



A Growing Tradition

Regular Council and Committee of the Whole Agenda

Tuesday, December 17, 2024, 7:00 p.m.

Zima Room, Library & Cultural Centre

425 Holland Street West

A closed session will precede the Regular Meeting at 6:00 p.m. at the Library and Cultural Centre Boardroom located at 425 Holland Street West, Bradford.

Please note: The Regular Meeting of Council and Committee of the Whole will be conducted in person and will be live-streamed at the following link:

[Town of Bradford West Gwillimbury YouTube Channel](#)

Pages

1. Call to Order

The Presiding Officer calls the meeting to order.

2. Adoption of Closed Session Agenda

Recommendation:

That the Closed Session Agenda dated December 17, 2024 be adopted as printed.

3. Declarations of Pecuniary Interest and General Nature - Closed Session Items

4. Closed Session

4.1 Convene Closed Session

Recommendation:

That Council resolve itself into closed session under the provisions of the Municipal Act, 2001, Section 239 (2) in order to discuss:

1. Potential Land Acquisition/Disposition Matter

4.2 Reconvene Regular Meeting

The Presiding Officer reconvenes the Regular Meeting. The Land Acknowledgment Statement is read.

Land Acknowledgement

As visitors on this land, the Town of Bradford West Gwillimbury acknowledges that the land on which we gather today is the traditional territory of the Anishinaabek Nation, which includes Ojibwe, Odawa and Potawatomi Nation, collectively known as the Three Fires Confederacy. We recognize that the Huron-Wendat, Chippewa and Haudenosaunee

Nations have walked on this territory over time. In times of great change, we recognize more than ever the importance of honouring Indigenous history and culture and are committed to moving forward in the spirit of reconciliation, respect and good health with all First Nation, Métis and Inuit people.

4.3 Motions Arising out of Closed Session

5. Adoption of Agenda

Recommendation:

That the Regular Council and Committee of the Whole Agenda dated December 17, 2024 be adopted as printed.

6. Declarations of Pecuniary Interest and General Nature

7. Presentations

There are no presentations.

8. Deputations

- 8.1 South Simcoe Police Services Board - 2025 Budget 9
 Police Services Board Chair, Chris Gariepy
 Chief of Police, John Van Dyke

9. Open Forum

Those wishing to participate in Open Forum during a Council meeting:

- Submit an email containing your name, address and your comments on the matter to clerk@townofbwg.com prior to 4:00 pm on the day of the meeting.
- Ensure your statement will not take longer than five minutes to read (approximately 1 page). Statements that are longer than 1 page will be read at the discretion of the Chair.
- If your statement is received prior to the start of the meeting and otherwise complies with these conditions, your name and statement will be read by the Clerk at the meeting and will form part of the public record.
- If your statement duplicates other statements received, it may not be read.
- If you wish to attend in person to speak, register by signing the Open Forum Register at the entrance to the Council Chambers upon arrival.
- Your comment must relate to an item on the agenda. Please note: you are free to contact any member of Council directly with other matters or questions.

10. Adoption of Minutes and Committee of the Whole Recommendations

- 10.1 Adoption of Council and Committee of the Whole Minutes 24

Recommendation:

That Committee of the Whole recommendations COW-2024-61 to COW- 2024-64 be approved; and

That the minutes of the Regular Council and Committee of the Whole meeting dated December 3, 2024 be adopted as printed.

11. Correspondence

There are no items of correspondence.

12. Staff Reports

- 12.1 BWG Events Process and Fees Information Report, REC-2024-5 34

Recommendation:

That Report REC 2024 5 titled "BWG Events Process and Fees Information Report" be received for information; and

That Council provide confirmation on the various fees and processes presented in this report.

- 12.2 Final Assumption National Homes (Bradford) Inc. Phase 1 Remaining Lots, ENG-2024-5 40

Recommendation:

That Report ENG-2024-5 titled "Final Assumption National Homes (Bradford) Inc. Phase 1 Remaining Lots" be received for information; and

That the recommendation for Final Assumption of the remaining lots within the plan including lots 82 to 89 and Lots 103 to 108 Plan 51M-1051 be approved; and

That the necessary by-law be prepared and presented to Council at the earliest opportunity; and

That upon written confirmation from the Manager, Development Engineering, that the Treasurer reduce the required securities.

- 12.3 Final Assumption National Homes (Bradford) Inc. Phase 2, ENG-2024-6 43

Recommendation:

That Report ENG-2024-6 titled "Final Assumption National Homes (Bradford) Inc., Phase 2 (51M-1185)" be received for information; and

That the recommendation for Final Assumption of the works and lots within the plan, including Lots 1 to 35 Plan 51M-1185 be approved; and

That the necessary by-law be prepared and presented to Council at the earliest opportunity; and

That upon written confirmation from the Manager, Development Engineering, that the Treasurer reduce the required securities.

- 12.4 Request for Extension of Draft Plan Approval D12-19-05, PLN-2024-57 46

Recommendation:

That Report PLN-2024-57 titled "Request for Extension of Draft Plan Approval – 2587499 Ontario Inc. Subdivision D12-24-09" be received for information; and

That Council grant a three (3) year extension to the draft approval of Plan of Subdivision D12-19-05, with modified Conditions of Draft Plan Approval as outlined in Report PLN-2024-57 such that draft approval will lapse if a final plan is not registered by December 21st, 2027.

- 12.5 D14-18-12 Town initiated Zoning By-law Amendment – Home Occupation Review, PLN-2024-54 84

Recommendation:

That Recommendation Report PLN 2024-54 be received,

That all written submissions received in regards to the application and all oral submissions made at the Public Meeting held on October 2, 2018, relating to the application have been taken into consideration as part of the deliberations and final decision;

That pursuant to Section 34(17) of the Planning Act, no further public notification is required;

That the Town initiated Zoning By-law (D14-18-12) related to Home Occupation Zoning standards, as recommended in Report PLN 2024-54, be approved; and

That Staff be directed to bring the necessary by-law(s) forward to Council approval once finalized.

13. Request for Staff Report

Recommendation:

That staff be requested to provide information pertaining to the following:

14. Committee of the Whole

There is no Committee of the Whole.

15. Committee Minutes and Recommendations

Recommendation:

That the Committee Minutes and Recommendations, items 15.1 to 15.3 inclusive, be received and approved.

- 15.1 Green Initiatives Advisory Committee Minutes - November 27, 2024 107
1. Recommendation:
That the minutes of the November 27, 2024 Green Initiatives Advisory Committee meeting be received.
 2. Recommendation:
That Council create a new Civic Award category called 'Green Initiatives' to honour community organizations, individuals or local businesses taking action to protect the planet.
 3. Recommendation:
That Council direct staff to prepare an investment strategy for town reserve funds that incorporates sustainable finance principles and report back with the mid-year financial reports in Q2 2025.
- 15.2 Heritage Committee Minutes - November 28, 2024 111
1. Recommendation:
That the minutes of the November 28, 2024 Heritage Committee meeting be received.
 2. Recommendation:
That the property municipally known as 68 Frederick Street be removed as a Listed Heritage property.
- 15.3 Strategic Initiatives Committee Minutes - November 26, 2024 116
1. Recommendation:
That the minutes of the November 26, 2024 Strategic Initiatives Committee meeting be received.
 2. Recommendation:
That Council endorse the Appeals Process for the Traffic Mitigation Strategy as laid out within Report TR-2024-14 titled "Traffic Mitigation Strategy - Appeals Process".
 3. Recommendation:
That Report TR-2024-13 entitled "2025 Traffic Calming Projects" be received for information; and

That Council endorse the Traffic Engineering Review of the John Street, Summerlyn Trail, and West Park Avenue, Miller Park Avenue, Langford Boulevard utilizing \$40,000 from the 2025 Community Safety & Traffic Congestion budget; and

That Council approve the funding for the purchase of five flashing radar speed signs for use along rural roadways,

utilizing \$25,000 from the 2025 Community Safety & Traffic Congestion budget; and

That Council approve the expansion of the Community Safety Zones in Town, the cost to be absorbed through the transportation operations budget; and

That Council approve the amendment to Schedule A, as attached, of By-law 2013-58 Community Safety Zones.

4. Recommendation:

That Council request staff to report back on implementing stop control measures that mirror the configuration of Summerlyn Parkette for Isabella Park; and that appropriate line markings be investigated.

16. New Business

17. By-laws

Recommendation:

That By-laws 2024-97, 2024-98, and 2024-99 be passed.

- | | | |
|------|---|-----|
| 17.1 | By-law 2024-97 - 2025 Interim Tax Levy By-law
Being a By-law to provide for interim tax levies for the year 2025. | 121 |
| 17.2 | By-law 2024-98 - 2025 Temporary Borrowing By-law
A By-Law to authorize temporary borrowing to meet current expenditures pending receipt of current revenues. | 125 |
| 17.3 | By-law 2024-99 - Amendment to the Council Compensation By-law
A By-law to amend By-law 2024-34, being a By-law to provide for payment of remuneration, expenses, and allowances for the members of Council and Local Boards. | 128 |

18. Motions/Notices of Motion

- 18.1 Addressing Professional Rent Withholders in Accessory Dwelling Units and Secondary Rental Properties

Recommendation:

WHEREAS the province of Ontario has implemented recent changes to the Planning Act to expand the accessory dwelling unit (ADU) framework to address the housing supply crisis and reach the goal of building more homes; and

WHEREAS small-scale landlords renting legal and registered ADUs and secondary rental properties may face financial strain when tenants withhold rent in bad faith; and

WHEREAS delayed dispute resolution systems allow repeat offenders

to avoid payment, disproportionately impacting small-scale landlords reliant on rental income; and

WHEREAS abuse of the system discourages the development and availability of legal and registered ADUs and secondary rentals, undermining housing initiatives set by the province; and

WHEREAS proposed reforms to strengthen protections for small-scale landlords while safeguarding tenants' rights could include the following:

- accelerate dispute resolution by prioritizing cases involving ADUs and secondary rental properties at the Landlord and Tenant Board (LTB), ensuring resolutions within 30 days for non-payment matters
- introduce mediation services to resolve disputes expediently, reducing reliance on lengthy LTB hearings
- provide small-scale landlords with enhanced screening tools and standardized rental agreements
- enforce stricter penalties for tenants found to be withholding rent in bad faith such as immediate repayment of outstanding rent and damages and restrictions on future rental applications or frivolous claims at the LTB
- improved resolutions to provide law enforcement access to properties to aid in the selling of any property or removal of tenants who withhold payments and access to the property with reasonable timeline provided
- provide support for small-scale landlords by establishing a hardship relief fund for landlords impacted by unpaid rent and offer free or low-cost legal assistance to landlords navigating disputes involving non-payment.

NOW THEREFORE BE IT RESOLVED THAT the Town of Bradford West Gwillimbury Council formally requests the provincial government implement reform measures to strengthen protections for small-scale landlords while safeguarding tenants' rights and provide funding opportunities for municipalities for ADU and secondary rental property oversight; and

That a copy of this resolution be forwarded to the Honourable Doug Ford, Premier of Ontario and the Honourable Paul Calandra, Minister of Municipal Affairs and Housing and sent to all municipalities in Ontario to support better protections for small-scale landlords.

19. Announcements

19.1 General Announcements

19.2 County Council Update

20. Confirm Proceedings

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Recommendation:

That By-law 2024-100, a by-law to confirm proceedings of the Regular Council and Committee of the Whole meeting dated December 17, 2024 be enacted.

21. Adjourn

Recommendation:

That the meeting is hereby adjourned at _____p.m.



2025 FUNDING REQUEST

SOUTH SIMCOE POLICE SERVICE

**BRADFORD WEST GWILLIMBURY
COUNCIL PRESENTATION
DECEMBER 17, 2024**





BRADFORD WEST GWILLIMBURY/INNISFIL
POLICE SERVICES BOARD

Opening Remarks

Chris Gariepy

Board Chair

Budget Considerations

Increase in Calls for Service

- 21% in 2023, and 2.5% in 2024

Staffing

- 12 additional staff in 2025

Community Safety and Policing Act

- Impact to Service and Budget

New Conducted Energy Weapons

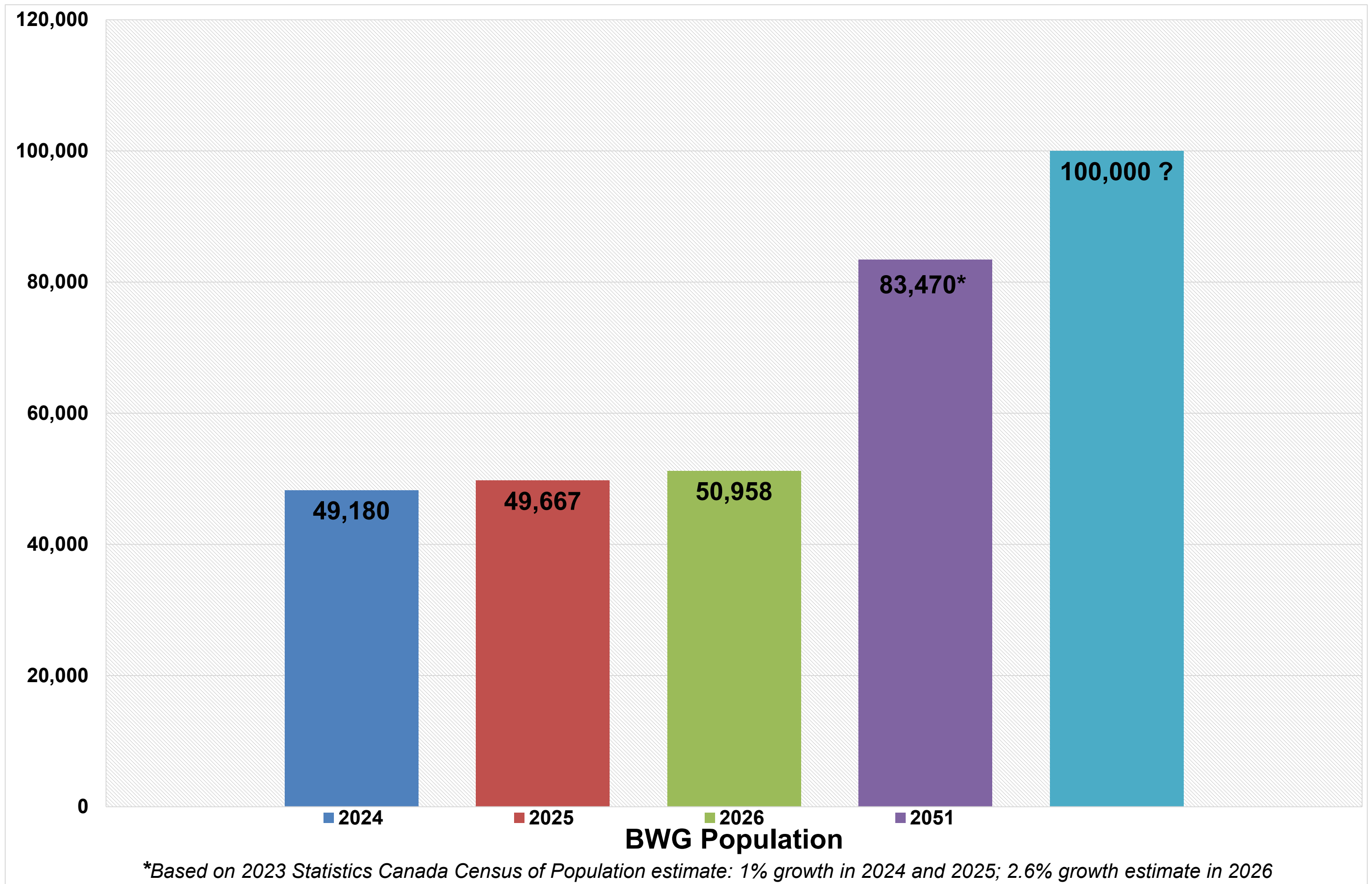
- End of Life Replacement

Leased Office Space

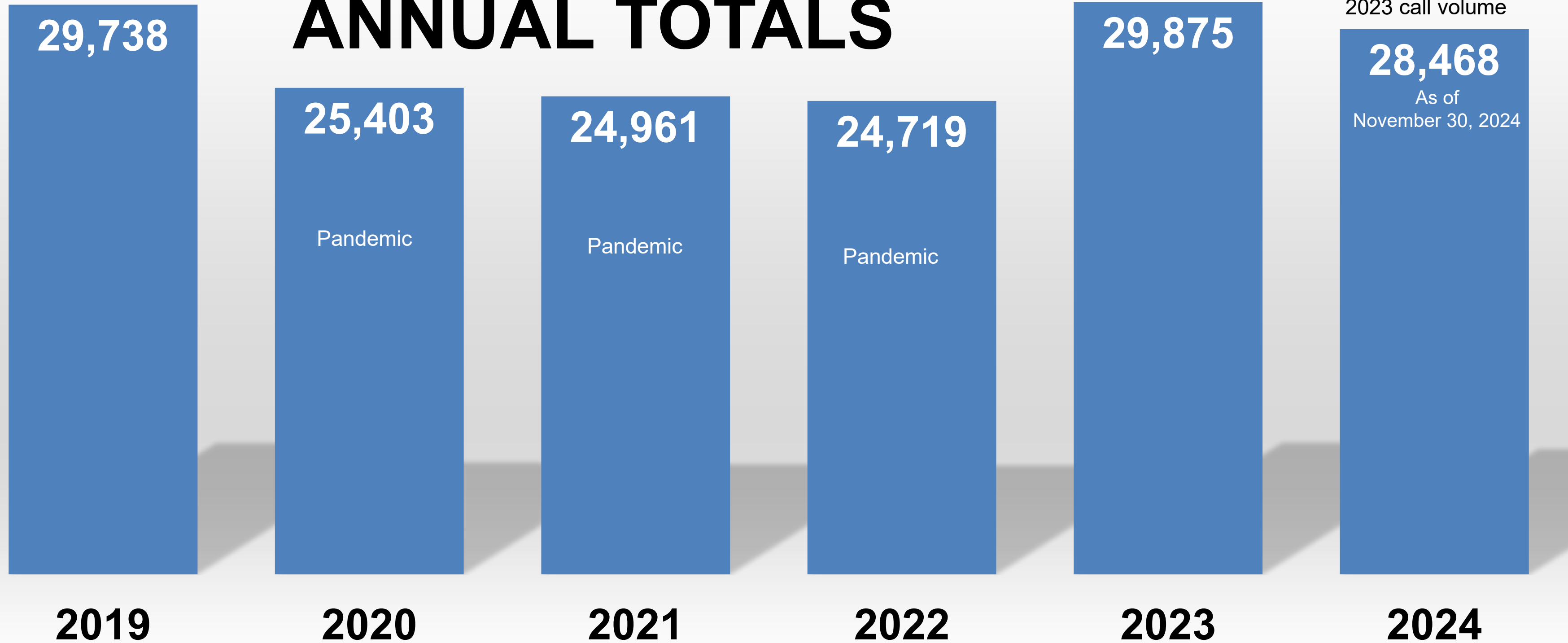
- InnPower Building

POPULATION GROWTH

The South Simcoe Police Service contributes to the safety and well-being of the **96,992** residents in Innisfil and Bradford West Gwillimbury, policing a geographic area of 486 sq/km by land, 35 km of shoreline.



CALLS FOR SERVICE ANNUAL TOTALS



We are projecting a 2.5% increase over 2023 call volume

28,468
As of
November 30, 2024

LOCAL FOCUS

Comparable (2023)	Authorized Strength per 100,000 Residents
Canada	189
Ontario	176
Barrie Police	159
York Regional Police	142
South Simcoe Police	113

Year	Sworn	Civilian	Population	Number of Officers	Authorized Officer per 100,000
2021	2	4	86,206	93	108
2022	9	0	88,772	102	115
2023	2	5	92,034	104	113
2024	8	3	96,992	112	115
2025	9	3	99,403*	121	122
PROJECTION 2026	5	2	102,190**	126	124

*The population estimate provided for 2025 is based off Innisfil's 2025 DCA study and a 2% increase in Bradford's population over the 2023 estimate

**2026 Projection based on an estimated growth rate of 2.6%

2025 STAFFING

9 Sworn Officers*

- 7 Constables
- 1 Sergeant
- 1 Staff Sergeant

1 Special Constable

1 Crown Brief/Court Clerk

1 HR/Wellness/DEI/Care Navigation

*5 Patrol, 2 Crimes Against Persons, 1 Training, 1 Administration

COMMUNITY SAFETY AND POLICING ACT (CSPA)

IMPACTS

The new CSPA came into force on April 1, 2024. Costs related to its implementation include:

- 3 staff positions \$382,918
- Increase in mandatory training costs of \$54,796
- Increase in consulting fees for policy development \$10,000
- Ammunition for yearly recertification on Patrol Carbines \$20,000
- One-time capital costs of \$155,000 for mandatory equipment, uniforms, and car rebranding

The new Inspector General has indicated that Adequate and Effective Policing will be inspected moving forward and 3 major areas that have been identified to date are:

- Response Times
- Policy Development
- Board Governance

There is no grant money to cover any of these costs.

