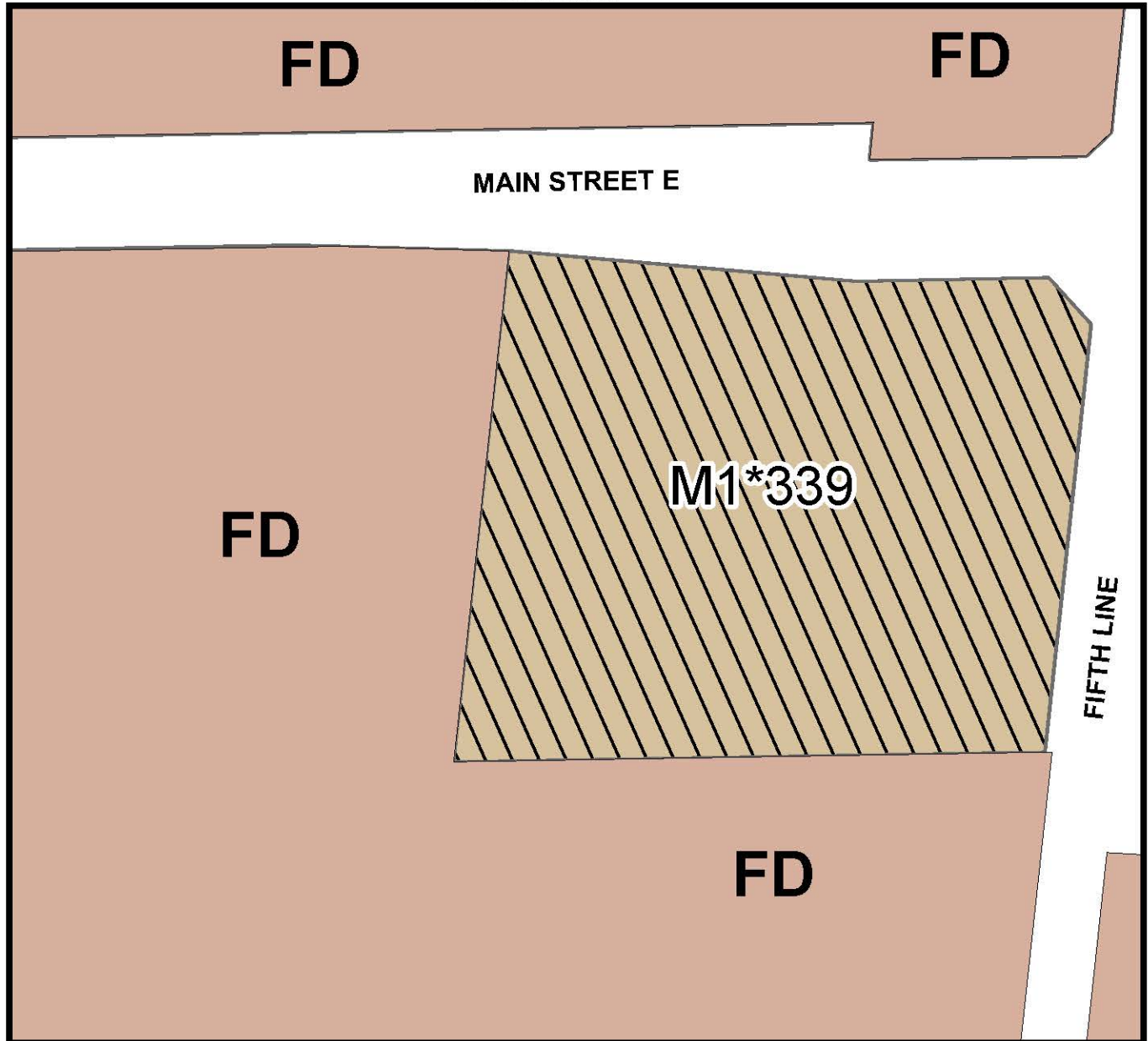
**PASSED IN OPEN COUNCIL ON APRIL 15, 2024.**

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

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

SCHEDULE A  
TO BY-LAW No. 032-2024  
TOWN OF MILTON

7472 Fifth Line  
TRAFALGAR CON 5 NS PT LOT 13  
RP 20R18236 PARTS 1 TO 3 RP 20R21568 PARTS 2 3 5 7 TO 9 IRREG 6.71AC FR D  
*Town of Milton*



THIS IS SCHEDULE A  
TO BY-LAW NO. 032-2024 PASSED  
THIS 15th DAY OF April, 2024.



M1\*339 - Site Specific Business Park Zone



FD - Future Development Zone

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

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



## THE CORPORATION OF THE TOWN OF MILTON

### BY-LAW 033-2024

BEING A BY-LAW TO ADOPT AN AMENDMENT TO THE TOWN OF MILTON OFFICIAL PLAN PURSUANT TO SECTIONS 17 AND 21 OF THE *PLANNING ACT* IN RESPECT OF THE LANDS KNOWN MUNICIPALLY AS 8010-8150 DERRY ROAD WEST AND LEGALLY DESCRIBED AS PART OF LOT 10, CONCESSION 3, FORMER GEOGRAPHIC TOWNSHIP OF TRAFALGAR, TOWN OF MILTON, REGIONAL MUNICIPALITY OF HALTON (MILTERON DEVELOPMENTS LTD.) – FILE: LOPA-02/23

**The** Council of the Corporation of the Town of Milton, in accordance with the provisions of Sections 17 and 21 of the *Planning Act* R. S. O. 1990, c. P.13, as amended, hereby enacts as follows:

1. Amendment No. 81 to the Official Plan of the Town of Milton, to amend Policy 4.11.3 and Schedule I1 of the Town of Milton Official Plan to permit the development of three high-rise residential buildings with heights of 25, 20 and 14 storeys, a 3-storey multiple dwelling building and five 3-storey townhouse buildings with a maximum density of 295 units per hectare, at lands known municipally as 8010-8150 Derry Road West and legally described as Part of Lot 10, Concession 3 (Trafalgar), Town of Milton, consisting of the attached maps and explanatory text, is hereby adopted.
2. Pursuant to Subsection 17(27) of the *Planning Act*, R.S.O. 1990, c. P. 13, as amended, this Official Plan Amendment comes into effect the day after the last day for filing a notice of appeal, if no appeal is filed pursuant to Subsections 17 (24) and (25). Where one or more appeals have been filed under Subsection 17 (24) or (25) of the said Act, as amended, this Official Plan Amendment comes into effect when all such appeals have been withdrawn or finally disposed of in accordance with the direction of the Ontario Land Tribunal.
3. In the event that the Regional Municipality of Halton, being the Approval Authority, has declared this Official Plan Amendment to not be exempt, the Clerk is hereby authorized and directed to make application to the Approval Authority for approval of the aforementioned Amendment Number No. XX to the Official Plan of the Town of Milton.

**PASSED IN OPEN COUNCIL ON [DATE]**

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

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

**AMENDMENT NUMBER 81**

**TO THE OFFICIAL PLAN OF THE TOWN OF MILTON**

**PART 1 THE PREAMBLE, does not constitute part of this Amendment**

**PART 2 THE AMENDMENT, consisting of the following text constitutes  
Amendment No. 81 to the Official Plan of the Town of Milton**



## **PART 1: THE PREAMBLE**

### **THE TITLE**

This amendment, being an amendment to the Official Plan of the Town of Milton shall be known as:

Amendment No. 81  
To the Official Plan of the Town of Milton  
8010-8150 Derry Road West  
Part of Lot 10, Concession 3  
(File: LOPA 02/23)

### **PURPOSE OF THE AMENDMENT**

The purpose of this amendment is to amend Specific Policy Area No. 36 to the lands located at the southeast corner of Regional Road 25 and Derry Road to increase the maximum density to 295 units per hectare.