2025 NEW PROJECTS

Office Space

5060 sq ft of additional office space at the InnPower Building

CEW – Tasers

New Conducted Energy Weapons Training and Roll-out

	South Simcoe	Peterborough	Sarnia	Sault Ste. Marie	Chatham-Kent
Population (2023)	96,992	100,404*	78,374	78,574	110,751
Land Area Policed (Sq/km)	486	371	164	803	2,452
Water Policed	Yes 35km of shoreline	None	None	None	Yes
Hospital in Jurisdiction	No	Yes	Yes	Yes	Yes
Population Growth Rate (2019-2023)	16%	2%	5%	5%	5%

Cost of Policing

APPLES TO APPLES COMPARISON

2024 Operating Budget	\$25,294,907	\$35,082,233	\$33,408,295	\$35,531,153	\$38,825,167
2024 Capital Budget	\$1,453,348	\$1,508,260	\$0*	\$1,598,570	0*
Cost per Capita	\$276	\$364	\$426	\$473	\$351

Authorized Strength (2024)

Total - Civilians and Officers	167	241	185	211	285
Civilians	55	88	55	60	95
Officers	112	153	130	151	190
Officer strength per 100,000 people	115	152	166	192	172

Number of Officers in Leadership

Senior Officers	4	6	6	6	6
Staff Sergeants	4	7	6	9	7
Sergeants	14	17	17	20	20

The Bradford West Gwillimbury/Innisfil Police Services Board

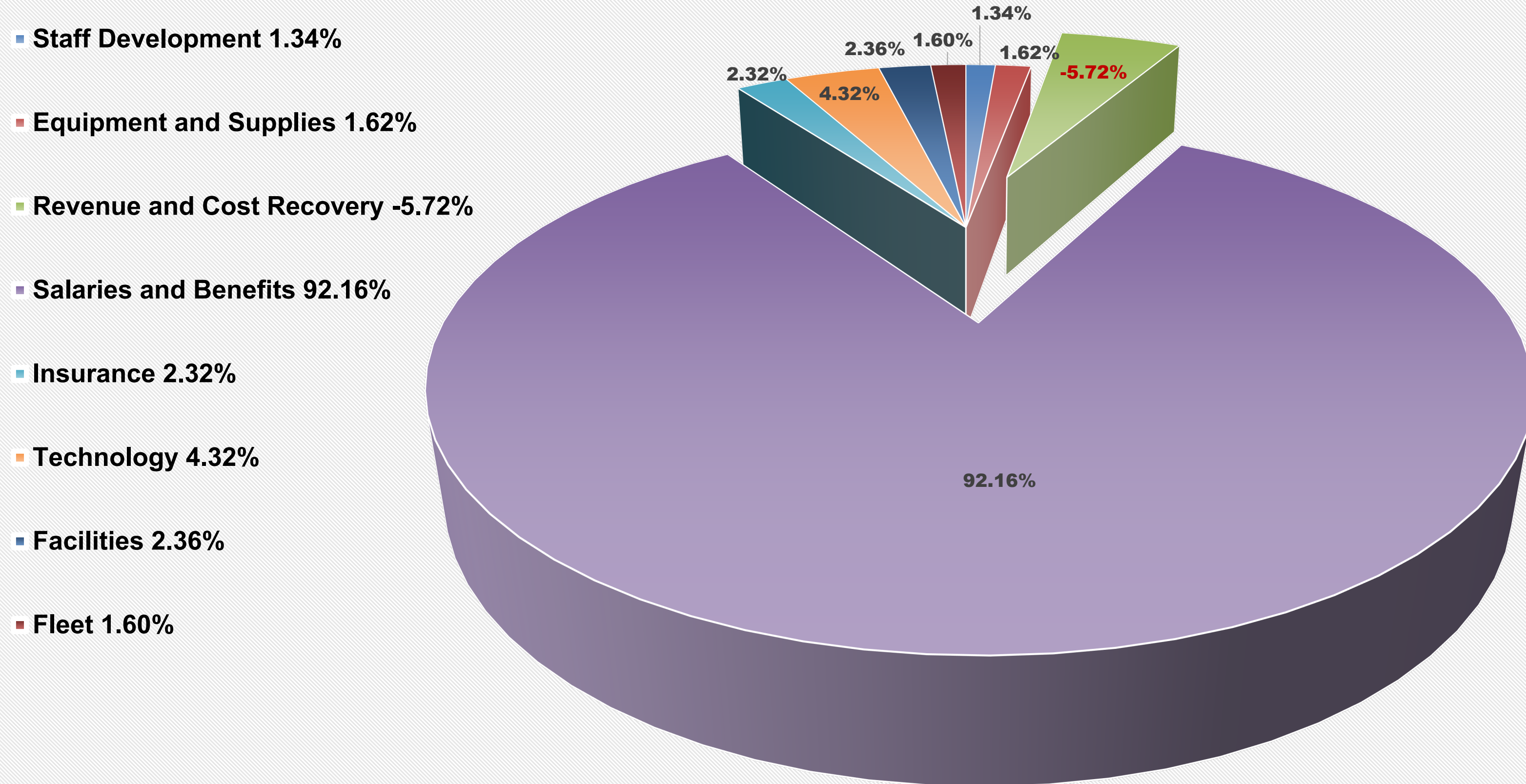
2025 Operating Budget

	2025 Budget	2024 Budget	Change (\$)	Change (%)
Revenue				
Grants	(\$933,768)	(\$823,011)	(\$110,757)	
Other Revenue	(\$469,000)	(\$403,000)	(\$66,000)	
	(\$1,402,768)	(\$1,226,011)	(\$176,757)	
Salaries and Benefits				
Salaries and Benefits	\$25,768,442	\$23,015,403	\$2,753,039	
	\$25,768,442	\$23,015,403	\$2,753,039	
Vehicles and Marine				
Fuel	\$258,000	\$310,000	(\$52,000)	
Repairs and Maintenance	\$191,200	\$182,000	\$9,200	
	\$449,200	\$492,000	(\$42,800)	
Other				
Clothing	\$154,150	\$168,700	(\$14,550)	
Contracts/Licenses/Leases	\$1,022,362	\$782,359	\$240,003	
Human Resources	\$89,502	\$59,000	\$30,502	
Maintenance/Repairs/Supplies	\$262,163	\$252,876	\$9,287	
ESCO	\$561,605	\$422,797	\$138,808	
Police Board	\$127,000	\$108,900	\$18,100	
Public/Employee Relations	\$22,750	\$23,000	(\$250)	
Training/Conferences/Dues	\$277,301	\$220,383	\$56,918	
Utilities/Insurance/Telephone	\$857,400	\$975,500	(\$118,100)	
	\$3,374,233	\$3,013,515	\$360,718	
	\$28,189,107	\$25,294,907	\$2,894,200	11.44%
Less: Court Security and Transport Funding	(\$197,000)	(\$124,485)	(\$72,515)	
2025 Draft Budget after Adjustments	\$27,992,107	\$25,170,422	\$2,821,685	11.21%

Department	Project/Equipment	Growth Y/N	2025	2026	2027	2028	2029
Building	Additional office space	Y	\$100,000				
	New Building Location - Assessment Study	Y		\$120,000			
	North Division Property Lockers	Y	\$58,000				
Communications	Radio equipment replacement	Y		\$175,000	\$60,000	\$60,000	
	Replace mobile car radios	N		\$125,000	\$125,000		
	Radio Infrastructure	Y	\$180,800	\$240,000			
Fleet	Vehicles	Y	\$413,000	\$400,000	\$400,000	\$425,000	\$430,000
	Vehicle Upfitting	Y	\$140,500	\$110,000	\$110,000	\$130,000	\$150,000
	Marine Unit - Power Upgrade	N			\$125,000		
Furniture	Furniture	Y	\$15,000	\$15,000	\$15,000	\$15,000	
	Property storage overhaul	Y	\$9,500				
Information Technology	Computers - office /vehicles	N	\$135,000	\$101,700	\$113,000	\$119,000	\$119,000
	Server- 2 audio recorders - replacement	N				\$140,000	\$142,000
	- video system	Y					\$170,000
	- production server	Y			\$150,000		
	- NG911 server infrastructure	Y				\$113,000	
	Audio Video Equipment	Y	\$20,000				
	Backup SAN - (backup hardware)	Y				\$30,000	\$29,000
	Modem replacement - 10 fleet modems	N	\$23,000				
	Network storage replacement	N		\$56,500			
	Network switch replacement	N		\$57,000	\$17,000	\$17,000	
UPS battery replacement	N	\$11,500	\$13,600	\$59,690	\$13,560	\$17,000	
ESCO	NG911 Support	N	\$10,115	\$18,244			
	AFPIS Update - Electronic Fingerprints	Y	\$19,000				
	PRIDE Reserves	N	\$70,785	\$120,000	\$120,000	\$120,000	\$120,000
Traffic	Speed measuring devices	Y	\$10,000	\$12,000	\$12,000	\$14,000	
	Drug screening devices	Y		\$12,000	\$12,000	\$12,000	
	Alcohol Screening Device	Y	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500
	Intoxilyzer	N					
	3D Scanner Map360 Software	N		\$51,250			
Uniform	Weapons	Y	\$20,000	\$25,000	\$25,000	\$30,000	\$30,000
	CSPA - Equipment Costs	Y	\$155,000				
	Replacement Canine	N	\$20,000				
	Body Worn Cameras	Y	\$199,706	\$189,706	\$189,706	\$189,706	\$189,706
	CEW Upgrade	Y	\$236,378	\$236,378	\$236,378	\$236,378	\$236,378
Total			\$1,854,784	\$2,085,878	\$1,777,274	\$1,672,144	\$1,640,584

HOW TAX DOLLARS ARE SPENT

Service Based Budget



The Bradford West Gwillimbury/Innisfil Police Services Board

2026 Budget Projection

	Projected Budget 2026	Budget 2025	Increase/ (Decrease)	%
Revenue				
Grants	(\$933,768)	(\$933,768)	\$0	
Other Revenue	(\$472,000)	(\$469,000)	\$3,000	
	(\$1,405,768)	(\$1,402,768)	\$3,000	
Salaries and Benefits				
Salaries and Benefits	\$28,047,728	\$25,728,443	\$2,319,285	
Vehicles and Marine				
Fuel	\$258,000	\$258,000	\$0	
Repairs and Maintenance	\$212,000	\$191,200	\$20,800	
	\$470,000	\$449,200	\$20,800	
Other				
Clothing	\$149,650	\$154,150	(\$4,500)	
Contracts/Licenses/Leases	\$1,062,813	\$1,022,362	\$40,451	
Human Resources	\$129,502	\$129,502	\$0	
Maintenance/Repairs/Supplies	\$337,708	\$262,163	\$75,545	
ESCO	\$600,000	\$561,605	\$38,395	
Police Board	\$134,500	\$127,000	\$7,500	
Public/Employee Relations	\$22,750	\$22,750	\$0	
Training/Conferences/Dues	\$249,731	\$277,300	(\$27,569)	
Utilities/Insurance/Telephone	\$866,995	\$857,400	\$9,595	
	\$3,553,649	\$3,414,232	\$139,417	
2026 Projected Budget	\$30,665,609	\$28,189,107	\$2,476,502	8.79%

Budget

Thank you!



**SOUTH SIMCOE
POLICE SERVICE**



PROTECT WITH COURAGE, SERVE WITH COMPASSION



A Growing Tradition

Regular Council and Committee of the Whole Minutes

December 3, 2024, 7:00 p.m.
Zima Room, Library & Cultural Centre
425 Holland Street West

Members Present:	Mayor James Leduc Deputy Mayor Raj Sandhu Councillor Ben Verkaik Councillor Joseph Giordano	Councillor Peter Ferragine Councillor Nickolas Harper Councillor Peter Dykie
Regrets:	Councillor Cheraldean Duhaney	Councillor Jonathan Scott

1. Call to Order

The Presiding Officer called the meeting to order at 6:00 p.m.

2. Adoption of Closed Session Agenda

Resolution 2024-420

Moved by: Councillor Verkaik

Seconded by: Councillor Ferragine

That the Closed Session Agenda dated December 3, 2024 be adopted as printed.

CARRIED

3. Declarations of Pecuniary Interest and General Nature - Closed Session Items

There were no declarations of pecuniary interest.

4. Closed Session

4.1 Convene Closed Session

Resolution 2024-421

Moved by: Councillor Giordano

Seconded by: Councillor Harper

That Council resolve itself into closed session under the provisions of the Municipal Act, 2001, Section 239 (2) in order to discuss:

1. Legal Matters - Expropriation Settlement - Line 6
2. Proprietary Contractual Matter - Cellular Tower

CARRIED

4.2 Reconvene Regular Meeting

The Regular Meeting was reconvened at 7:00 p.m. and the Land Acknowledgement was read.

4.3 Motions Arising out of Closed Session

There were no motions arising out of Closed Session.

5. Adoption of Agenda

Resolution 2024-422

Moved by: Councillor Dykie

Seconded by: Councillor Verkaik

That the Regular Council and Committee of the Whole Agenda dated December 3, 2024 be adopted as amended.

CARRIED

6. Declarations of Pecuniary Interest and General Nature

There were no declarations of pecuniary interest.

7. Presentations

There were no presentations.

8. Deputations

There were no deputations.

9. Open Forum

The Clerk advised there were no submissions for Open Forum.

10. Adoption of Minutes and Committee of the Whole Recommendations

10.1 Adoption of Council and Committee of the Whole Minutes

Resolution 2024-423

Moved by: Deputy Mayor Sandhu

Seconded by: Councillor Ferragine

That Committee of the Whole recommendations COW-2024-58 to COW- 2024-60 be approved, save and except COW-2024-59; and

That the minutes of the Regular Council and Committee of the Whole meeting dated November 19, 2024 be adopted as printed.

CARRIED

Resolution 2024-424

Moved by: Councillor Giordano

Seconded by: Councillor Ferragine

That Committee of the Whole recommendation COW-2024-59 be approved.

CARRIED

11. Correspondence

11.1 Town of Aurora - Sustainable Infrastructure Funding - Resolution

Resolution 2024-425

Moved by: Deputy Mayor Sandhu

Seconded by: Councillor Harper

THAT the Town of Bradford West Gwillimbury Council receives for information and supports the correspondence from the Town of Aurora regarding the redistribution of the Provincial Land Transfer Tax and GST to municipalities for sustainable infrastructure funding; and

WHEREAS municipalities face growing infrastructure needs, including roads, bridges, public transit, water systems, and other critical services, which are essential to community well-being and economic development; and

WHEREAS the current sources of municipal revenue, including property taxes and user fees, are insufficient to meet these increasing demands for infrastructure investment; and

WHEREAS the Province of Ontario currently collects the Land Transfer Tax (LTT) on property transactions in municipalities across the province, generating significant revenue that is not directly shared with municipalities; and

WHEREAS the Federal Government collects the Goods and Services Tax (GST) on property transactions, a portion of which could be directed to municipalities to address local infrastructure needs; and

WHEREAS redistributing a portion of the Provincial Land Transfer Tax and GST to municipalities would provide a predictable and sustainable source of funding for local infrastructure projects without creating a new tax burden on residents or homebuyers; and

WHEREAS a redistribution of a portion of the existing Land Transfer Tax and GST would allow municipalities to better plan and invest in long-term infrastructure initiatives, supporting local economic growth and improving the quality of life for residents;

1. Now Therefore Be It Resolved That the Town of Bradford West Gwillimbury Council formally requests the Provincial Government to consider redistributing a portion of the Land Transfer Tax collected on property transactions to municipalities; and
2. Be It Further Resolved That the Town of Bradford West Gwillimbury Council calls on the Federal Government to allocate a percentage of the GST collected on property sales to municipalities; and
3. Be It Further Resolved That this redistribution of the Land Transfer Tax and GST should be structured to provide predictable and sustainable funding to municipalities, allowing for better long-term planning and investment in infrastructure projects that benefit local communities, thus ensuring that local governments receive a fair share of the revenue to address critical infrastructure needs; and
4. Be It Further Resolved That copies of this resolution be forwarded to Prime Minister Justin Trudeau, Premier Doug Ford, the Ontario Minister of Finance, the Minister of Municipal Affairs and Housing, local Members of Parliament (MPs) and Members of Provincial Parliament (MPPs); and
5. Be It Further Resolved That copies of this resolution be forwarded to the Federation of Canadian Municipalities (FCM), and the Association of Municipalities of Ontario (AMO) for their endorsement and advocacy.

CARRIED

11.2 Request for Comparable Funding for Non-OPP Policed Municipalities

Resolution 2024-426

Moved by: Councillor Verkaik

Seconded by: Deputy Mayor Sandhu

That the correspondence dated November 29, 2024 to the Honourable Michael Kerzner, Solicitor General from the Mayors of the Town of Bradford West Gwillimbury and the Town of Innisfil regarding the request for financial relief to non-OPP policed municipalities be received.

CARRIED

12. Staff Reports

12.1 Procurement Activities – 2024 3rd Quarter, LEG-2024-6

Resolution 2024-427

Moved by: Councillor Dykie

Seconded by: Councillor Harper

That Report LEG-2024-6 titled "Procurement Activities – 2024 3rd Quarter" be received for information.

CARRIED

12.2 Request for Draft Plan Extension (D12-14-14) Applicant: Bond Head Properties Inc. Location: Part of Lots 7-9, Concession 5, PLN-2024-54

Resolution 2024-428

Moved by: Councillor Giordano

Seconded by: Deputy Mayor Sandhu

That Report PLN-2024-53 titled "Request for Draft Plan Extension (S-14-14)" be received for information; and

That Council grant a two (2) year extension to the Draft Plan Approval of Plan of Subdivision D12-14-14 such that that draft plan approval will lapse in the event that a final plan is not registered by January 10, 2027.

CARRIED

12.3 October 31, 2024 Financial Results, FIN 2024 21

Resolution 2024-429

Moved by: Deputy Mayor Sandhu

Seconded by: Councillor Ferragine

That Report FIN 2024 21 titled "October 31, 2024 Financial Results" be received for information.

CARRIED

13. Request for Staff Report

There were no requests for staff reports.

14. Council to Move into Committee of the Whole

Resolution 2024-430

Moved by: Councillor Dykie

Seconded by: Councillor Harper

That Council resolve into the Committee of the Whole.

CARRIED

15. Committee of the Whole

15.1 Call to Order

The Presiding Officer called the meeting to order at 7:37 p.m.

15.2 Declarations of Pecuniary Interest and the General Nature

There were no declarations of pecuniary interest.

15.3 Staff Reports

1. 2025 Temporary Borrowing By-law, FIN 2024 22

COW-2024-61

Moved by: Councillor Ferragine

Seconded by: Councillor Giordano

That Report FIN 2024 22 titled "2025 Temporary Borrowing By-Law" be received for information; and

That the 2025 Temporary Borrowing By-law be adopted.

CARRIED

2. 2025 Interim Tax Levy By-Law, FIN 2024-20

COW-2024-62

Moved by: Mayor Leduc

Seconded by: Councillor Verkaik

That Report FIN 2024 20 titled "2025 Interim Tax Levy By-Law" be received for information; and that Council adopt the 2025 Interim Tax Levy By-law.

CARRIED

3. Development Charges Interest Policy Update, FIN 2024 23

COW-2024-63

Moved by: Councillor Harper

Seconded by: Councillor Dykie

That Report FIN 2024 23 titled "Development Charges Interest Policy Update" be received for information; and

That the attached updated Development Charges Interest Policy #FIN-007 be approved.

CARRIED

15.4 Committee of the Whole Adjournment

COW-2024-64

Moved by: Councillor Ferragine

Seconded by: Councillor Verkaik

That the Committee of the Whole adjourn at 7:50 p.m.

CARRIED

16. Reconvene Regular Meeting

The Regular Meeting was reconvened at 7:50 p.m.

17. Committee Minutes and Recommendations

Resolution 2024-431

Moved by: Councillor Harper

Seconded by: Councillor Dykie

That the Committee Minutes and Recommendation, item 17.1 inclusive, be received and approved.

CARRIED

17.1 Youth Council Advisory Committee Minutes - November 20, 2024

1. Recommendation:

That the minutes of the November 20, 2024 Youth Council Advisory Committee meeting be received.

18. New Business

There was no new business.

19. By-laws

Resolution 2024-432

Moved by: Councillor Ferragine

Seconded by: Councillor Giordano

That By-laws 2024-93, 2024-94, and 2024-95 be passed.

CARRIED

19.1 By-law 2024-93 - Committee Appointment Amendment By-law - Municipal Heritage Committee Appointment

A By-law to amend By-law 2023-34, being a by-law to appoint members to the Advisory Committees for the term 2023-2026.

19.2 By-law 2024-94 - 2025 Fees and Charges

A By-law to establish fees or charges for services or activities provided or done by or on behalf of The Corporation of the Town of Bradford West Gwillimbury.

19.3 By-law 2024-95 - Fire Communication Services Agreement

A By-law to authorize the execution of a Fire Communication Services Agreement with The Corporation of the City of Barrie for the provision of fire communication services to the municipality.

20. Motions/Notices of Motion

Resolution 2024-433

Moved by: Councillor Harper

Seconded by: Councillor Giordano

That Council dispense with notice as per section 6.13(3) of the Procedural By-law to allow a motion regarding the County Council wage increase to be introduced.

CARRIED

Resolution 2024-434

Moved by: Councillor Harper

Seconded by: Councillor Ferragine

Whereas the Town of Bradford West Gwillimbury Council acknowledges the financial strain inflation places on its residents; and

Whereas individuals with lower incomes or in vulnerable situations may face even greater challenges in preserving their standard of living; and

Whereas taxpayers are already burdened by increasing tax rates at the municipal, provincial, and federal levels; and

Whereas members of County Council are primarily representatives of their respective municipal councils and receive additional compensation for serving on County Council;

Now therefore be it resolved that the Council of The Corporation of the Town of Bradford West Gwillimbury strongly urges County Council members to reconsider and forgo their County Council wage increase; and

Further that a copy of this resolution be forwarded to the Premier of Ontario, the Hon. Doug Ford, York-Simcoe Member of Provincial Parliament, the Hon. Caroline Mulroney, and all municipalities within the County of Simcoe.

CARRIED

21. Announcements

21.1 General Announcements

Mayor Leduc noted various community events and activities.

21.2 County Council Update

Deputy Mayor Sandhu provided updates on County Council's remuneration and the approved 2025 budget.

22. Confirm Proceedings

Resolution 2024-435

Moved by: Deputy Mayor Sandhu

Seconded by: Councillor Ferragine

That By-law 2024-96, a by-law to confirm proceedings of the Regular Council and Committee of the Whole meeting dated December 3, 2024 be enacted.

CARRIED

23. Adjourn

Resolution 2024-436

Moved by: Councillor Verkaik

Seconded by: Councillor Harper

That the meeting is hereby adjourned at 8:14 p.m.

CARRIED

Tara Reynolds, Clerk

James Leduc, Mayor



Report of Recreation and Cultural Services

REPORT #: REC-2024-5

DATE: 17-Dec-24

TO: Mayor and Members of Council

SUBJECT: **BWG Events Process and Fees Information Report**

PREPARED BY: N'Diia Maharaj

1. RECOMMENDATIONS:

That Report REC 2024 5 titled "BWG Events Process and Fees Information Report" be received for information; and

That Council provide confirmation on the various fees and processes presented in this report.

2. PREAMBLE:

This report is presented to Town Council as an information report following comments received about the process with Carrot Fest vendors in 2024, vendor fees for all eligible events, along with information on how staff will manage the new public square for events adjacent to the BWG Leisure Centre with respect to usage, process and fees.

3. BASIC DATA PERTAINING TO THE MATTER:

Background

Interest in all BWG events continues to increase and evolve with the growth of the community. Many of the events led by the Town are funded by the municipality, along with having vendors that pay for a temporary booth at certain events, and the ability to receive sponsorship to support certain events. Vendor fees have been kept low for several years, however, there has been interest recently in increasing these moving forward. Research has been completed on similar events to provide some context to support some additional recommendations for Carrot Fest, and for the other smaller events where vendor sales are possible.

Additionally, staff have received comments around the process for vendors to participate in events, specifically the signature event of the community – Carrot Fest. This report will outline the current process and provide an alternative to address those concerns as much as possible.

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Finally, this report will outline the preferred process and fees associated with the new public square located adjacent to the BWG Leisure Centre, estimated to be available at the end of May.

Current Process for Vendors for Carrot Fest

Every year, Carrot Fest continues to grow which brings an increase in the number of vendor applications received. The selection process alone can be very competitive as more and more businesses seek to be a part of the festival. Carrot Fest was an event managed by a group of volunteers prior to being assumed by the Town in the early 2000's. For the most part, staff have honoured the process employed by this group, especially around the store front businesses that are within the geographic area of the event. This report will outline an alternate plan to fairly select store front, local and non-local applications that are submitted to address concerns and feedback received from members of the community and Council.

Currently the Events and Marketing Team open Carrot Fest vendor applications to everyone in January and it remains open until June 1st; for a total of five months. When applications are received the order is currently as follows:

- Storefront vendors directly within the festival area receive priority and automatically get the booth space directly in front of their business.
- Next, local vendors are prioritized versus non-local vendors but is heavily based on when the application is received. As the application portal is open for five months, the selection process becomes chronological with the intent of prioritizing local vendors while still ensuring the festival remains diverse with a variety of unique businesses and vendors. To ensure there are no duplicates of the same type of business, the Events and Marketing Team try to limit the number of the same type of businesses to 3-4. The exception remains those that are store fronts directly within the festival area. The earlier the application is received the higher the chances are for a local vendor to receive a booth compared to a non-local vendor.

Currently, there are a total of 235 vendor spots available at Carrot Fest. In 2024 The Town of Bradford West Gwillimbury received 350 applications. Of those applications, 145 were local with 22 of them being storefronts and 205 were non-local vendors. A total of 165 individual businesses/vendors were accepted that requested 1-3 booth spots in the festival area: accounting for all 235 vendor spots. Overall, Carrot Fest consisted of 93 Local and 50 Non-local vendors accepted in 2024.

2024 Data – Late Applications:

When discussing late applications, it is important to note this is in reference to applications received 2 months prior to the event.

This year alone, the Events team received 43 “late applications”. At this point, most spots were already filled which resulted in a lot of upset local participants feeling like they should have been prioritized over others. Although the Events team prioritizes local and storefront businesses, as the event approaches, acceptances must be made, and spots need to be filled to ensure all businesses have ample time to prepare for the 2-day event. Of the 43 late applications, the

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Events team managed to still accept 15 Local, 11 Storefront and 2 Non-local vendors. The Events team was unable to accept all late local applications which resulted in upset community members.

To hopefully assist with the demands and increase in applications in future years, the below process is **proposed** to ensure each business type (storefront, local & non-local) has an equal opportunity to participate in the event.

New Proposed Process for Carrot Fest Vendors

<u>Business Type</u>	<u>Registration Date</u>
<i>Store Front Businesses</i>	January 20 – January 27 th
<i>Local Businesses/Vendors</i>	January 28 – February 4 th
<i>Non-local Businesses/Vendors</i>	February 5 th – February 12 th

Each business type will receive one week to submit their application which will allow priority over the others. Store Front Businesses will have the first opportunity to submit their application, then Local Businesses followed by Non-local Businesses; providing each business type one week to apply. The vendor application portal will remain open until June but once all three registration dates have passed, applications will move to being accepted in chronological order rather than Business Type. The dates specified above are to ensure each business type has an equal opportunity to apply and receive priority. Once the deadline has passed, those businesses will still have an opportunity to apply up until June 1 but will be selected in chronological order once all three registration dates have passed. In addition to ensure keeping the event diverse, the Events team will continue to limit the amount of same business types to 3-4.

The dates above were selected based on Carrot Fest falling around the same time as many other major festivals in Ontario. Due to this, vendors seek to finalize their events early to prepare for the year. The Carrot Fest vendor registration dates would need to be early to ensure BWG secures the best vendors and businesses for the event to offer the most to the community.

The hope of this new process is to mitigate the late registrations as well as push store front and local businesses to apply early to secure their spots. This process clearly defines a timeframe that allows each business type an opportunity to guarantee their spot.

Carrot Fest Fees – as part of 2025 budget submission (all booth rentals 10' X 10' per day)

	2024	2025	2026
Friday Local	\$30.00	\$40.00	\$50.00
Friday Non-Local	\$50.00	\$60.00	\$75.00
Saturday Local	\$60.00	\$70.00	\$75.00
Saturday Non-Local	\$85.00	\$95.00	\$100.00

Since Carrot Fest 2024, comments were received about the vendor rates being too low. Staff have historically provided small incremental rate increases as indicated in the above chart as outlined at the outset of Budget 2025 discussion. In preparation for the budget meeting, but after the budget documents had been printed, staff conducted research into similar events to Carrot Fest, to ascertain where the event stood in comparison summarized in the chart below:

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Comparable Events to Carrot Fest (signature event in each municipality)

- All events provide space for 10'X10' booths comparable to Carrot Fest

Alliston Potato Fest	\$225.00
Port Dover Summer Fest	\$225.00
Orillia Sunshine Fest	\$150-\$600 re: location
Wellesley Festival	\$60.00-\$70.00 re: type (info vs sale)
Norfolk Night Market	\$225.00
Midland Butter Tart	\$225.00

As you can see an overwhelming number of locations charge vendor booth space much higher than takes place here in BWG. There has always been a reluctance to drastically alter fees for community participation, however, with this information in mind, staff considered the following as worthy of consideration:

	2025	2026	2027	2028	2029
Friday Local	\$50.00	\$75.00	\$100.00	\$125.00	\$150.00
Friday Non-Local	\$75.00	\$100.00	\$125.00	\$150.00	\$175.00
Saturday Local	\$90.00	\$125.00	\$150.00	\$175.00	\$200.00
Saturday Non-Local	\$125.00	\$150.00	\$175.00	\$200.00	\$225.00

During the recent budget meeting, Council discussed Carrot Fest specifically and the following was put forth to provide an immediate change recommendation to the fees. A rough calculation was completed based upon Saturday participation at Carrot Fest, and an estimate of just under \$12,000 could be realized with the following implementation:

2025	
Friday Local	\$50.00
Friday Non-Local	\$75.00
Saturday Local	\$100.00
Saturday Non-Local	\$250.00

Staff seeks a resolution from Council on how to proceed. It is worthy to note that outside of the fee proposed for non-local on Saturday, the proposed 5-year plan in its first year is not much different that the figures outlined by Council at the budget meeting on November 20.

Other BWG Events with Vendors

Several other BWG events allow vendors to participate, but understandably the range and availability is much smaller due to location and scope of the events, including Music in the Park, Outdoor Movies, Pumpkin Fest and Canada Day Celebrations.

Similarly to the information with Carrot Fest outlined above, staff would like to provide a gentle annual increase to the information already available in the 2025 budget document:

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Within the User Fees Discussed at Budget 2025

	2025
Movies/Music Local Food Vendor	\$10.00
Pumpkin Fest Local Food Vendor	\$20.00
Canada Day Local Food Vendor	\$50.00

Periodic Increase Recommended in Line with Carrot Fest Fee Proposal

	2025	2026	2027	2028	2029
Movies/Music Local Food Vendor	\$ 10.00	\$15.00	\$20.00	\$25.00	\$30.00
Pumpkin Fest Local Food Vendor	\$ 25.00	\$50.00	\$75.00	\$ 100.00	\$125.00
Canada Day Local Food Vendor	\$ 75.00	\$100.00	\$125.00	\$150.00	\$150.00

These fees are dramatically less than those proposed for Carrot Fest for a number of reasons, length of time of event, impact on event, projected attendance at events. Staff are seeking a decision on the periodic recommendation for all vendor fees with the events listed above.

Square at BWG Leisure Centre

The new public square project is well underway and the goal for completion and potential use is the end of May 2025. Staff have been tactically preparing how to use this space for existing Town and other events and the process to allow for private use of the space.

Town Events

Existing Town events that would use this space would be all Music in the Park and Outdoor Movies events in July and August in priority and booked in advance of the upcoming year.

Community Group Events

Community group events that would also use this space as a priority would include the Farmers Market, Terry Fox Run, Run for BWG, Walk for Guide Dogs, Diversity Action Group, Empower Simcoe Early ON Child and Family Picnic, and the Walk for Chiari and would be booked in the next line of priority. Staff recommend that the same arrangements with these groups continue as previously undertaken, however should any of these events evolve into something greater of differ, then additional fees may apply.

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Process for Private Use of the Square

Staff have already conducted work with the Fire Prevention Division to establish that the capacity in the new space is no more than 2,000.

This figure is based upon the availability of participants to exit the facility in an emergency. This would also be a consideration for private or other renters wanting to use the space for their events.

Staff are proposing that an inquiry along with a deposit of \$100.00 (nonrefundable) needs to be received four months (120 days) prior to desired date of use. Obviously, all Town and community group events will already be in the permit schedule to avoid any conflicts.

If the event request is as of the opinion of the Director of Recreation and Culture Services requiring Council input/approval, a report would be provided to obtain the same.

Consideration of allowing or not allowing ticketed events in this location and sale and consumption of alcohol, if that is of interest, would need to ensure compliance with the Municipal Alcohol Policy and the need for Special Occasion Permits.

Fee Schedule as Outlined in 2025 Budget

	Community Group/NFP	Private/Commercial
Application Fee (non-Refundable)	\$100.00	\$100.00
Half Day (8 hours)	\$750.00	\$1,500.00
Full Day (12 hours)	\$1,250.00	\$2,250.00

Staff seek confirmation from Council on process and rates for the use of the new Public Celebration Square facility.

4. EFFECT ON TOWN FINANCES:

No financial impacts for the purpose of this report beyond the confirmation of fees to be applied for the 2025 budget year.

5. ATTACHMENTS:



Report of Growth Services

REPORT #: ENG-2024-5

DATE: 17-Dec-24

TO: Mayor and Members of Council

SUBJECT: **Final Assumption National Homes (Bradford) Inc. Phase 1 Remaining Lots**

PREPARED BY: Alex Martins, Senior Engineering Technologist

1. RECOMMENDATIONS:

That Report ENG-2024-5 titled "Final Assumption National Homes (Bradford) Inc. Phase 1 Remaining Lots" be received for information; and

That the recommendation for Final Assumption of the remaining lots within the plan including lots 82 to 89 and Lots 103 to 108 Plan 51M-1051 be approved; and

That the necessary by-law be prepared and presented to Council at the earliest opportunity; and That upon written confirmation from the Manager, Development Engineering, that the Treasurer reduce the required securities.

2. PREAMBLE:

National Homes (Bradford) Inc., Phase 1 is located within the Community Plan Area 3. The developer has requested that the Town proceed with the Final Assumption of Lots 82 to 89 and Lots 103 to 108, 51M- 1051 (see Attachment A), as a result of having completed their work and the maintenance periods having expired.

3. BASIC DATA PERTAINING TO THE MATTER:

The majority of Phase 1 of the National Homes development was assumed by Bylaw 2019-018, save and except certain lots, which were required to be completed in conjunction with Phase 2 of the development. The Developer has completed that work, staff have inspected the works, and the Maintenance Periods have expired. The Developer requested the Final Assumption of the remainder of the lots, namely Lots 82-89 and Lots 103-108, within the development.

ENG-2024-5

4. EFFECT ON TOWN FINANCES:

CURRENT YEAR:

There are no current year financial obligations relating to the Assumption.

FUTURE YEARS:

Once the development is assumed the Town would become fully responsible for the cost of maintenance and repairs.

5. ATTACHMENTS:

Attachment A – Key Map of Area of Assumption

Attachment 'A'

Key Map

Report ENG-2024-5



 Subject Area



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Report of Growth Services

REPORT #: ENG-2024-6

DATE: 17-Dec-24

TO: Mayor and Members of Council

SUBJECT: **Final Assumption National Homes (Bradford) Inc. Phase 2**

PREPARED BY: Alex Martins, Senior Engineering Technologist

1. RECOMMENDATIONS:

That Report ENG-2024-6 titled "Final Assumption National Homes (Bradford) Inc., Phase 2 (51M-1185)" be received for information; and

That the recommendation for Final Assumption of the works and lots within the plan, including Lots 1 to 35 Plan 51M-1185 be approved; and

That the necessary by-law be prepared and presented to Council at the earliest opportunity; and That upon written confirmation from the Manager, Development Engineering, that the Treasurer reduce the required securities.

2. PREAMBLE:

National Homes (Bradford) Inc., Phase 2 is located within Community Plan Area 3. The Developer has requested that the Town proceed with the Final Assumption of Stevenson Crescent and Lots 1 to 35, Plan 51M- 1185 (see Attachment A), as a result of having completed their work and the Maintenance Periods having expired.

3. BASIC DATA PERTAINING TO THE MATTER:

National Homes (Bradford) Inc., Phase 2, is located within Community Plan Area 3 and includes Lots 1 to 35 within Registered Plan 51M-1185 and the remainder of Stevenson Crescent. Staff verified the Developer has completed all required municipal works, including roads, sidewalks, sanitary and stormwater systems, and utilities, in accordance with the Town's engineering standards. The Developer has formally requested the Final Assumption of the works and lots by the Town.

ENG-2024-6

4. EFFECT ON TOWN FINANCES:

CURRENT YEAR:

There are no current year financial obligations relating to the Assumption.

FUTURE YEARS:

Once the development is assumed the Town would become fully responsible for the cost of maintenance and repairs.

5. ATTACHMENTS:

Attachment A – Key Map of Area of Assumption

Attachment 'A'

Key Map



 Subject Area



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Report of Growth Services

REPORT #: PLN-2024-57

DATE: 17-Dec-24

TO: Mayor and Members of Council

SUBJECT: **Request for Extension of Draft Plan Approval D12-19-05**
Owner/Applicant: 2587499 ONT INC.
Authorized Agent: Mr. Marshall Smith, KLM Planning
Address: 539-563 Simcoe Road & 2575 Line 6
Planning File No. D12-24-09

PREPARED BY: Ray Kelso, Senior Planner

1. RECOMMENDATIONS:

That Report PLN-2024-57 titled "Request for Extension of Draft Plan Approval – 2587499 Ontario Inc. Subdivision D12-24-09" be received for information; and

That Council grant a three (3) year extension to the draft approval of Plan of Subdivision D12-19-05, with modified Conditions of Draft Plan Approval as outlined in Report PLN-2024-57 such that draft approval will lapse if a final plan is not registered by December 21st, 2027.

2. PREAMBLE:

Draft plan approvals for Plans of Subdivision are not perpetual and draft approval lapses after three (3) years if no development proceeds. The lapsing date for Draft Plan Approval D12-19-05 (December 21, 2024) is approaching, and the proponents applied to the Town for a three (3) year extension to December 21, 2027. The current application is the first request extension of Draft Plan Approval for this project.

In 2019, the Town received applications for Draft Plan of Subdivision approval (File no: D12-19-05) with concurrent applications for Official Plan and Zoning By-law Amendments (File Nos: D09-19-01 & D14-19-08) to permit the development. Council granted Draft Plan approval to the Plan of Subdivision D12-19-05 on the 21st day of December 2021.

The purpose of this report is to provide Council with information relevant to this request and to offer a recommendation on how the request may be addressed. In summary, staff support the extension of Draft Plan of Subdivision Approval for the subject lands with the recommended changes to the Conditions of Draft Plan Approval until December 21st, 2027.