### **LOCATION OF THE AMENDMENT**

The subject property is located on the southeast corner of Regional Road 25 and Derry Road and is approximately 2.29 hectares in size. The lands are legally described as Part of Lot 10, Concession 10, Town of Milton, and municipally known as 8010-8150 Derry Road West.

### **BASIS OF THE AMENDMENT**

The proposal would amend site specific policy 36 to increase the maximum density on site to 295 units per hectare to permit the three apartment buildings, one multiple dwelling building and five townhouse buildings totaling 675 residential units. The development proposes a maximum height of 25 storeys with a net residential density of up to 295 units per hectare.

- a) The subject application proposes intensification that is consistent with the Provincial Policy Statement and Provincial Growth Plan. The Provincial policies contained in the PPS and the Growth Plan actively promote and encourage compact urban form, intensification, optimization of the use of existing land base and infrastructure, and development which will take better advantage of existing public transit.
- b) The proposal contributes in building a complete community that is compact and creates a mixed-use, transit supportive and pedestrian-friendly area where residents could live, work and shop.
- c) The proposal represents intensification that would make a positive contribution to meeting the Town's growth targets in accordance with Town, Regional and Provincial planning policy.
- d) The proposed development is compatible with surrounding land uses and an appropriate form of residential intensification.

Official Plan Amendment No. 31 brought the Town's Official Plan into conformity with Provincial and Regional growth and intensification policies, including those for the Urban Growth Centre and is deemed to be consistent with the Regional Official Plan.

## **PART 2: THE AMENDMENT**

All of this document, entitled Part 2: THE AMENDMENT consisting of the following text constitutes Amendment No. 81 to the Town of Milton Official Plan.

### **DETAILS OF THE AMENDMENT**

The Town of Milton Official Plan is hereby amended by Official Plan Amendment No. 81, pursuant to Sections 17 and 21 of the Planning Act, as amended, as follows:

#### **1.0 Text Change**

- 1.1 THAT section 4.11 Special Policy Area 36 of the Town of Milton Official Plan is hereby amended by increasing the maximum residential density, which shall read as follows:

- 4.11.3.36 Notwithstanding Section 3.6 (Secondary Mixed Use Nodes) and C.6.5.5 (Bristol Survey Secondary Plan Secondary Mixed Use Node), the lands identified as Specific Policy Area No. 36 on Schedule I1 of this Plan, being the lands – legally known as Part of Lot 10, Concession 3 (NS Trafalgar) may be developed to provide three high-rise residential buildings with heights of 25, 20 and 14 storeys, a 3-storey multiple dwelling building and five 3-storey townhouse buildings, with a maximum density of 295 units per hectare.

End of text

## THE CORPORATION OF THE TOWN OF MILTON

### BY-LAW 034-2024

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 10, CONCESSION 3 FORMER GEOGRAPHIC TOWNSHIP OF TRAFALGAR, TOWN OF MILTON, REGIONAL MUNICIPALITY OF HALTON (MILTERON DEVELOPMENTS LIMITED – FILE: Z-07/223

**WHEREAS** the Council of the Corporation of the Town of Milton deems it appropriate to amend Comprehensive Zoning By-law 016-2014, as amended;

AND WHEREAS the Town of Milton Official Plan will provide for the lands affected by this By-law to be zoned as set forth in this By-law upon the approval of Official Plan Amendment Number 81;

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

1. THAT Schedule A to Comprehensive Zoning By-law 016-2014, as amended, is hereby further amended by changing the existing site specific Residential High Density (RHD\*261) to a site specific Residential High Density with a Holding Provision (RHD\*261-H81) zone.
2. **THAT** Section 13.1.1.261 of Comprehensive Zoning By-law 016-2014, as amended, is hereby further amended to read as follows:
  - a. Notwithstanding Section 5.8.2, Table E, the minimum off-street parking requirements for apartment buildings shall be
    - i) 1.0 spaces per dwelling unit
    - ii) 0.2 visitor spaces per dwelling unit
  - b. Notwithstanding Section 5.8.2, Table E, the minimum off-street parking requirements for stacked townhouse buildings shall be:
    - i) 1.0 spaces per dwelling unit
    - ii) 0.2 visitor spaces per dwelling unit
  - c. Notwithstanding Section 4.2.1, Table 4A, individual accessory structures shall not exceed 73 square metres with a maximum combined Gross Floor Area of 270 square metres.
3. THAT Section 13.2 of By-law 016-2014, as amended, is hereby further amended by adding Section 13.2.1.128 to read as follows:

For lands with Holding Provision H81, the H81 Holding Provision shall apply and shall not be removed until:

- a) Regional Servicing Allocation has been secured to the satisfaction of the Region of Halton. This holding provision applies only to the 27-unit stacked townhouse building, shown as Building “D” on Schedule B to this By-law.
- b) The owner shall provide a letter of update to confirm no potentially contaminating activities have occurred on site since the previous investigations and to confirm the site remains suitable for the intended use, in accordance with O. Reg. 153/04 and the Region's Protocol for Reviewing Development Applications with Respect to Contaminated or Potentially Contaminated Sites.

The Qualified Person (QP) responsible for the environmental documentation shall affix their professional seal on the report. Additionally, the QP shall provide a letter of reliance, using Halton Region's Reliance Letter template, indicating liability insurance coverage of no less than \$2,000,000.