3. BASIC DATA PERTAINING TO THE MATTER:

3.1 Site Details and Status

The Draft Plan Approval for 2587499 ONT INC. is a medium density residential infill development of lands municipally addressed as 539-563 Simcoe Road and 2575 Line 6. The subject lands are approximately 2.49 hectares (6.17 acres) in area and are situated east of Simcoe Road at the southeast corner of the intersection of Simcoe Road and Line 6. (See Attachment 5.1 - *Location Map*)

The lands were rezoned by site specific Zoning By-law 2022-83 to accommodate the development of the Draft Plan of Subdivision and Site Plan. In 2024, draft development agreements prepared and the Holding Provisions were lifted by Zoning By-law 2024-57, taking effect upon execution of the agreements. The developer is undertaking detailed engineering for the project and has been finalizing those approvals. The Owner's representative has indicated to staff that it is their intention to finalize the development agreements with the municipality early in 2025 and seek to proceed with site alteration of the subject lands next year.

3.2 Discussion

The Draft Approved Plan of Subdivision consists of road widenings for Simcoe Road and Line 6 with accompanying 0.3 metre (1 foot) reserves and two (2) lots accommodating four (4) semi-detached dwelling units with direct road access to Line 6. The remainder of the Draft Plan consists of residential development Blocks and common ownership lands that are proposed to be part of a proposed 71-unit residential townhouse Plan of Condominium. The subject property has changed ownership and the name "Pantheon" has been dropped. The Condominium portion of the proposal is now known as the "Simcoe Gardens" project.

The granting of an extension is dependent upon whether notable or significant changes have occurred in the legislative and/or policy frameworks relevant to land use planning since the draft plan approval was originally granted. The continuing relevance of the associated background technical reports/studies and conditions of approval supporting the original approval should also be reviewed. In terms of the provincial and county policy framework governing subdivision development, staff are of the opinion that no significant or notable changes have occurred over the last three years which would affect this Draft Plan of Subdivision Approval.

3.3 Considerations

The *Planning Act* affords the approval authority the opportunity to "*in its discretion, withdraw the approval of a draft plan of subdivision or change the conditions of such approval at any time before the approval of the final plan of subdivision ...*" (Section 51(44)).

On October 18th, 2024, the existing Conditions of Draft Plan Approval along with the Draft Plan of Subdivision (see Attachment 5.2 – *Conditions of Draft Plan Approval and Approved Draft Plan of Subdivision*) were circulated to internal departments and external agencies for review and comment. Comments requesting changes to the Draft Plan Approval were received from two sources.

PLN-2024-57

1. County of Simcoe

Comments received from the County of Simcoe Planning Department stated that they have no objection to the requested extension, however, they are requesting the following two (2) changes to the Conditions of Draft Plan Approval. The first change that the County requested pertained to existing GENERAL Condition No. 4 regarding the payment of development charges in accordance with Town policies and by-laws and that this Condition be deleted in its entirety and replaced with the following:

- “4. That the Owner shall agree in the Subdivision Agreement that the development charges, processing, and administrative fees be paid in accordance with the current County of Simcoe, Town of Bradford West Gwillimbury, and School Board Development Charges By-law and policies in effect at the time of Building Permit issuance.”

The County also requested the updating of Condition eighty-six (86) be updated to include:

- “d) That the Owner shall acknowledge and agree in the Development Agreement in wording satisfactory to the County of Simcoe, that Common Collection Points are approved at the sole discretion of the Director of Solid Waste Management. A Common Collection Point is only permitted for up to 5 (five) residential dwelling units and each approved Common Collection Point is provisional. A Common Collection Point must be the minimum size as outlined in the requirements of the Simcoe County By-law 7068-24 section 16, *Provisional Common Collection Points* or as determined and confirmed by the County. Any Common Collection Point shall be a minimum of 3 metres long facing the Roadway, and 1 metre in depth, for each Serviced Unit; It must be constructed of a hard, durable, and permanent surface or use another storage containment method as approved by the Director of Solid Waste Management. It must have separate pads for each unit to maintain Ownership of Waste. It must have carts set-back 0.6 metres (2 feet) from all objects with no overhead obstructions to facilitate collection using an automated collection arm. It must contain signage identifying the Residential Dwelling Unit(s) permitted to place Waste at each pad. It must have a linear distance of no more than 50 metres from affected Residential Dwelling Units to the Common Collection Point. Distances should be measured along sidewalks or walkways. It must be maintained (i.e. repairs to the surface, snow removal etc.) at all times; and have specific advisory clause(s) in applicable development agreement(s) with respect to Collection Services, and these clauses are to be included in agreements of purchase and sale or lease for all Residential Dwelling Units and should be registered on title. If the Common Collection Point is abused or unresolved complaint(s) are received with respect to it, such as over limit and untagged bags of Garbage, illegal dumping, animal issues, litter, etc., the Common Collection Point may be eliminated and Waste Collection Services discontinued.”

The updated County of Simcoe condition detailed above requires the inclusion of the above noted clauses in a future development Agreement between the Town and the Developer. These clauses pertain to the conditions of waste collection and disposal services, locational, and other requirements relating to waste collection in the development.

2. Town of BWG Department of Infrastructure Services

Comments received from the Manager of Transport Services for the municipality requested the

PLN-2024-57

addition of the following *new* Condition of Draft Plan Approval pertaining to the provision of sidewalks external to the development. The Condition is as follows:

- “70. The Owner shall agree in the Subdivision Agreement to design and construct a 1.8-metre-wide concrete sidewalk within the Simcoe Road and Line 6 public road allowances, as part of the Site Plan Approval process and to be secured by a Site Plan Agreement, to the satisfaction of the Town.”

The purpose of this new Condition is to clarify in the Draft Plan Approval that the developer will agree in the Subdivision Agreement to be responsible for the construction of a future 1.8-metre-wide external concrete sidewalk along Simcoe Road and Line 6 as part of the future Site Plan Approval for the subject site.

3.4 Conclusions

Staff have no objection to the requested updating of Condition 4 and the revision to section d) of Condition 86 as requested by the County of Simcoe. Planning staff also support the inclusion of the new Condition of Approval as requested by the Manager of Transport Services as noted above.

The requested revisions, updates to existing Conditions, and the new Condition of Approval were shared with the planning consultant representing 2587499 Ont. Inc. and the changes were supported with no concerns or objections.

The revised and new Conditions are included in the Revised Conditions of Draft Plan Approval. (see Attachment 5.3 – *2587499 Ontario Inc. - Revised Conditions of Draft Plan Approval*) Planning Staff are satisfied that the remainder of the Draft Plan Approval Conditions continue to be relevant and appropriate. Staff are of the opinion that the subdivision continues to conform with the intention of present local and provincial policy. The requested extension period of three (3) years is also supported by staff as a percentage of housing sales must be made in order for the developer to obtain financing and the timing required for the required sales to occur is uncertain.

The Town benefits from having shovel-ready residential development ready for construction, and the Owner has indicated a willingness to proceed with the development process. In consideration of the above, staff are supportive of the requested three (3) year extension of approval for 2587499 ONT INC. of Draft Plan of Subdivision D12-19-05 with the modified Conditions of Approval as outlined in this report until December 21st, 2027.

4. EFFECT ON TOWN FINANCES:

The Office of Community Planning does not anticipate any direct effect on the Town's finances as a result of Council's consideration and disposition of the request that is the subject of this report.

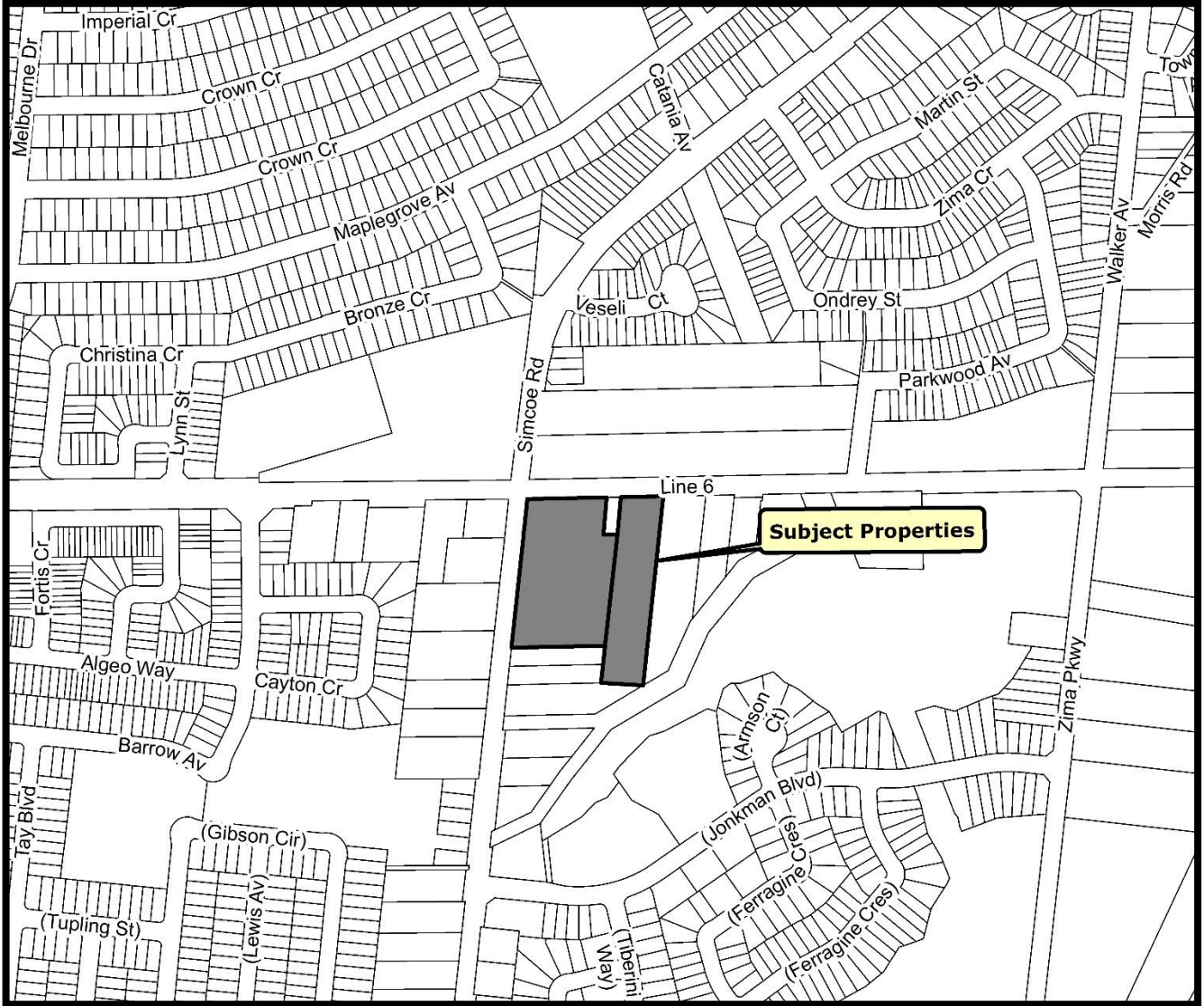
5. ATTACHMENTS:

Attachment 5.1 – *Location Map*

Attachment 5.2 – *Conditions of Draft Plan Approval for 2587499 Ont. Inc. – File D12-19-05*

Attachment 5.3 – *2587499 Ont. Inc. - Revised Conditions of Draft Plan Approval*

Location Map



**RECOMMENDED CONDITIONS OF DRAFT APPROVAL
FOR PLAN OF SUBDIVISION D12-19-05
(2587499 Ontario Inc. – Pantheon Group.)**

GENERAL

1. That this approval applies to the Draft Plan of Subdivision located in Part of Lot 15, Concession 5, (geographic Township of West Gwillimbury) Town of Bradford West Gwillimbury, County of Simcoe, prepared by KLM Planning Partnership, dated September 21, 2021 and showing a total of:
 - a. 2 lots for semi-detached residential units (Lots 1-2);
 - b. 1 block for semi-detached residential units (Block 3);
 - c. 9 blocks for multiple residential townhouse buildings (Blocks 4-12);
 - d. 1 block for private road, visitor parking, recreational open space, and flood plain for Common Element Plan of Condominium ownership (Block 13);
 - e. 2 blocks for municipal road widening (Simcoe Road and Line 6) to be dedicated to the Town of Bradford West Gwillimbury (Blocks 14-15); and
 - f. 3 blocks for 0.3 metre reserves. (Blocks 16-18)

2. That the Owner agrees in writing to satisfy all the requirements, financial, cost recoveries, and otherwise of the Town.

3. That the Owner will enter into servicing, development and other necessary agreements, satisfactory to the Town or any other appropriate authority before any development within the plan commences. These agreements may deal with matters including, but not limited to the following:
 - a. Engineering and conservation works which include municipal services;
 - b. Professional services including preparation of reports, plans, inspections, certifications and approvals;
 - c. Stormwater management;
 - d. Storm sewers, road widening and reconstruction;
 - e. Utilities: hydro, cable, phone, natural gas
 - f. Monitoring wells, cash contributions, levies (development charges)
 - g. Securities or letters of credit, emergency services;
 - h. Land dedications and easements, reserves, noise abatement;
 - i. Fencing, berming, buffer blocks and planting;
 - j. Grading and sodding, signed entry features;
 - k. Warning clauses, hoarding, parkland and tree preservation;
 - l. Road access and timing of development;
 - m. The details of which are indicated in correspondence from appropriate commenting agencies and departments; and
 - n. Area lighting requirements and/or restrictions.

4. That the Owner agrees that development charges, processing and administrative fees be paid prior to building permit issuance in accordance with the current Town policies and by-laws.

13. That in the Development Agreement, the Owner will obtain the Town's approval for the private roadway name.
14. That the Owner agrees that any open sides of road allowances created by this Draft Plan or as required, shall be terminated in 0.3 metre reserves, to the satisfaction of the Town to be conveyed to, and held in trust, by the Town.
15. That the Owner will agree in the Development Agreement to provide to the Town a Geotechnical Report recommending the construction methods and material necessary for the construction of roads, servicing, foundations and structures to meet Town performance standards.
16. That the Owner will agree in the Development Agreement to make arrangements to the satisfaction of the Town for a suitable construction traffic route.
17. That prior to final approval, the Owner will agree in the Development Agreement, that a municipal numbering system be assigned to the satisfaction of the Town with regard to 911 emergency servicing; and that the Owner agree in the Development Agreement to display the unit number and corresponding municipal address in a prominent location, preferably on each dwelling unit.
18. The Owner shall covenant and agree in the Development Agreement that direct road access to Simcoe Road and Line 6 shall only be provided to the two (2) semi-detached dwelling units located on Line 6 on Lots 1 & 2 respectively, to the satisfaction of the Town. The Owner shall further covenant and agree in the Development Agreement that direct road access for individual dwelling units located on Blocks 3-7, shall not be provided.
19. Prior to final approval of the Draft Plan, the Owner shall submit a Traffic Impact Study to the satisfaction of the Town and agree to implement its findings. The Study would estimate internal traffic flows, verify design standards, and recommend any traffic control devices, and or, traffic calming measures for all internal roads.
20. Prior to final approval of the Draft Plan, the Owner shall submit a Traffic Impact Study to the satisfaction of the Town, to determine impacts on external roads, including but not limited to turning lane requirements, intersection configurations, and traffic control devices.

NOISE IMPACT STUDY

21. The Owner shall agree in the Development Agreement to submit, in conjunction with the first submission for approval of engineering Drawings, a Noise Impact Study prepared by a qualified noise consultant, which evaluates the noise generated by traffic on 6th Line and Simcoe Road and by any other identified noise source(s), to the satisfaction of the Town.

fencing, or another fencing standard as determined by the Town, on residential lot lines adjacent to any condominium owned lands, on lot lines adjacent to municipal roads, or as otherwise shown in other locations on the approved Landscape or construction drawings, all to the satisfaction of the Town.

SERVICING

29. The Owner shall acknowledge and agree in the Development Agreement that final approval of the Draft Plan shall be subject to adequate sanitary sewer capacity and water supply being allocated to the subdivision by the Town.
30. Prior to final approval of the Draft Plan, the Owner shall prepare, to the satisfaction of the Town, a Functional Servicing Report to determine the infrastructure required for all municipal services internal to the subdivision. Any requirements resulting from this Report and the comments resulting through a peer review by the Town shall be incorporated into the Draft Plan and provided for in the Development Agreement.
31. The Owner shall acknowledge and agree in the Development Agreement that building permits will not be issued until the Town is satisfied that adequate water supply, sewage treatment, utilities and roads are available to the lands.
32. The Owner shall covenant and agree in the Development Agreement that they shall be required to construct, or pay for the construction of, roads, curbs, gutters, sidewalks (in accordance with the applicable Council policy), underground and aboveground services, street lights, street signs, traffic signals, utilities, stormwater management facilities, etc., to the satisfaction of the Town.
33. Prior to final approval of the Draft Plan, detailed engineering drawings shall be provided by the Owner which will include, but not be limited to grading control plans, plan and profile drawings of all underground and aboveground services, general plans, drainage plans, composite utility plans, LID features and stormwater management detail plans etc., to the satisfaction of the Town.
34. The Owner shall acknowledge and agree in the Development Agreement that building permits will not be issued for lands in any stage of development within the Draft Plan of Subdivision until the Fire Chief and Development Engineering Services are satisfied there is an adequate water supply for firefighting operations and acceptable access for firefighting equipment is available.
35. That the Owner agrees in the Development Agreement to the satisfaction of the Town and the appropriate agencies, to enter into an agreement, which shall be registered on title, with respect to external works to the provision of sewer and water to the subject property.
36. That the Owner will accommodate all existing drainage within and external to the subject plan according to the Town's Stormwater Management Policies to the satisfaction of the Town. Where improvements and/or adjustments to the existing systems are necessary

title for the directly affected properties. The advisory clause is to note that the final design of LID's is to be to the satisfaction of the Town. The final acceptance of these services is subject to satisfactory operation of the LID's to be installed at the sole discretion of the Town.

GRADING

- 45. The Owner acknowledges and agrees that final approval of the plans shall be withheld until satisfactory road profile grades have been demonstrated to the satisfaction of the Town.
- 46. The Owner shall covenant and agree to rough grade, topsoil, seed or apply alternate covering as approved by the Town, and maintain (free of stock piles and debris) all vacant lands within the subdivision to the satisfaction of the Town. Vacant blocks or lands shall be maintained until such time as the blocks or lands are developed.
- 47. The Owner acknowledges that should the works as described in Condition # 46 not be completed and maintained to the satisfaction of the Town, the Town will do the work as required and draw on the letters of credit for all costs so incurred.

PARKLAND DEDICATION

- 48. The Owner and the Town shall agree and acknowledge in the Development Agreement that no parkland dedication areas are being requested by the Town and that a cash-in-lieu payment shall be made by the Owner to fulfill the parkland dedication requirements with respect to the Plan of Subdivision pursuant to section 51.1 of the *Planning Act*.

SPA ✓

ARCHITECTURAL CONTROL

- 49. Prior to final approval, the Owner shall agree in the Development Agreement to provide exterior elevation drawings for the northerly and westerly buildings located on Blocks 3-6. Such elevations shall be in general conformance with the Urban Design Guidelines of Community Plan Area 2 and shall be provided to the satisfaction of the Manager of the Office of Community Planning.
- 50. A development plan and exterior elevation plans submitted for building permits for Blocks 3-6 within the Plan of Subdivision shall bear an approval stamp from the Manager of the Office of Community Planning. The approval stamp will represent that the development plan and building elevations are designed in general conformity with the Urban Design Guidelines of Community Plan Area 2.

SPA

DEVELOPMENT PHASING PLAN

- 51. Prior to final approval, and only if applicable, the Owner shall prepare a Development Phasing Plan to the satisfaction of the Town. Among other matters, the Development Phasing Plan shall indicate the staging of services, provision of recreational facilities and construction access for multi-phased developments.

59. That the Owner will agree in the Development Agreement prior to final approval, arrangements will be made to the satisfaction of the Town for the relocation of any utilities required by the development of the subject lands to be undertaken at the expense of the applicant.
60. Prior to registration of the plan, the Owner must confirm that infrastructure is currently available from all utility companies to provide services to the proposed development. In the event that such infrastructure is not available, the Owner is hereby advised that the Owner may be required to pay for the connection to and/or extension of the existing infrastructure.

ENVIRONMENTAL CLEARANCE

61. Prior to final approval of the Draft Plan, the Owner shall submit an environmental clearance prepared by a professional engineering consultant or equivalent, in accordance with MOECC guidelines or other guidelines as appropriate, for all lands to be conveyed to the Town (i.e., Simcoe Road and Line 6 widenings) inclusive, as well as any easements for municipal servicing that may be required to the satisfaction of the Town.

ARCHAEOLOGICAL ASSESSMENT

62. That the Owner and the Town agree and acknowledge that the Archaeological Assessment dated May 31, 2019 by ASI satisfies the requirements of the municipality with regards to this application. If archaeological resources are found during the construction process, the owner shall agree in the Development Agreement to prepare an archaeological review to investigate the resources found, any adverse impact made to the found resources, and to provide recommendations concerning mitigation, preservation, and or resource removal and documentation, of the found resource(s).

DRAINAGE

63. The Owner shall covenant and agree in the Development Agreement to satisfy the requirements of Section 65 of the *Drainage Act* and pay for Municipal assessments on a pro rata basis, if applicable.

OTHER TOWN REQUIREMENTS

64. The Owner shall submit a Soils Report and implement its recommendations, to the satisfaction of the Chief Building Official, for the subject lands prior to finalization of the Development Agreement.
65. The Owner acknowledges and agrees that firebreak lots within the draft plan shall be designated in the Development Agreement, to the satisfaction of the Fire Chief. The Owner shall provide a letter of credit in an amount to be determined by the Fire Chief at the Development Agreement stage to ensure compliance with this condition.

73. If the gas main needs to be relocated as a result of changes in the alignment or grade of the future road allowances or for temporary gas pipe installations pertaining to phase construction, all costs are the responsibility of the Owner.
74. In the event that easement(s) are required to service this development, the Owner will provide the easement(s) to Enbridge Gas Inc. at no cost.
75. The Owner will grade all road allowances as close to the final elevation as possible, provide necessary field survey information and all approved municipal road cross sections, identifying all utility locations prior to the installation of the gas piping.

CANADA POST

76. The Owner will consult with Canada Post to determine suitable permanent locations for the placement of Community Mailboxes and to indicate these locations on appropriate servicing plans.
77. The Owner will confirm to Canada Post that the final secured permanent locations for the Community Mailboxes will not be in conflict with any other utility; including hydro transformers, bell pedestals, flush to grade communications vaults, landscaping enhancements (tree planting) and bus pads.
78. The Owner agrees, prior to offering any of the residential units for sale, to place a "Display Map" on the wall of the sales office in a place readily available to the public which indicates the location of all Canada Post Community Mailbox site locations, as approved by Canada Post and the Town.
79. The Owner agrees to include in all offers of purchase and sale a statement, which advises the prospective new home purchaser that mail delivery will be from a designated Community Mailbox, and to include the exact locations (list of lot numbers) of each of these Community Mailbox locations; and further, advise any affected homeowners of any established easements granted to Canada Post.
80. The Owner will be responsible for officially notifying the purchasers of the exact Community Mailbox locations prior to the closing of any home sales with specific clauses in the Purchase offer, on which the homeowners do a sign off.
81. The Owner will install concrete pads at each of the Community Mailbox locations as well as any required walkways across the boulevard and any required curb depressions for wheelchair access as per Canada Post's concrete pad specification drawings.
82. The Owner will agree to prepare and maintain an area of compacted gravel to Canada Post's specifications to serve as a temporary Community Mailbox location. This location will be in a safe area away from construction activity in order that Community Mailboxes may be installed to service addresses that have occupied prior to the pouring of the permanent mailbox pads. This area will be required to be prepared a minimum of 30 days prior to the date of the first occupancy.

provide waste collection services due to non-compliance with the requirements of the County's Waste Collection Technical Design Standards, or following the commencement of service to the development, the private road function changes such that collection services would be impacted, the County reserves the right to decline services in the development or disrupt service until such time as the problem is addressed. It will then be the sole responsibility of the Condominium Corporation to arrange for waste collection services through a private contractor, to be paid for by the Condominium Corporation.

- d. That the Owner shall acknowledge and agree in the Development Agreement in wording satisfactory to the County of Simcoe, that Common Collection Points are approved at the sole discretion of the Director of Solid Waste Management. A Common Collection Point is only permitted for up to 5 (five) residential dwelling units and each approved Common Collection Point is provisional. A Common Collection point must be the minimum size as outlined in the requirements of the County's Waste Collection Technical Design Standards or as determined and confirmed by the County. Any Common Collection Point shall be constructed of a level, durable, and permanent surface, have separate pads for each unit so as to maintain ownership of waste at each pad, have an unobstructed linear distance of no more than 50 metres from affected residential units to the Common Collection Point (measured along sidewalks or walkways), and be maintained by the property owner or condominium corporation. Should the Common Collection Point be abused or unresolved complaint(s) be received in respect to it, such as over limit and untagged bags of garbage, illegal dumping, animal issues, litter, etc., the Common Collection Point may be eliminated and garbage services be discontinued.
- e. The Owner/Developer shall agree to include the following clause in all Offers of Purchase and Sales Agreements with prospective purchasers of the townhouse units:
- Approval of Common Collection Points within this residential development are provisional. Should the Common Collection Point be abused or unresolved complaint(s) be received in respect to it, such as over limit and untagged bags of garbage, illegal dumping, animal issues, litter, etc., the Common Collection Point may be eliminated and garbage services be discontinued. It will then be the sole responsibility of the Condominium Corporation to arrange for waste collection services through a private contractor, to be paid for by the Condominium Corporation
- f. Prior to final approval, a copy of the proposed draft Development Agreement shall be submitted to the County of Simcoe for review and approval.

CONSERVATION AUTHORITY

92. That the owner shall agree in the Development Agreement to retain a qualified professional to certify in writing that the works were constructed in accordance with the plans and reports as approved by the LSRCA and the Town.
93. That the owner shall agree in the Development Agreement to ensure that proper erosion and sediment control measures will be in place in accordance with the approved Grading and Drainage Plan, and Erosion and Sediment Control Plan prior to any site alteration or grading.
94. That the owner shall agree in the Development Agreement to grant any easements required for storm water management purposes to the Town.
95. That prior to final plan approval, the owner shall pay all development fees to the LSRCA in accordance with the approved fees policy, under the *Conservation Authorities Act*.
96. That the owner shall agree in the Development Agreement to maintain all existing vegetation up until a minimum of 30 days prior to any grading or construction on-site in accordance with 4.20b.-DP of the Lake Simcoe Protection Plan.
97. That prior to final plan approval, the owner shall obtain a permit from the LSRCA for any development within an area subject to Ontario Regulation 179/06 under the *Conservation Authorities Act*.
98. That prior to final approval the provisions of the Endangered Species Act shall be addressed to the satisfaction of the Ministry of Environment Conservation and Parks.
99. That prior to final approval, the lands identified as Block 13 shall be appropriately designated and zoned through amendments to the Official Plan and Zoning By-law.
100. That the Owner shall agree in the Subdivision Agreement to demarcate the Environmental Protection Area by means of fencing / living fence (if preferred)
101. That the Owner shall agree in the Development Agreement to indemnify and save harmless the municipality and LSRCA from all costs, losses, damages, judgments, claims, demands, suits, actions, or complaints resulting from any increased flooding or erosion to property and people as a result of the approved storm water management scheme. The Owner shall obtain and maintain in full force and effect during the term of this agreement general liability insurance with respect to the storm water management works and system.
- HYDRO ONE NETWORKS INC. (HONI)
102. The Owner acknowledges and agrees to enter into a Subdividers Agreement with Hydro One to outline the conditions and costs associated with the installation of the necessary electrical distribution facilities.

are required within the Subdivision in accordance with Board Transportation policies, as may be amended from time to time, school bus pick up points will generally be located on the through street at a location as determined by the Simcoe County Student Transportation Consortium.

CLEARANCES

113. That prior to Final Approval the approval authority be advised, in writing by the administrator or trustee of the applicable agreement(s), how Condition 68 has been satisfied.
114. That prior to Final Approval the approval authority be advised, in writing, by Bell Canada how Condition 70 has been satisfied.
115. That prior to Final Approval the approval authority be advised, in writing, by Rogers Communications how Condition 71 has been satisfied.
116. That prior to Final Approval the approval authority be advised, in writing, by Enbridge Gas Inc. how Conditions 72 to 75 have been satisfied.
117. That prior to Final Approval the approval authority be advised, in writing, by Canada Post how Conditions 76 to 85 have been satisfied.
118. That prior to Final Approval the approval authority be advised, in writing, by County of Simcoe how Condition 86 has been satisfied.
119. That prior to Final Approval the approval authority be advised, in writing, by the Lake Simcoe Region Conservation Authority how Conditions 87 through 101 have been satisfied.
120. That prior to Final Approval the approval authority be advised, in writing, by Hydro One Networks how Conditions 102 to 109 have been satisfied.
121. That prior to Final Approval the approval authority be advised, in writing, by the Simcoe Muskoka Catholic District School Board how Condition 110 has been satisfied.
122. That prior to Final Approval the approval authority be advised, in writing, by the Simcoe County District School Board how Conditions 111 and 112 have been satisfied.
123. That the Draft Plan approval is for a period of three (3) years. The Owner shall apply for any extension at least sixty (60) days prior to the lapsing date.
124. These conditions apply to the entirety of the lands contemplated under this Draft Plan.

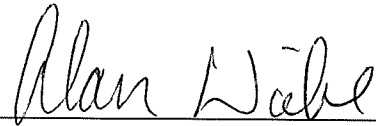
Notes to Draft Approval

for waste collection services can be obtained from Solid Waste Management staff.

10. As provided by the Simcoe County District School Board:
 - a. The Simcoe County District School Board require the following:
 - i. A copy of the Notice of Decision including a copy of the draft approved conditions for our files;
 - ii. Once the Development Agreement has been registered, please provide the Simcoe County District School Board with a copy of the registered Development Agreement in electronic format.
 - iii. Once the Plan has been registered, please provide the Simcoe County District School Board with a copy of the registered plan in electronic format.
11. As provided by the Canada Post:
 - a. If applicable, Canada Post Corporation's Multi Unit Policy will be in effect for any blocks designated to have Multi Unit Buildings. It will be the Owner's responsibility to purchase and maintain Centralized Mail Boxes for this development type.
 - b. Any institutions in this plan will be treated as a single business and will be provided mail delivery to 1 Point of Call.
 - c. Any existing postal coding may not apply, the owner/developer should contact Canada Post to verify postal codes for the project.
 - d. The Owner will be required to provide a signature for a License to Occupy Land agreement for any Condominium and provide winter snow clearance.
 - e. Enhanced Community Mailbox Sites with roof structures will require additional documentation as per Canada Post Policy.
 - f. There will be no more than one mail delivery point to each unique address assigned by the Municipality.
 - g. It is requested that the Owner notify all new homebuyers of the process to initiate Mail Delivery. Once the resident has occupied the home they can contact Canada Post's Customer Service number 1-800-267-1177 to initiate mail delivery.
 - h. The complete guide to Canada Post's Delivery Standards can be found at: <https://www.canadapost.ca/cpo/mc/assets/pdf/businessstandardsmanual.en.pdf>
12. As provided by Hydro One Networks Inc.:

Subject to the conditions set forth above, this Draft Plan is approved under
Section 51 of the *Planning Act* R.S.O 1990, Chapter 13, as amended.

This 21st day of December, 2021

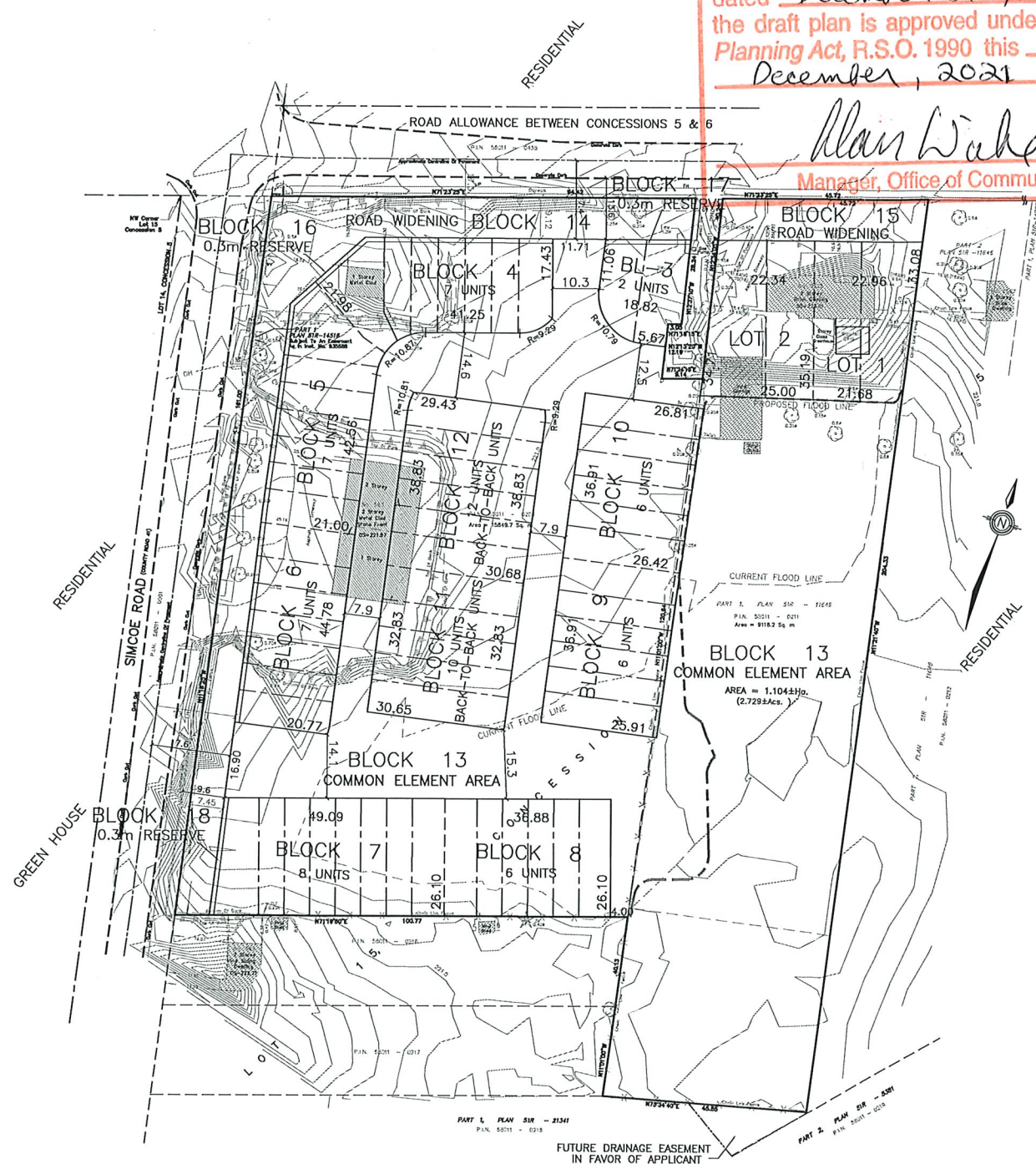


Alan Wiebe, MCIP, RPP
Manager of Community Planning

DRAFT PLAN OF SUBDIVISION
 PART OF LOT 15, CONCESSION 5
 (GEOGRAPHIC TOWNSHIP OF WEST GWILLIMBURY)
 TOWN OF BRADFORD—WEST GWILLIMBURY
 COUNTY OF SIMCOE
 SCALE 1:500

TOWN OF BRADFORD WEST GWILLIMBURY
 Subject to the conditions, if any, set forth in our letter dated December 21, 2021, the draft plan is approved under Section 51 of the Planning Act, R.S.O. 1990 this 21st day of December, 2021.

Alan Wake
 Manager, Office of Community Planning



DRAFT PLAN T-



KEY PLAN

N.T.S.

SECTION 51, PLANNING ACT,
 ADDITIONAL INFORMATION

- A. AS SHOWN ON DRAFT PLAN
- B. AS SHOWN ON DRAFT PLAN
- C. AS SHOWN ON DRAFT PLAN
- D. SEE SCHEDULE OF LAND USE
- E. AS SHOWN ON DRAFT PLAN
- F. AS SHOWN ON DRAFT PLAN
- G. AS SHOWN ON DRAFT PLAN
- H. MUNICIPAL PIPED WATER AVAILABLE AT TIME OF DEVELOPMENT
- I. CLAY-LOAM
- J. AS SHOWN ON DRAFT PLAN
- K. SANITARY AND STORM SEWERS, GARBAGE COLLECTION, FIRE PROTECTION
- L. AS SHOWN ON DRAFT PLAN

SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT THE BOUNDARIES OF THE LAND TO BE SUBDIVIDED AS SHOWN ON THIS PLAN, AND THEIR RELATIONSHIP TO THE ADJACENT LAND ARE ACCURATELY AND CORRECTLY SHOWN.

DATE Feb 22, 2021

Lawrence O. Ertl
 LAWRENCE O. ERTL
 OLS

OWNER'S CERTIFICATE

I AUTHORIZE KLM PLANNING PARTNERS INC. TO PREPARE AND SUBMIT THIS DRAFT PLAN OF SUBDIVISION TO THE TOWN OF WEST GWILLIMBURY FOR APPROVAL.

OWNER

2587499 ONTARIO INC.

9-110 WEST BEAVER CREEK ROAD
 RICHMOND HILL, ONTARIO
 L4B 1J9

Haisheng Yu
 HAISHENG YU
 A.S.O.

SCHEDULE OF LAND USE

TOTAL AREA OF LAND TO BE SUBDIVIDED = 2.497±Ha. (6.170±Ac.)

	BLOCKS	LOTS	UNITS	±Ha.	±Ac.
SEMI DETACHED DWELLINGS					
LOT 1-2 MIN. UNIT FLOORAGE 6.0m.		2	4	0.158	0.390
TOWNHOUSE DWELLINGS					
BLOCKS 3 - 10 MIN. UNIT FLOORAGE 6.0m.	8		49	0.756	1.868
BACK-TO-BACK TOWNS					
BLOCKS 11 and 12 MIN. UNIT FLOORAGE 6.0m.	2		22	0.220	0.544
SUBTOTAL	10	2	75	1.134	2.802
BLOCK 13 - COMMON ELEMENT AREA	1			1.105	2.730
BLOCKS 14 and 15 - ROAD WIDENING	2			0.252	0.623
BLOCKS 16-18 - 0.3m RESERVE	3			0.006	0.015
TOTAL	16	2	75	2.497	6.170

NOTE -- ELEVATIONS RELATED TO CANADIAN GEODETIC DATUM
 -- ALL RESERVES HAVE BEEN EXAGGERATED ON THIS PLAN TO 1m

KLM PROJECT No. P-2889
 SCALE 1:500 SEPTEMBER 21, 2021
 (2889DES9) X-REF: (2889MAS & 2889TOPO)
DWG. No. - 21:9
 PLANNING PARTNERS INC. 64 JARDIN DRIVE - UNIT 1B, CONCORD ONTARIO L4K 3P3
 TEL: (905)659-4055 FAX: (905)659-0097 ds@klmplanning.com
 Planning • Design • Development

**RECOMMENDED CONDITIONS OF DRAFT APPROVAL
FOR PLAN OF SUBDIVISION D12-19-05
(2587499 Ontario Inc.)**

GENERAL

1. That this approval applies to the Draft Plan of Subdivision located in Part of Lot 15, Concession 5, (geographic Township of West Gwillimbury) Town of Bradford West Gwillimbury, County of Simcoe, prepared by KLM Planning Partnership, dated September 21, 2021 and showing a total of:
 - a. 2 lots for semi-detached residential units (Lots 1-2);
 - b. 1 block for semi-detached residential units (Block 3);
 - c. 9 blocks for multiple residential townhouse buildings (Blocks 4-12);
 - d. 1 block for private road, visitor parking, recreational open space, and flood plain for Common Element Plan of Condominium ownership (Block 13);
 - e. 2 blocks for municipal road widening (Simcoe Road and Line 6) to be dedicated to the Town of Bradford West Gwillimbury (Blocks 14-15); and
 - f. 3 blocks for 0.3 metre reserves. (Blocks 16-18)

2. That the Owner agrees in writing to satisfy all the requirements, financial, cost recoveries, and otherwise of the Town.