- 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 [DATE]**

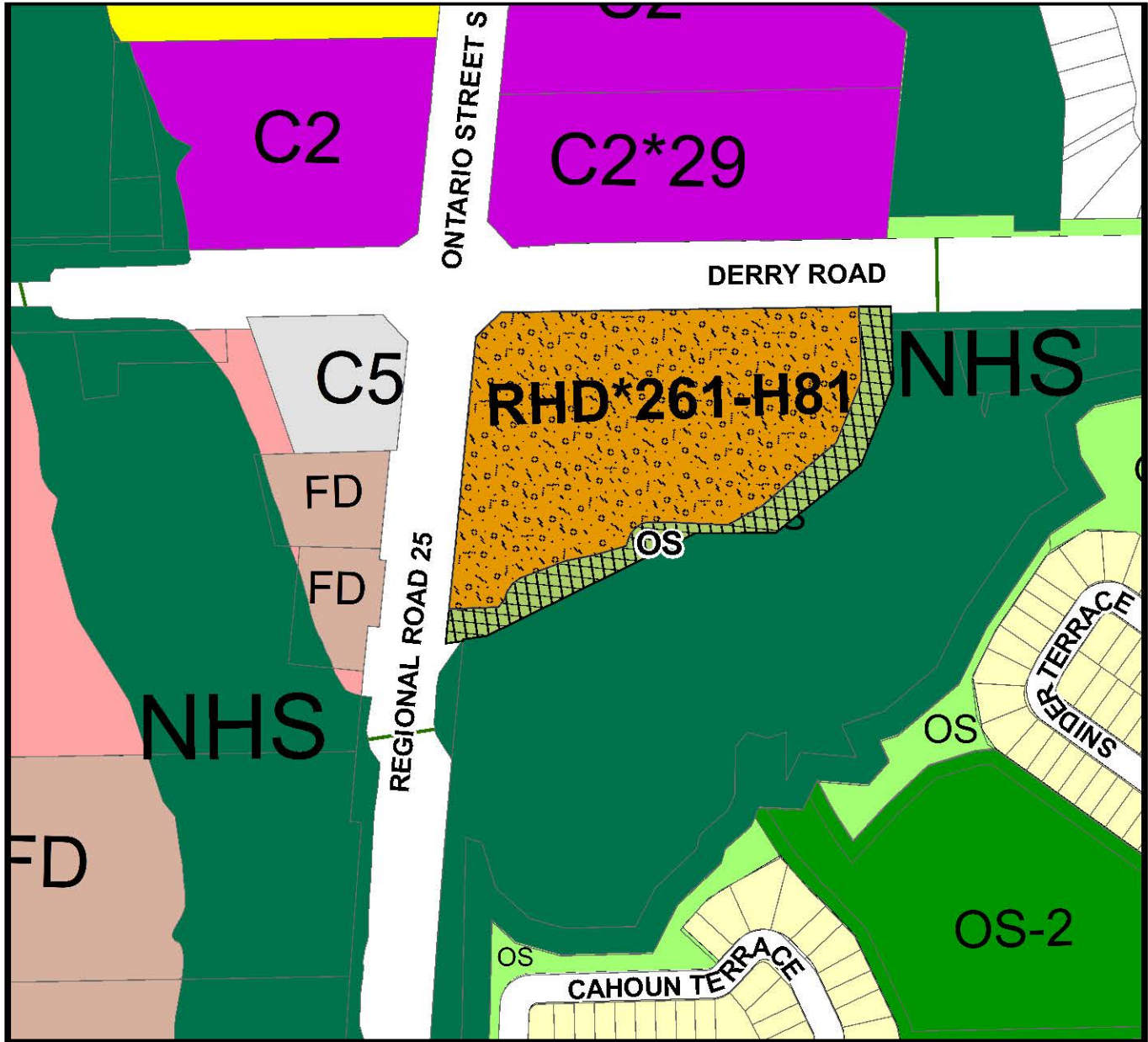
\_\_\_\_\_  
Gordon A. Krantz

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



SCHEDULE A  
TO BY-LAW No. 034-2024  
TOWN OF MILTON

PART OF LOT 10, CONCESSIONS 3 NS  
*Town of Milton*



THIS IS SCHEDULE A  
TO BY-LAW NO. 034-2024 PASSED  
THIS 15 DAY OF APRIL, 2024.