3. That the Owner will enter into servicing, development and other necessary agreements, satisfactory to the Town or any other appropriate authority before any development within the plan commences. These agreements may deal with matters including, but not limited to the following:
 - a. Engineering and conservation works which include municipal services;
 - b. Professional services including preparation of reports, plans, inspections, certifications and approvals;
 - c. Stormwater management;
 - d. Storm sewers, road widening and reconstruction;
 - e. Utilities: hydro, cable, phone, natural gas
 - f. Monitoring wells, cash contributions, levies (development charges)
 - g. Securities or letters of credit, emergency services;
 - h. Land dedications and easements, reserves, noise abatement;
 - i. Fencing, berming, buffer blocks and planting;
 - j. Grading and sodding, signed entry features;
 - k. Warning clauses, hoarding, parkland and tree preservation;
 - l. Road access and timing of development;
 - m. The details of which are indicated in correspondence from appropriate commenting agencies and departments; and
 - n. Area lighting requirements and/or restrictions.

4. That the Owner shall agree in the Subdivision Agreement that the development charges, processing, and administrative fees be paid in accordance with the current County of Simcoe, Town of Bradford West Gwillimbury, and School Board Development Charges By-law and policies in effect at the time of Building Permit issuance.

5. That prior to final approval and registration, the appropriate zoning shall be in effect for the proposed subdivision.
6. The Owner shall covenant and agree in the Development Agreement that any Holding (H) Zone provision shall not be removed by the Town, and that building permits shall not be sought or issued for any lots or blocks within the Draft Plan for which a water supply and/or sanitary sewer allocation has not been confirmed by the Town.
7. The Owner shall covenant and agree in the Development Agreement that they shall be required to construct, or pay for the construction of, roads, bicycle lanes, curbs and gutters, sidewalks (in accordance with the applicable Council Policy), trails, underground and aboveground services, street lights, traffic signals, street signs, pavement marking, utilities, stormwater management facilities, erosion and sediment control measures, Low Impact Development (LID) boulevard and buffer area landscaping, etc., to the satisfaction of the Town.
8. The Owner acknowledges and agrees that the Draft Plan of Subdivision and associated conditions of draft approval may require revisions, to the satisfaction of the Town, to implement or integrate any recommendations resulting from studies required as a condition of draft approval.
9. The Owner shall agree to provide an Ontario Land Surveyor certificate confirming that all of the lots and blocks within the Plan, or any phase thereof, fully comply with the provisions of the Town Zoning By-laws applicable to the subject lands including, without limiting the discretion of the Town as to the form of the said certification, a copy of the Plan or any relevant phase thereof showing the relevant zoning designation for each lot, block, and or, parcel of tied land (POTL).
10. The Owner agrees to provide a certificate signed by an Ontario Land Surveyor and the Owner that the plan proposed to be submitted for registration is the same as the latest (most recent) draft approved plan and, if the plans are not the same, that any differences between the proposed registered plan and the latest draft plan are accepted by the Town.

11. PUBLIC ROAD WIDENINGS & SITE TRIANGLE DEDICATION

That the Owner agrees in the Development Agreement that any required road widenings, and or, sight triangles be dedicated to the Town of Bradford West Gwillimbury as a condition of Draft Plan of Subdivision approval.

12. PRIVATE ROAD

That the Owner agrees in the Development Agreement that the private road on the Draft Plan of Subdivision shall be built to standards approved by the Town, be transferred to the ownership of a Common Elements Plan of Condominium, and be maintained as a private road by that entity.

13. That in the Development Agreement, the Owner will obtain the Town's approval for the private roadway name.
14. That the Owner agrees that any open sides of road allowances created by this Draft Plan or as required, shall be terminated in 0.3 metre reserves, to the satisfaction of the Town to be conveyed to, and held in trust, by the Town.
15. That the Owner will agree in the Development Agreement to provide to the Town a Geotechnical Report recommending the construction methods and material necessary for the construction of roads, servicing, foundations and structures to meet Town performance standards.
16. That the Owner will agree in the Development Agreement to make arrangements to the satisfaction of the Town for a suitable construction traffic route.
17. That prior to final approval, the Owner will agree in the Development Agreement, that a municipal numbering system be assigned to the satisfaction of the Town with regard to 911 emergency servicing; and that the Owner agree in the Development Agreement to display the unit number and corresponding municipal address in a prominent location, preferably on each dwelling unit.
18. The Owner shall covenant and agree in the Development Agreement that direct road access to Simcoe Road and Line 6 shall only be provided to the two (2) semi-detached dwelling units located on Line 6 on Lots 1 & 2 respectively, to the satisfaction of the Town. The Owner shall further covenant and agree in the Development Agreement that direct road access for individual dwelling units located on Blocks 3-7, shall not be provided.
19. Prior to final approval of the Draft Plan, the Owner shall submit a Traffic Impact Study to the satisfaction of the Town and agree to implement its findings. The Study would estimate internal traffic flows, verify design standards, and recommend any traffic control devices, and or, traffic calming measures for all internal roads.
20. Prior to final approval of the Draft Plan, the Owner shall submit a Traffic Impact Study to the satisfaction of the Town, to determine impacts on external roads, including but not limited to turning lane requirements, intersection configurations, and traffic control devices.

NOISE IMPACT STUDY

21. The Owner shall agree in the Development Agreement to submit, in conjunction with the first submission for approval of engineering Drawings, a Noise Impact Study prepared by a qualified noise consultant, which evaluates the noise generated by traffic on 6th Line and Simcoe Road and by any other identified noise source(s), to the satisfaction of the Town.

22. The Owner shall covenant and agree in the Development Agreement to implement any and all noise control measure(s) and warning clause(s) as may be recommended in the approved Noise Impact Study, to the satisfaction of the Town.

LANDSCAPING

23. Prior to final plan approval of the Draft Plan, the Owner shall submit Landscape plans based on the approved General Grading Plan to the satisfaction of the Town. These plans are to be prepared by a qualified Landscape Architect in good standing with the OALA and shall include the following:
- a. the location, height, and type of noise attenuation features/s as may be required or identified by the Noise Impact Study;
 - b. the location, height, and type of all fencing proposed;
 - c. recommendations for landscaping for the Common Element Plan of Condominium lands to the satisfaction of the Town;
 - d. the location, height, and type of any supplementary tree planting (if required) in the flood plain open space area;
 - e. the location of any required black vinyl chain link fence, or other fencing as determined by the Town, on residential POTL lot lines adjacent to any Common Element Condominium owned lands; and
 - f. landscaping details related to subdivision entrance features;
24. The Owner covenants and agrees that the detailed design and construction of all landscaping shall be at no cost to the Town and in accordance with the provisions of the approved landscape plans.
25. The Owner shall agree in the Development Agreement to submit in-conjunction with the first submission for approval of engineering Drawings, an overall tree inventory and preservation plan, which has been prepared by a qualified Landscape Architect in good standing with the OALA, or a certified Arborist, to the satisfaction of the Town. The tree inventory shall be based on information taken from a registered survey plan, showing the exact location of the trees to be preserved, location of protective hoarding, final grading, proposed services and utilities, and conceptual building envelopes and driveway locations.
26. The Owner shall covenant and agree in the Development Agreement, or any other agreement, to obtain written approval of the Town prior to the removal of any trees within the area of the Draft Plan.
27. The Owner shall covenant and agree that provision shall be made in the Development Agreement for a letter of credit, in an amount to be determined by the Town, to ensure compliance with applicable tree preservation, fencing, streetscape, buffer and other landscaping requirements.
28. The Owner shall agree in the Development Agreement that prior to the release of any landscaping security, the Owner shall have supplied and installed black vinyl chain link

fencing, or another fencing standard as determined by the Town, on residential lot lines adjacent to any condominium owned lands, on lot lines adjacent to municipal roads, or as otherwise shown in other locations on the approved Landscape or construction drawings, all to the satisfaction of the Town.

SERVICING

29. The Owner shall acknowledge and agree in the Development Agreement that final approval of the Draft Plan shall be subject to adequate sanitary sewer capacity and water supply being allocated to the subdivision by the Town.
30. Prior to final approval of the Draft Plan, the Owner shall prepare, to the satisfaction of the Town, a Functional Servicing Report to determine the infrastructure required for all municipal services internal to the subdivision. Any requirements resulting from this Report and the comments resulting through a peer review by the Town shall be incorporated into the Draft Plan and provided for in the Development Agreement.
31. The Owner shall acknowledge and agree in the Development Agreement that building permits will not be issued until the Town is satisfied that adequate water supply, sewage treatment, utilities and roads are available to the lands.
32. The Owner shall covenant and agree in the Development Agreement that they shall be required to construct, or pay for the construction of, roads, curbs, gutters, sidewalks (in accordance with the applicable Council policy), underground and aboveground services, street lights, street signs, traffic signals, utilities, stormwater management facilities, etc., to the satisfaction of the Town.
33. Prior to final approval of the Draft Plan, detailed engineering drawings shall be provided by the Owner which will include, but not be limited to grading control plans, plan and profile drawings of all underground and aboveground services, general plans, drainage plans, composite utility plans, LID features and stormwater management detail plans etc., to the satisfaction of the Town.
34. The Owner shall acknowledge and agree in the Development Agreement that building permits will not be issued for lands in any stage of development within the Draft Plan of Subdivision until the Fire Chief and Development Engineering Services are satisfied there is an adequate water supply for firefighting operations and acceptable access for firefighting equipment is available.
35. That the Owner agrees in the Development Agreement to the satisfaction of the Town and the appropriate agencies, to enter into an agreement, which shall be registered on title, with respect to external works to the provision of sewer and water to the subject property.
36. That the Owner will accommodate all existing drainage within and external to the subject plan according to the Town's Stormwater Management Policies to the satisfaction of the Town. Where improvements and/or adjustments to the existing systems are necessary

to facilitate this development, it will be the Owner's responsibility to provide the necessary works, including outlet improvements as required from the limits of the plan to a point downstream of the lands, being a suitable outlet at the existing channel.

37. That the Owner will be responsible for the preparation of a Stormwater Management Study that will recommend the means by which the stormwater within and external to the site should be accommodated, all to the satisfaction of the Town and the Conservation Authority.
38. That the Owner will be responsible for carrying out the works recommended above to the satisfaction of the Town and the Conservation Authority. Without limiting the general or specific requirements of the above referenced Stormwater Management Report, the Owner will provide appropriate erosion and sediment control within the development areas to protect applicable watercourses from the impact of run off from the development. The Owner will maintain and construct any outlet or erosion and sediment control facility in a fashion suitable to the Town; and any safety devices, if required, will be provided by the Owner at the direction of the Town in their sole and unfettered discretion.
39. That the Owner will provide storm sewer systems suitably designed and of sufficient depth to provide for the proper drainage of the lands within and external to the subdivision and to discharge to drainage outlets as directed by, and to the satisfaction of, the Town and the Conservation Authority.
40. That the Owner will provide sanitary sewers suitably designed and of sufficient depth to provide for the proper collection of the lands within and external to the subdivision as directed by and to the satisfaction of the Town.
41. That the Owner will agree in the Development Agreement, in wording acceptable to the Conservation Authority and the Town, to ensure that all stormwater management facilities and sediment and erosion control measures will be in place prior to any site alteration.
42. The Owner agrees that in order to provide proper and reliable water distribution systems within the development, reasonable looping of these systems shall be provided to the satisfaction of the Town.
43. The Owner shall agree in the Development Agreement to carry out, or cause to carry out, to the satisfaction of the Town, the recommendations set out in a water system hydraulic analysis report to be completed by the Town that will address internal and external impacts of the draft plan of subdivision on the existing water system.
44. The Owner shall undertake to provide notification to all affected purchasers and shall covenant and agree in the Development Agreement to include advisory clauses in any agreements of purchase and sale, regarding the implementation and maintenance of LID techniques as may be used within the site. Said notification shall be to the Town's satisfaction and be included in all Offers of Purchase and Sale, as well as registered on

title for the directly affected properties. The advisory clause is to note that the final design of LID's is to be to the satisfaction of the Town. The final acceptance of these services is subject to satisfactory operation of the LID's to be installed at the sole discretion of the Town.

GRADING

45. The Owner acknowledges and agrees that final approval of the plans shall be withheld until satisfactory road profile grades have been demonstrated to the satisfaction of the Town.
46. The Owner shall covenant and agree to rough grade, topsoil, seed or apply alternate covering as approved by the Town, and maintain (free of stock piles and debris) all vacant lands within the subdivision to the satisfaction of the Town. Vacant blocks or lands shall be maintained until such time as the blocks or lands are developed.
47. The Owner acknowledges that should the works as described in Condition # 46 not be completed and maintained to the satisfaction of the Town, the Town will do the work as required and draw on the letters of credit for all costs so incurred.

PARKLAND DEDICATION

48. The Owner and the Town shall agree and acknowledge in the Development Agreement that no parkland dedication areas are being requested by the Town and that a cash-in-lieu payment shall be made by the Owner to fulfill the parkland dedication requirements with respect to the Plan of Subdivision pursuant to section 51.1 of the *Planning Act*.

ARCHITECTURAL CONTROL

49. Prior to final approval, the Owner shall agree in the Development Agreement to provide exterior elevation drawings for the northerly and westerly buildings located on Blocks 3-6. Such elevations shall be in general conformance with the Urban Design Guidelines of Community Plan Area 2 and shall be provided to the satisfaction of the Manager of the Office of Community Planning.
50. A development plan and exterior elevation plans submitted for building permits for Blocks 3-6 within the Plan of Subdivision shall bear an approval stamp from the Manager of the Office of Community Planning. The approval stamp will represent that the development plan and building elevations are designed in general conformity with the Urban Design Guidelines of Community Plan Area 2.

DEVELOPMENT PHASING PLAN

51. Prior to final approval, and only if applicable, the Owner shall prepare a Development Phasing Plan to the satisfaction of the Town. Among other matters, the Development Phasing Plan shall indicate the staging of services, provision of recreational facilities and construction access for multi-phased developments.

52. As part of any initial phasing plan, the Owner shall be required to provide utility connections, watermain connections, sanitary sewer connections, and storm water management connections to approved and operable stormwater management facilities, systems, and outlets.

EASEMENTS

53. The Owner shall grant required easements to the appropriate authority for utilities, and drainage purposes upon registration of the Plan of Subdivision. Any off-site easements and works necessary to connect watermains, sanitary sewers, stormwater management facilities and outfall trunks; shall upon request, be dedicated to the Town or the appropriate authority or entity (i.e. Common Element Condominium Corp) to the satisfaction of the Town at no cost.
54. The Owner shall agree in the Development Agreement that prior to final registration of the Plan of Subdivision to obtain an Encroachment Agreement or drainage easement from Hydro One Networks Inc. over Part 1, 51R-_____. The Encroachment Agreement or drainage easement would ultimately be transferred to the Common Elements Plan of Condominium and would allow the grading and landscaping of the HONI lands for the construction of an engineered gravity drainage swale and provide ongoing access for maintenance purposes of the drainage swale and outlet to the satisfaction of HONI, the Town, and the LSRCA.

UTILITIES

55. The Owner shall covenant and agree in the Development Agreement that hydroelectric, telephone, gas and television cable services, and any other form of telecommunication services shall be constructed at no cost to the Town as underground facilities within the private roadway allowances or within other appropriate easements, as approved on the Composite Utility Plan, to the satisfaction of the Town and authorized agencies.
56. The Owner shall covenant and agree in the Development Agreement to enter into any agreement or agreements required by any applicable utility companies, including Hydro, Gas, telecommunications companies, etc.
57. The Owner covenants and agrees that it will permit any telephone or telecommunication service provider to locate its plant in a common trench within the proposed subdivision prior to registration provided the telephone or telecommunications services provider has executed an Access Agreement with the Owner. The Owner shall ensure that any such service provider will be permitted to install its plant so as to permit connection to individual dwelling units within the subdivision as and when each dwelling unit is constructed.
58. The Owner will agree in the Development Agreement that the private roadways are to be constructed in accordance with composite utility plans submitted and approved by all utilities.

59. That the Owner will agree in the Development Agreement prior to final approval, arrangements will be made to the satisfaction of the Town for the relocation of any utilities required by the development of the subject lands to be undertaken at the expense of the applicant.
60. Prior to registration of the plan, the Owner must confirm that infrastructure is currently available from all utility companies to provide services to the proposed development. In the event that such infrastructure is not available, the Owner is hereby advised that the Owner may be required to pay for the connection to and/or extension of the existing infrastructure.

ENVIRONMENTAL CLEARANCE

61. Prior to final approval of the Draft Plan, the Owner shall submit an environmental clearance prepared by a professional engineering consultant or equivalent, in accordance with MOECC guidelines or other guidelines as appropriate, for all lands to be conveyed to the Town (i.e., Simcoe Road and Line 6 widenings) inclusive, as well as any easements for municipal servicing that may be required to the satisfaction of the Town.

ARCHAEOLOGICAL ASSESSMENT

62. That the Owner and the Town agree and acknowledge that the Archaeological Assessment dated May 31, 2019 by ASI satisfies the requirements of the municipality with regards to this application. If archaeological resources are found during the construction process, the owner shall agree in the Development Agreement to prepare an archaeological review to investigate the resources found, any adverse impact made to the found resources, and to provide recommendations concerning mitigation, preservation, and or resource removal and documentation, of the found resource(s).

DRAINAGE

63. The Owner shall covenant and agree in the Development Agreement to satisfy the requirements of Section 65 of the *Drainage Act* and pay for Municipal assessments on a pro rata basis, if applicable.

OTHER TOWN REQUIREMENTS

64. The Owner shall submit a Soils Report and implement its recommendations, to the satisfaction of the Chief Building Official, for the subject lands prior to finalization of the Development Agreement.
65. The Owner acknowledges and agrees that firebreak lots within the draft plan shall be designated in the Development Agreement, to the satisfaction of the Fire Chief. The Owner shall provide a letter of credit in an amount to be determined by the Fire Chief at the Development Agreement stage to ensure compliance with this condition.

66. The Owner acknowledges and agrees that fire hydrants that comply with the Town's standards for flow rates and spacing requirements are required to be provided in the residential subdivision.
67. The Owner shall agree in the Development Agreement to include warning clauses in agreements of purchase and sale for all units with single car garages advising purchasers that the private roads within the Subdivision are designated as Fire Routes and street parking within the subdivision will not be permitted.
68. The Owner shall agree in the Development Agreement to comply with the terms of any applicable Early Payment Agreement(s) or Developer Group(s) Agreements applicable to the lands with respect to the agreement execution, plan registration, and zoning hold (H) removal.
69. The Owner shall also agree in the Development Agreement that, prior to the registration of the plan of subdivision, the Owner will, with consultation with the applicable utilities and Communications Service Providers, prepare an overall composite utility distribution plan that shows the locations of all utility infrastructure for the Subdivision, as well as the timing and phasing of installation.
70. The Owner shall agree in the Subdivision Agreement to design and construct a 1.8-metre-wide concrete sidewalk within the Simcoe Road and Line 6 public road allowances, as part of the Site Plan Approval process and to be secured by a Site Plan Agreement, to the satisfaction of the Town.

BELL CANADA

71. The Owner shall agree in the Development Agreement, in words satisfactory to Bell Canada, to grant to Bell Canada any easements that may be required for communication/telecommunication infrastructure at no cost. In the event of any conflict with existing Bell Canada facilities or easements, the Owner shall be responsible for the relocation of such facilities or easements at their own cost.

ROGERS COMMUNICATIONS

72. The Owner shall agree in the Development Agreement that, prior to the registration of the plan of subdivision, the Owner will, at its own cost, grant all necessary easements and maintenance agreements required by those CRTC-licensed telephone companies and broadcasting distribution companies intending to serve the Subdivision (collectively, the "Communications Service Providers"). Immediately following registration of the Plan of Subdivision, the Owner will cause these documents to be registered on title.

ENBRIDGE GAS INC.

73. The Owner shall agree in the Development Agreement to contact Enbridge Gas Distribution's Customer Connections department by emailing SalesArea30@enbridge.com to determine gas availability, and meter installation details

and to ensure all gas piping is installed prior to the commencement of site landscaping (including but not limited to: tree planting, silva cells, and /or soil trenches) and/or asphalt paving.

74. If the gas main needs to be relocated as a result of changes in the alignment or grade of the future road allowances or for temporary gas pipe installations pertaining to phase construction, all costs are the responsibility of the Owner.
75. In the event that easement(s) are required to service this development, the Owner will provide the easement(s) to Enbridge Gas Inc. at no cost.
76. The Owner will grade all road allowances as close to the final elevation as possible, provide necessary field survey information and all approved municipal road cross sections, identifying all utility locations prior to the installation of the gas piping.

CANADA POST

77. The Owner will consult with Canada Post to determine suitable permanent locations for the placement of Community Mailboxes and to indicate these locations on appropriate servicing plans.
78. The Owner will confirm to Canada Post that the final secured permanent locations for the Community Mailboxes will not be in conflict with any other utility; including hydro transformers, bell pedestals, flush to grade communications vaults, landscaping enhancements (tree planting) and bus pads.
79. The Owner agrees, prior to offering any of the residential units for sale, to place a "Display Map" on the wall of the sales office in a place readily available to the public which indicates the location of all Canada Post Community Mailbox site locations, as approved by Canada Post and the Town.
80. The Owner agrees to include in all offers of purchase and sale a statement, which advises the prospective new home purchaser that mail delivery will be from a designated Community Mailbox, and to include the exact locations (list of lot numbers) of each of these Community Mailbox locations; and further, advise any affected homeowners of any established easements granted to Canada Post.
81. The Owner will be responsible for officially notifying the purchasers of the exact Community Mailbox locations prior to the closing of any home sales with specific clauses in the Purchase offer, on which the homeowners do a sign off.
82. The Owner will install concrete pads at each of the Community Mailbox locations as well as any required walkways across the boulevard and any required curb depressions for wheelchair access as per Canada Post's concrete pad specification drawings.
83. The Owner will agree to prepare and maintain an area of compacted gravel to Canada Post's specifications to serve as a temporary Community Mailbox location. This location will be in a safe area away from construction activity in order that Community Mailboxes

may be installed to service addresses that have occupied prior to the pouring of the permanent mailbox pads. This area will be required to be prepared a minimum of 30 days prior to the date of the first occupancy.

84. The Owner will communicate to Canada Post the excavation date for the first foundation (or first phase) as well as the expected date of the first occupancy.
85. The Owner agrees to include in all offers of purchase and sale a statement, which advises the prospective new home purchaser/tenants that mail delivery will be from a designated Community Mailbox, and to include the exact locations (list of lot #s) of each of these Community Mailbox locations; and further, advise any affected homeowners/tenants of any established easements granted to Canada Post.
86. The Owner will be responsible for officially notifying the purchasers of the exact Community Mailbox locations prior to the closing of any home sales with specific clauses in the Purchase offer, on which the homeowners do a sign off.

COUNTY OF SIMCOE

87. That the Owner/Developer shall agree to include the following clauses in the Development Agreement, to the satisfaction of the County of Simcoe ('County'):
 - a. Based on preliminary designs, the County has confirmed that County waste collection services may be feasible for this development. The County is not required to provide waste collection services for private condominium roads. Provision of waste collection services is contingent upon regular access being available on the road and is subject to a request being approved by the County Solid Waste Management Department. This may require temporary turnarounds to be constructed depending on the phasing of the development. The Owner/Developer acknowledges that should road access be blocked due to road construction, parked vehicles, insufficient snow removal, etc., or should any temporary turnarounds not be constructed to the County's standard, service disruptions will occur. The Owner/Developer is responsible for providing waste collection services until such time as the County has confirmed that the access restriction has been satisfactorily remedied.
 - b. Prior to occupancy of the development or any phase thereof, a request shall be made for waste collection services by the Owner/Developer or Condominium Corporation to the County of Simcoe Solid Waste Management Department.
 - c. The Owner/Developer shall agree to include the following clause in all Offers of Purchase and Sales Agreements with prospective purchasers of the townhouse units:

The roads within this residential development are private condominium roads that are subject to agreements for maintenance, snow removal and waste collection to be arranged by the Condominium Corporation. While the County of Simcoe is not obligated to provide waste collection services to private condominium roads,

the County may be able to service this development and has requested that the roads be designed to accommodate County waste collection vehicles. The Owner/Developer acknowledges that if the County of Simcoe is not able to provide waste collection services due to non-compliance with the requirements of the County's Waste Collection Technical Design Standards, or following the commencement of service to the development, the private road function changes such that collection services would be impacted, the County reserves the right to decline services in the development or disrupt service until such time as the problem is addressed. It will then be the sole responsibility of the Condominium Corporation to arrange for waste collection services through a private contractor, to be paid for by the Condominium Corporation.

- d. That the Owner shall acknowledge and agree in the Development Agreement in wording satisfactory to the County of Simcoe, that Common Collection Points are approved at the sole discretion of the Director of Solid Waste Management. A Common Collection Point is only permitted for up to 5 (five) residential dwelling units and each approved Common Collection Point is provisional. A Common Collection Point must be the minimum size as outlined in the requirements of the Simcoe County By-law 7068-24 section 16, *Provisional Common Collection Points* or as determined and confirmed by the County. Any Common Collection Point shall be a minimum of 3 metres long facing the Roadway, and 1 meter in depth, for each Serviced Unit; It must be constructed of a hard, durable, and permanent surface or use another storage containment method as approved by the Director of Solid Waste Management. It must have separate pads for each unit to maintain Ownership of Waste. It must have carts set-back 0.6 metres (2 feet) from all objects with no overhead obstructions to facilitate collection using an automated collection arm. It must contain signage identifying the Residential Dwelling Unit(s) permitted to place Waste at each pad. It must have a linear distance of no more than 50 metres from affected Residential Dwelling Units to the Common Collection Point. Distances should be measured along sidewalks or walkways. It must be maintained (i.e. repairs to the surface, snow removal etc.) at all times; and have specific advisory clause(s) in applicable development agreement(s) with respect to Collection Services, and these clauses are to be included in agreements of purchase and sale or lease for all Residential Dwelling Units and should be registered on title. If the Common Collection Point is abused or unresolved complaint(s) are received with respect to it, such as over limit and untagged bags of Garbage, illegal dumping, animal issues, litter, etc., the Common Collection Point may be eliminated and Waste Collection Services discontinued.
- e. The Owner/Developer shall agree to include the following clause in all Offers of Purchase and Sales Agreements with prospective purchasers of the townhouse units:

Approval of Common Collection Points within this residential development are provisional. Should the Common Collection Point be abused or unresolved complaint(s) be received in respect to it, such as over limit and untagged bags of garbage, illegal dumping, animal issues, litter, etc., the Common Collection Point

may be eliminated and garbage services be discontinued. It will then be the sole responsibility of the Condominium Corporation to arrange for waste collection services through a private contractor, to be paid for by the Condominium Corporation

- f. Prior to final approval, a copy of the proposed draft Development Agreement shall be submitted to the County of Simcoe for review and approval.

CONSERVATION AUTHORITY

88. That this approval is applicable to the Draft Plan of Subdivision prepared by KLM Planning Partners, dated September 21, 2021 and may be subject to redline revisions based on the detailed technical plans and studies.

89. That prior to final plan approval and any major site alteration, the following shall be prepared to the satisfaction of the Lake Simcoe Conservation Authority (LSRCA) and the Town of Bradford West Gwillimbury:

- a. A detailed Stormwater Management Report in accordance with Lake Simcoe Region Conservation Authority Technical Guidelines for Stormwater Management Submissions and in conformity with the Stormwater Management Master Plan approved under Strategic Action 4.5-SA of the Lake Simcoe Protection Plan;
- b. A detailed erosion and sediment control plan;
- c. A detailed grading and drainage plan;
- d. A detailed water balance and phosphorus budget in concert with 4.8-DP of the Lake Simcoe Protection Plan and 6.40-DP of the Lake Simcoe Protection Plan if applicable;
- e. A detailed Geotechnical Report;
- f. A detailed Low Impact Development (LID) Evaluation demonstrating the means to maximize the use of LID measures consistent with Policy 1.6.6.7 of the Provincial Policy Statement (2014); and
- g. A Landscaping Planting Plan

90. That prior to final approval, the following shall be undertaken to the satisfaction of the LSRCA, in accordance with the South Georgian Bay Lake Simcoe Source Protection Plan:

- a. Detailed Hydrogeological Report / Water Balance; and
- b. Compensatory measures if required.

91. That prior to final approval, the following shall be undertaken to the satisfaction of the LSRCA, in accordance with the Phosphorous Offsetting Policy:

- a. Phosphorous budget; and
 - b. Compensatory measures if required.
92. That the owner shall agree in the Development Agreement to carry out, or cause to be carried out, the recommendations and requirements contained within the plans and reports referred to in these conditions as approved by the LSRCA and the Town.
 93. That the owner shall agree in the Development Agreement to retain a qualified professional to certify in writing that the works were constructed in accordance with the plans and reports as approved by the LSRCA and the Town.
 94. That the owner shall agree in the Development Agreement to ensure that proper erosion and sediment control measures will be in place in accordance with the approved Grading and Drainage Plan, and Erosion and Sediment Control Plan prior to any site alteration or grading.
 95. That the owner shall agree in the Development Agreement to grant any easements required for storm water management purposes to the Town.
 96. That prior to final plan approval, the owner shall pay all development fees to the LSRCA in accordance with the approved fees policy, under the *Conservation Authorities Act*.
 97. That the owner shall agree in the Development Agreement to maintain all existing vegetation up until a minimum of 30 days prior to any grading or construction on-site in accordance with 4.20b.-DP of the Lake Simcoe Protection Plan.
 98. That prior to final plan approval, the owner shall obtain a permit from the LSRCA for any development within an area subject to Ontario Regulation 179/06 under the *Conservation Authorities Act*.
 99. That prior to final approval the provisions of the Endangered Species Act shall be addressed to the satisfaction of the Ministry of Environment Conservation and Parks.
 100. That prior to final approval, the lands identified as Block 13 shall be appropriately designated and zoned through amendments to the Official Plan and Zoning By-law.
 101. That the Owner shall agree in the Subdivision Agreement to demarcate the Environmental Protection Area by means of fencing / living fence (if preferred)
 102. That the Owner shall agree in the Development Agreement to indemnify and save harmless the municipality and LSRCA from all costs, losses, damages, judgments, claims, demands, suits, actions, or complaints resulting from any increased flooding or erosion to property and people as a result of the approved storm water management scheme. The Owner shall obtain and maintain in full force and effect during the term of this agreement general liability insurance with respect to the storm water management works and system.

HYDRO ONE NETWORKS INC. (HONI)

103. The Owner acknowledges and agrees to enter into a Subdividers Agreement with Hydro One to outline the conditions and costs associated with the installation of the necessary electrical distribution facilities.
104. The Owner agrees to enter into an Easement Agreement with Hydro One for the installation of an overland engineered gravity swale to provide the necessary off-site drainage works necessary to access the municipal outlet prior to the registration of the Development Agreement.
105. The Owner acknowledges and agrees that no connection to the existing electrical systems will be permitted prior to the Town of Bradford West Gwillimbury's Development Agreement being signed and sealed by all parties.
106. The Owner acknowledges and agrees that in order to provide proper and reliable electrical distribution systems within the development, reasonable looping of these systems shall be provided to the satisfaction of Hydro One, including internal and external electrical distribution.
107. The Owner shall dedicate the required easements for the installation of electrical equipment to Hydro One and to protect and maintain the existing easements of Hydro One and its legal predecessors.
108. Prior to final approval, copies of the lot grading, drainage, landscaping and any other relevant plans, showing existing and final grades proposed for the property and for the HONI lands located to the south adjacent to the subject lands, must be submitted to HONI for review and approval.
109. The costs of any relocations or revisions to HONI facilities which are necessary to accommodate this subdivision will be borne by the developer.
110. The easement rights of HONI and its legal predecessors are to be protected and maintained at all times.

SIMCOE MUSKOKA CATHOLIC DISTRICT SCHOOL BOARD

111. The Owner include in all offers of purchase and sale a clause advising prospective purchasers that pupils from this development attending educational facilities operated by the Simcoe Muskoka Catholic District School Board may be transported to/ accommodated in temporary facilities out of the neighbourhood school's area.

SIMCOE COUNTY DISTRICT SCHOOL BOARD

112. That the Owner(s) agree in the Development Agreement to include in all Offers of Purchase and Sale a statement advising prospective purchasers that accommodation within a public school in the community is not guaranteed and students may be accommodated in temporary facilities; including but not limited to accommodation in a

portable classroom, a "holding school", or in an alternate school within or outside the community.

113. That the Owner(s) agree in the Development Agreement to include in all Offers of Purchase and Sale a statement advising prospective purchasers that if school busses are required within the Subdivision in accordance with Board Transportation policies, as may be amended from time to time, school bus pick up points will generally be located on the through street at a location as determined by the Simcoe County Student Transportation Consortium.

CLEARANCES

114. That prior to Final Approval the approval authority be advised, in writing by the administrator or trustee of the applicable agreement(s), how Condition 68 has been satisfied.
115. That prior to Final Approval the approval authority be advised, in writing, by Bell Canada how Condition 71 has been satisfied.
116. That prior to Final Approval the approval authority be advised, in writing, by Rogers Communications how Condition 72 has been satisfied.
117. That prior to Final Approval the approval authority be advised, in writing, by Enbridge Gas Inc. how Conditions 73 to 76 have been satisfied.
118. That prior to Final Approval the approval authority be advised, in writing, by Canada Post how Conditions 77 to 86 have been satisfied.
119. That prior to Final Approval the approval authority be advised, in writing, by County of Simcoe how Condition 87 has been satisfied.
120. That prior to Final Approval the approval authority be advised, in writing, by the Lake Simcoe Region Conservation Authority how Conditions 88 through 102 have been satisfied.
121. That prior to Final Approval the approval authority be advised, in writing, by Hydro One Networks how Conditions 103 to 110 have been satisfied.
122. That prior to Final Approval the approval authority be advised, in writing, by the Simcoe Muskoka Catholic District School Board how Condition 111 has been satisfied.
123. That prior to Final Approval the approval authority be advised, in writing, by the Simcoe County District School Board how Conditions 112 and 113 have been satisfied.
124. That the Draft Plan approval is for a period of three (3) years. The Owner shall apply for any extension at least sixty (60) days prior to the lapsing date.
125. These conditions apply to the entirety of the lands contemplated under this Draft Plan.

Notes to Draft Approval

1. It is the Owner's responsibility to fulfill the conditions of draft approval and to ensure that the required clearance letters are forwarded by the appropriate agencies to the Town of Bradford West Gwillimbury, quoting file number D12-19-05.
2. It is suggested that the Owner be aware of Section 144 of the *Land Titles Act* and subsection 78(10) of the *Registry Act*. Subsection 144(1) of the *Land Titles Act* requires that a Plan of Subdivision of land that is located in a land titles division be registered under the *Land Titles Act*. Exceptions to this provision are set out in subsection 144(2).

Subsection 78(10) of the *Registry Act* requires that a Plan of Subdivision of land that is located only in a registry division cannot be registered under the *Registry Act* unless the title of the Owner of the land has been certified under the *Certification of Title Act*. Exceptions to this provision are set out in clauses (b) and (c) of subsection 78(10).

3. It is suggested that the municipality register the Development Agreement as provided by subsection 51(26) of the *Planning Act*, R.S.O. 1990 against the land to which it applies, as notice to prospective purchasers.
4. All measurements in subdivision final plans must be presented in metric units.
5. For your information, easements required for utility or drainage purposes should be granted to the appropriate authority.
6. All deeds to be conveyed must be free and clear of all encumbrances.
7. The Town has specific requirements for the submission of digital drawings. Please contact the Town GIS Department for additional information.
8. As provided by the Lake Simcoe Region Conservation Authority:
 - a. The LSRCA will require the following prior to the issuance of a clearance letter:
 - i. A copy of the executed Development Agreement.
 - ii. A copy of the draft M-Plan.
 - iii. A letter from the developers planning consultant detailing how each LSRCA condition of draft plan approval has been fulfilled to the satisfaction of the conservation authority.
9. As provided by the County of Simcoe:
 - a. The Owner/Developer or Condominium Corporation will be required to submit an Application Form for Waste Collection Services including the applicable application fee and any necessary supporting engineering design drawings required by the County of Simcoe to determine waste collection service eligibility prior to occupancy of any units. A copy of the application form for waste collection service eligibility prior to occupancy of any units. A copy of the application form

for waste collection services can be obtained from Solid Waste Management staff.

10. As provided by the Simcoe County District School Board:
 - a. The Simcoe County District School Board require the following:
 - i. A copy of the Notice of Decision including a copy of the draft approved conditions for our files;
 - ii. Once the Development Agreement has been registered, please provide the Simcoe County District School Board with a copy of the registered Development Agreement in electronic format.
 - iii. Once the Plan has been registered, please provide the Simcoe County District School Board with a copy of the registered plan in electronic format.

11. As provided by the Canada Post:
 - a. If applicable, Canada Post Corporation's Multi Unit Policy will be in effect for any blocks designated to have Multi Unit Buildings. It will be the Owner's responsibility to purchase and maintain Centralized Mail Boxes for this development type.
 - b. Any institutions in this plan will be treated as a single business and will be provided mail delivery to 1 Point of Call.
 - c. Any existing postal coding may not apply, the owner/developer should contact Canada Post to verify postal codes for the project.
 - d. The Owner will be required to provide a signature for a License to Occupy Land agreement for any Condominium and provide winter snow clearance.
 - e. Enhanced Community Mailbox Sites with roof structures will require additional documentation as per Canada Post Policy.
 - f. There will be no more than one mail delivery point to each unique address assigned by the Municipality.
 - g. It is requested that the Owner notify all new homebuyers of the process to initiate Mail Delivery. Once the resident has occupied the home they can contact Canada Post's Customer Service number 1-800-267-1177 to initiate mail delivery.
 - h. The complete guide to Canada Post's Delivery Standards can be found at: https://www.canadapost.ca/cpo/mc/assets/pdf/business_standardsmanual_en.pdf

12. As provided by Hydro One Networks Inc.:

The conditions detailed herein do not constitute an endorsement of any element of the proposed subdivision development, nor do they grant permission to proceed with works on the HONI transmission easement. The developer must contact HydroOne to begin the process of acquiring an encroachment agreement.

The transmission lines abutting the subject lands operate at either 500,000, 230,000, or 115,000 volts. Section 188 of Regulation 213/91 pursuant to the Occupational Health and Safety Act, require that no object be brought closer than 6 metres (20 feet) to an energized 500kV conductor. The distance for 230kV conductors is 4.5 metres (15 feet), and for 115kV conductors is 3 metres (10 feet). It is the developers responsibility to be aware, and to make all personnel on site aware, that all equipment and personnel must come not closer than the distance specified in the Act. They should also be aware that the conductors can raise and lower without warning, depending on the electrical demand placed on the line.

13. As provided by Bell Canada:
 - a. It is advised that the Owner contact Bell Canada at planninganddevelopment@bell.ca during the detailed design of the composite utility plan to confirm the provision of communication/telecommunication infrastructure needed to service the development.
 - b. It shall be noted that it is the responsibility of the Owner to provide entrance/service ducts(s) from Bell Canada's existing network infrastructure to service the development. In the event that no such network infrastructure exists, in accordance with the *Bell Canada Act*, the Owner may be required to pay for the extension of such network infrastructure. If the Owner elects not to pay for the above noted connection, Bell Canada may decide not to provide service to the development.
14. If agency draft plan conditions concern clauses within the Development Agreement, a copy of the agreement should be sent to them. This will expedite the clearance of the final plan.
15. Please be advised that the approval of this Draft Plan will lapse on December 21, 2027. This approval may be extended pursuant to subsection 51(33) of the *Planning Act*, but no extension can be granted once the approval has lapsed.

If final approval is not given to this plan within three (3) years of the draft approval date, and no extensions have been granted, draft approval will lapse under subsection 51(32) of the *Planning Act*, R.S.O. 1990. If the Owner wishes to request an extension to draft approval, a written explanation and appropriate fee must be received by the Town of Bradford West Gwillimbury sixty (60) days prior to the lapsing date.

16. The Final Plan approved by the Town of Bradford West Gwillimbury must be registered within 30 days or the Town may withdraw its approval under subsection 51(59) of the *Planning Act*, R.S.O. 1990, as amended.