-  RHD\*261-H81 - Residential High Density Zone
-  Special OS - Open Space Zone

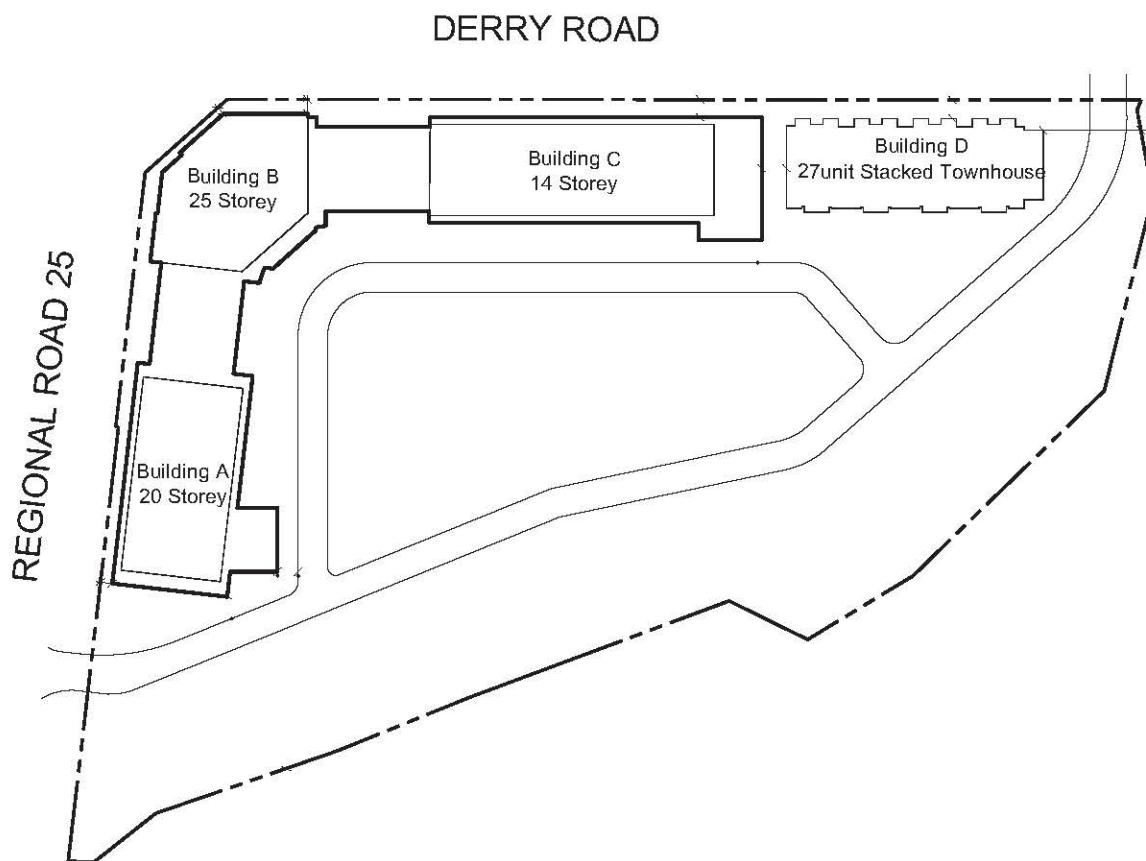


\_\_\_\_\_  
MAYOR - Gordon A. Krantz

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

SCHEDULE B  
TO BY-LAW No. 034-2024  
TOWN OF MILTON

PART OF LOT 10  
CONCESSION 3, NEW SURVEY (TRAFALGAR)  
TOWN OF MILTON



THIS IS SCHEDULE B  
TO BY-LAW 034-2024 PASSED  
THIS 15 DAY OF APRIL, 2024.

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

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

**THE CORPORATION OF THE TOWN OF MILTON**

**BY-LAW NO. 035-2024**

BEING A BY-LAW TO AUTHORIZE THE EXECUTION OF DOCUMENTS

**WHEREAS** pursuant to section 2(5) subsection (3) of the *Municipal Act*, S.O. 2001, c. 25, as amended, the power of the Council of the Corporation of the Town of Milton shall be exercised by By-law;

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

1. **THAT** the Mayor and Clerk of the Corporation of the Town of Milton are hereby authorized to execute and affix the corporate seal of the Town of Milton with respect to the documents as described in Schedule "A" to this By-law.
2. **THAT** notwithstanding the above, where any approvals are required such as Ontario Municipal Board approval or approval from Federal or Provincial Ministries as set out in Schedule "A", then the document concerned shall not be executed until such required approval has been received.
3. **THAT** this By-law comes into force on the day it is passed.

**PASSED IN OPEN COUNCIL ON APRIL 15, 2024.**

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

Mayor

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

Town Clerk

THE CORPORATION OF THE TOWN OF MILTON

BY-LAW NO. XXX-2024 SCHEDULE “A”

| ITEM | DOCUMENT                                                                                                                                          | APPROVALS                                     | PARTY   | OTHER APROVALS |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|---------|----------------|
| 1.   | Agreements associated with the approved recommendations contained within the Staff Report and any / all ancillary documents that may be required. | CORS-017-24<br>Town Council<br>April 15, 2024 | Various | N/A            |

**THE CORPORATION OF THE TOWN OF MILTON**

**BY-LAW NO. 036-2024**

BEING A BY-LAW TO CONFIRM THE PROCEEDINGS OF COUNCIL OF THE CORPORATION OF THE TOWN OF MILTON AT ITS MEETING HELD APRIL 15, 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 April 15, 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 April 15, 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 APRIL 15, 2024.**

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Gordon A. Krantz Mayor

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Meaghen Reid Town Clerk