Subject to the conditions set forth above, this Draft Plan is approved under
Section 51 of the *Planning Act* R.S.O 1990, Chapter 13, as amended.

This _____ day of _____, 2021

Alan Wiebe, MCIP, RPP
Manager of Community Planning



Report of Growth Services

REPORT #: PLN-2024-54

DATE: 17-Dec-24

TO: Mayor and Members of Council

SUBJECT: **D14-18-12 Town initiated Zoning By-law Amendment – Home Occupation Review**

PREPARED BY: Priscilla Lan, Planner

1. RECOMMENDATIONS:

That Recommendation Report PLN 2024-54 be received,

That all written submissions received in regards to the application and all oral submissions made at the Public Meeting held on October 2, 2018, relating to the application have been taken into consideration as part of the deliberations and final decision;

That pursuant to Section 34(17) of the Planning Act, no further public notification is required;

That the Town initiated Zoning By-law (D14-18-12) related to Home Occupation Zoning standards, as recommended in Report PLN 2024-54, be approved; and

That Staff be directed to bring the necessary by-law(s) forward to Council approval once finalized.

2. PREAMBLE:

The purpose of this report is to present to Council final proposed amendments to the Town's Zoning By-law relating to Home Occupation permissions to ensure that applicable land use regulations better align with the Town's current objectives.

The project began in 2016 when the Town received inquiries from residents regarding home-based occupations such as swim schools and music lessons. The review of the Town's Zoning By-law then began in 2018, and prospective amendments to the Town's Zoning By-law have since gone through three (3) rounds of consultation. The most recent round of active consultation concluded in August of 2024.

Out of the consultations, this report presents a proposed by-law that seeks to balance various interests, including but not limited to regulating home occupations to mitigate against adverse effects on existing residential neighbourhoods with additional traffic and noise; and expanding

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permissions for home occupations across residential zones and buildings on residential properties, subject to compliance with standards. Staff submit that the draft Zoning By-law Amendment by-law appended to this report as **Attachment 5.1** contains a set of proposed amendments which would represent a balancing of interests such as those alongside feedback received from members of the public, Council, external agencies, and fellow Town staff.

3. BASIC DATA PERTAINING TO THE MATTER:

3.1 Background

In Fall of 2016, Council passed a resolution requesting Staff to provide information related to broadening home-based business permissions within the existing Zoning By-Law (**Attachment 5.2**). Policies for Home Occupation have existed in the 1991 Zoning By-law consolidation and have evolved with the needs of the community. This resolution was in response to inquiries related to outdoor swim schools and music lessons operating as Home Occupations.

In the Spring of 2017, staff presented the initial findings, and Council directed Staff to initiate a general review of the Home Occupation section of the Zoning By-law and report back to Council with proposed amendments to provide greater flexibility for home-based businesses. Staff were directed to specifically consider private backyard swim lessons/schools and music lessons.

In the Spring of 2018, staff presented a report to Council with a comprehensive review of municipal home occupation provisions. That report detailed zoning provisions for home occupations in 16 municipal Zoning By-laws and sought direction from Council on how to proceed. Common modern practices for regulating home occupations were identified in that report, and Council directed staff to prepare a draft Zoning By-law Amendment to update the Town's home occupation provisions, and to proceed to public consultation with the proposed amendment.

In Fall of 2018, the Town held a Public Information Meeting to introduce the first draft of the proposed Home Occupations Zoning By-law Update to the community. Since then a total of three (3) separate rounds of consultation on proposed amendments to the Town's home occupation provisions have occurred through to August of 2024, with all comments and submissions having been considered.

Based on feedback received, Staff have identified several proposed amendments which seek to balance previous directions to identify opportunities to expand home occupation uses while mitigating against anticipated and potential nuisance activities resulting from such operations.

In summary, proposed modifications to the home occupation provisions of the Town's Zoning By-law include:

Amendments that would Expand Uses

1. Permitting home occupations in all types of dwelling units, subject to specific standards;
2. Amending the limit of Home Occupation or custom workshop permitted in a dwelling to also be permitted in a detached accessory structure;
3. Allowing an accessory building to be used for a home occupation;

4. Allowing home occupations to include the use of an outdoor swimming pool. The use of indoor pools are already permitted;
5. Increasing the maximum floor area for a custom workshop;
6. Amending the location of a Home Occupation or custom workshop to be located in the principal private residence of the individual(s) conducting the Home Occupation;
7. Amending the measure to permit outdoor storage of vehicles with the Home Occupation;
8. Amending the type or permitted use of Home Occupation (home-based teaching, home-based fitness instructions, outdoor swimming lessons, home-based catering, indirect sales, and home-based medical practitioners) and not permitting certain Home Occupation uses (taxi service depot greater than one (1) vehicle, restaurants, and retail stores);
9. Amending the permissive sale of goods and merchandise produced on site;
10. Removing the daily limit to the cumulative visitation of a Home Occupation;

Amendments that would Mitigate Against Adverse Effects

11. Introducing new definitions for home occupation-related uses, to provide clarity as to the types of operations to be permitted or not permitted as home occupations;
12. Introducing a limit to the maximum of Home Occupation visitors at a single time;
13. Introducing a new standard that the identified Home Occupation cannot occupy a space required to meet parking requirements for all uses on the property;
14. Setting a restriction to the type of vehicle that can provide delivery services for the Home Occupation;
15. Introducing additional measures to ensure a Home Occupation and custom workshop shall not become offensive, obnoxious, or create a public nuisance;
16. Introducing additional measures to all Home Occupation to comply with all applicable local, provincial, and/or federal agencies regulation, legislation, policies, and approvals applicable to the proposed Home Occupation; and
17. Introducing a new parking standard identifying the maximum number of off-street parking per Home Occupation.

In forming the recommendation, Staff have reviewed and considered applicable Provincial, County and Town policies and general planning principles, as well as input from Council, the public, landowners, and other interested parties.

Each recommendation is discussed in the above order in the following section of this report with appropriate policies, regulations, and planning principles reviewed as necessary.

3.2 Proposed Amendments to Home Occupation Provisions

Amendments that would Expand Permissiveness

Recommendation #1 – Permitting home occupations in all types of dwelling units, subject to specific standards

Residents have voiced their interest in allowing Home Occupation in dwellings other than the currently permitted detached dwelling, linked dwelling, and semi-detached dwelling. Given the intent of this review is to broaden opportunities for Home Occupations, Staff believe it to be

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appropriate for every dwelling to have an opportunity to have a Home Occupation. Table 6.1 and Table 7.1 are to be amended respectively.

The existing and proposed nuisance, parking, and gross floor area provisions are scalable and size-limiting. This will serve as a balance to keep a respectful co-existence amongst Home Occupation owners and residential neighbours.

Recommendation #2 – Amending the limit of Home Occupation or custom workshop permitted in a dwelling

Staff recognize that multiple household members may be interested in having a Home Occupation, and/or an individual might have multiple Home Occupations. To allow all residents to have a Home Occupation, the current limit of one (1) Home Occupation per dwelling would be removed. Other Home Occupation provisions will assist in mitigating Home Occupations from becoming a nuisance.

Recommendation #3 – Allowing an accessory building to be used for a Home Occupation

In November of 2022, the province of Ontario amended the *Planning Act* to allow more Accessory Dwelling Units on a property with the possibility of having one (1) as a detached structure. The detached dwelling would meet the definition of a Dwelling Unit in the Zoning By-law.

Recommendation #4 – Allowing home occupations to include the use of an outdoor swimming pool as indoor pools are already permitted

As per the Council Meeting on May 16, 2017, it was requested that Staff broaden Home Occupation By-law to include Outdoor Swimming Lessons and explore additional changes. Currently, the Town's Zoning By-law permits indoor swimming lessons as a Home Occupation. The proposed change would permit the use of the swimming pool as a location for a Home Occupation.

Recommendation #5 – Amending the maximum floor area for a custom workshop

Home Occupation and Workshops in all non-residential zones were divided into two sections. The previously proposed gross floor area for a Home Occupation in a non-residential zone has remained the same. The gross floor area for the custom workshop considers all the buildings on the premises as opposed to only the dwelling. The changes to the custom workshop were made to assist in zones containing various buildings on the properties while maintaining the maximum size of the custom workshop to 100 m².

Recommendation #6 – Amending the location of a Home Occupation or custom workshop is to be located in the principal private residence of the individual(s) conducting the Home Occupation

The proposed revision would permit the accessory building as a location for the Home Occupation as well as ensure that at least a single permanent resident is working in the Home Occupation.

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Recommendation #7 – Amending the measure to permit outdoor storage of vehicles with the Home Occupation

The current Zoning By-law permits a single commercial motor vehicle to be parked and stored outside (Section 5.17). Staff recognizes this amendment would align with the current permissive nature of the Zoning By-law and the proposed Home Occupation amendments.

Recommendation #8 – Amending the type or permitted use of Home Occupation (home-based teaching, home-based fitness instructions, outdoor swimming lessons, home-based catering, indirect sales, and home-based medical practitioners) and not permitting certain Home Occupation uses (taxi service depot greater than one (1) vehicle, restaurants, and retail stores)

The type of Home Occupation desired in BWG has evolved with technology and the ability to work from home. As a result, various types of Home Occupations are seen as viable methods to earn additional income.

The types of permitted Home Occupation have expanded to include home-based teaching, home-based fitness instructions, outdoor swimming lessons, home-based catering, indirect sales, and home-based medical practitioners. To ensure specifics Home Occupation are not a nuisance to neighbouring properties such as music lesson and dance lessons additional measures were proposed. Conversely, restrictions were placed taxi service depot greater than one (1) vehicle, restaurants, and retail stores. A greater examination of the uses can be found in **Attachment 5.3**.

For medical practitioners, staff recommend it be limited to a Home Occupation with a maximum of two staff including the medication practitioner.

Recommendation #9 – Amending the permissive sale of goods and merchandise produced on site

The purpose of this amendment is to provide more flexibility as it relates to the sale of goods. Staff are aware that presently a number of Home Occupations sell goods out of their homes. To date, this has not generated enforcement complaints but remains in a grey area. The existing provision allows produced goods to be sold, and the proposed revision would allow goods associated with a provided Home Occupation service to be sold (i.e., a dentist can sell an electric toothbrush or toothpaste; a chiropractor can sell orthotics and pillows; or a fitness instructor can sell a supplement or protein shake).

As a precaution, general retail sales are strictly prohibited, and nuisance and parking-related provisions would apply should a property not respect neighbours and cause issues.

Recommendation #10 - Removing the daily limit to the cumulative visitation of a Home Occupation

Several comments were received, requesting that the original hours of operation of “9AM -7PM” be expanded. For individuals who might consider their Home Occupation as a second means of income, they would start before and/or after their daily commute. To alleviate these concerns, Staff identified that the time spent in a Home Occupation should not exceed the primary use of the zone. To limit the number of Home Occupation visitors, a 10-hour daily limit was

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recommended rather than a fixed time. However, Town By-law Enforcement shared that such a provision could be challenging to enforce. As a result, Staff proposes to remove this clause as Home Occupation visitors would need to follow the existing rules and regulations (e.g., noise By-law), and not cause a disturbance to the community.

Staff believe this provision will not hinder Home Occupations since they will conduct their business in a respectful manner that would not unduly draw the attention of their neighbours regardless of their hours of operations.

Amendments that would Mitigate Against Adverse Effects

Recommendation #11 - Introducing new definitions for home occupation-related uses, to provide clarity as to types of operations to be permitted or not permitted as home occupations

The proposed Zoning By-law Amendment would implement separate Home Occupation terminology for home-based catering businesses, home-based fitness instruction, home-based medical practitioners, home-based teaching, Home Occupation visitors, indirect sales and Home Occupation. The newly proposed definitions (**Attachment 5.1**) would provide a greater level of clarity around permissions and (by omission) prohibitions, as well as more modern terminology that was not initially considered.

The current nature of Accessory Dwelling Unit (ADU) coupled with the proposed amendments to the Home Occupation parameters (Recommendation #1), would permit a detached ADU to have a Home Occupation. Staff notes that the presence of an ADU on the property would require the owner to follow existing zoning provisions (i.e., parking requirements) and, in turn, mitigate nuisances.

Recommendation #12 – Introducing a limit to the maximum of Home Occupation visitors at a single time

Home Occupation Visitors is a new definition introduced in this amendment within the definition section (**Attachment 5.1**).

On-street parking has been identified as a concern on various streets without the incorporation of a Home Occupation. To ensure Home Occupation visitors do not create additional concerns for on-street parking, they will be limited to off-street parking. Off-street parking shall be one per expected concurrent visitor. For example, where there is a maximum of 3 concurrent Home Occupation visitors at one time, the only time in which the number of visitors can exceed three is in period of transition between cohorts and scheduled sessions.

Recommendation #13 – Introducing a new standard that a Home Occupation cannot occupy a space required to meet parking requirements for all uses on the property

Staff recognize properties might have various uses on the properties including but not limited to residential dwelling, Accessory Dwelling Unit (ADU), and Home Occupation. This recommendation is a safeguard provision to ensure residential required parking needs are met ahead of the Home Occupation needs.

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Recommendation #14 – Setting a restriction to the type of vehicle that can provide delivery services for the Home Occupation

Staff recognize that we live in an increasingly digital world (accelerated due to COVID-19) in which residents can conduct a Home Occupation and telework without ever leaving their homes. The permitted transportation of goods is required for teleworkers and Home Occupations to prosper.

Staff have no concern with pick up and delivery as long as limitations and criteria are followed to ensure that pickup and delivery are not disruptive or at an intensity or frequency out of keeping with a residential neighbourhood.

This provision ensures that all deliveries are limited to passenger vehicles and smaller parcel or mail service vehicles (i.e., UPS truck, Canada Post, etc.) as opposed to larger delivery trucks that would be disruptive in a residential setting (i.e., frequent and long visits by moving trucks).

Staff are supportive of pick up and delivery as there is little perceived difference between a UPS van and a minivan picking up goods. Picking up goods provides convenience and saves owners' overhead and purchasers money. Specifically, requiring professional shipping services (i.e., UPS) adds costs to buyers and sellers and additional steps and time for the seller.

Recommendation #15 – Introducing additional measures to ensure Home Occupation and custom workshop shall not become offensive, obnoxious, or create a public nuisance

Home occupations are seen as a positive aspect for the community, providing additional type of service for residents and helps support local businesses. Staff understand the importance a Home Occupation have for an individual while neighbouring residents previously identified concerns for the neighbourhood character with the presence of Home Occupations.

To ensure an appropriate balance is sought during the operation of a Home Occupation and custom workshop, this recommendation would prohibit disruptive behaviours and provide a safeguard to the Enforcement division to act should Home Occupation or custom workshop is seen as a nuisance. Outdoor exercise and dance sessions will not be permitted in the Home Occupations allowances.

Recommendation #16 – Introducing additional measures that all Home Occupations comply with all applicable local, provincial, and/or federal agencies regulation, legislation, policies, and approvals applicable to the proposed Home Occupation

Each Home Occupation can vary in the number of requirements and approvals. The following recommendation identifies the owner is responsible to research and ensure safety requirements are met, and they receive all required permits.

Recommendation #17 – Introducing a new parking standard identifying the maximum number of off-street parking per Home Occupation

On-street parking has been identified as a concern on various streets without the incorporation of a Home Occupation. To ensure Home Occupation visitors do not create additional concerns for

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on-street parking, they will be limited to off-street parking, where one off-street parking should be available per concurrent visitor.

3.3 Comments from Town Departments/Division and External Agencies

Staff confirm requests for comments were made by circulated to applicable Town department on February 5, 2024 as well as external agencies and members of the public on July 9, 2024. The circulation included a Draft Zoning By-law. The following is a summary of the comments received to date. Based on departmental and agency review, the following present a summary of correspondence received to date, advising of no concerns nor objection to the application:

- Alectra Utilities (formerly PowerStream)
- Bell Canada Enbridge
- Town of BWG Clerks division
- Town of BWG Enforcement division
- Town of BWG Finance division
- Lake Simcoe Region Conservation Authority
- Nottawasaga Valley Conservation Authority
- Southlake Regional Health Centre
- Town of BWG Facilities, Parks & Property
- Town of BWG Fire and Emergency services

The following presents a brief summary of correspondence received to date from external agencies advising of not objections and requests the incorporation of statements into the policy

- Ontario Ministry of Transportation request *“Entrances serving Home Occupations, industry or businesses located adjacent to provincial highways require the approval of the Ministry of Transportation. Typically, the Ministry of Transportation will require that the property owner obtain an entrance permit and a sign permit if necessary. As a condition of these permits, the Ministry of Transportation requires the property owner to acknowledge that the use of their existing entrance cannot be converted to a commercial entrance in the future and that an additional entrance will not be permitted to accommodate the Home Occupations, industry or business. In addition, the Ministry of Transportation would not support a future severance that would result in a separate entrance to a business and one for the retained parcel.”*

Staff's Response to external Comments

- The comments are acknowledged, as they do not have any impact on the proposed Zoning By-law amendment.

The following presents a brief summary of correspondence received to date from internal department/division

- BWG Enforcement submits that
 - *“consistent with Planning’s explanatory notes, the broadening of the Home Occupation provisions could likely result in more Home Occupations. As such, we would submit that consideration be given towards required parking being linked to the size of the Home Occupation either by number of employees and/or by the gross floor area which the business occupies.*
 - *In reference to subsection “Permitting more than one Home Occupation per dwelling. Enforcement notes there does not appear to be a municipal comparison for this item. Nevertheless, cumulative gross floor area calculations should restrict the impact to the residential nature of the property. With respect to minimum*

required parking, should it be noted that in situations involving more than one Home Occupation on single parcel, the minimum required parking is required to be met for each Home Occupation/Custom Workshop?”

- *In reference to subsection “Cumulative visitations of 10 hours daily. The current wording states that the number of hours a Home Occupation can have visitations is 10 hours cumulatively. If the intent is to allow a Home Occupation to have a 10 hour window whereby they are accepting visitations but not restrict the timing of such, the current wording should be reviewed. Cumulative hours will provide enforcement challenges to prove. In a residential neighborhood, is it reasonable to have visitations at 2am for your Home Occupation? Specific start and end times in the day will help ensure that the residential character of the neighborhood is not impacted by late night visitations. These comments do not affect the businesses availability to operate, it simply restricts when clients/visitors would have access to visit, which Enforcement would submit should not be in the late night/early hours.”*

Staff's Response to Town of BWG department/division

- **Parking for Home Occupations**
 - Staff recognize increasing the presence of Home Occupations in a neighbourhood could cause parking worries. The proposed changes are written to ensure the number of visitors is associated to a motor vehicle and the permitted number of motor vehicle is restricted to the number of parking spaces on the property (off-street parking) and cumulative uses taken place on the property (e.g., primary dwelling, Accessory Dwelling Unit). The various sections of the by-law are as follows:

Home Occupation Visitors are customers, clients, students, patients or the like, that benefit in receiving the goods or services (i.e., appointment, teaching, treatment, instruction, etc.) from the Home Occupation employee. People accompanying a visitor, individuals traveling in the same motor vehicle as the visitor but are not receiving goods or services, are not counted as visitors.

b) A Home Occupation shall not occupy parking spaces necessary to meet the cumulative parking requirements for all uses on the property.

i) Where a Home Occupation involves hosting multiple Home Occupation visitors at a single time, one off-street parking space shall be provided for each Home Occupation visitor and at no time shall the cumulative number of Home Occupation visitors exceed five, except in periods of transition between cohorts or scheduled sessions.

As an example, a single detached dwelling (with 4 parking spaces) may have multiple uses such as a primary dwelling, an Accessory Dwelling Unit (ADU), and 2 Home Occupations. The Zoning By-law 2010-050 identifies the primary dwelling will require 2 parking spaces and the ADU will require 1 parking space. The remaining space will be shared between the Home Occupations. Coordination between Home Occupation owners will be required to ensure in-person customers shall have an off-street parking

space. It is also important to recognize not all Home Occupations will have in-person visitors.

- Visitation Hours
 - Staff recognizes the concern identified by the BWG Enforcement. The initial intent of the clause was to ensure visitation is limited to certain hours in a day and preventing visitors to operate 24 hours. It is recognized that different businesses might have earlier or later start and end time, the visitors would need follow various by-laws (e.g., noise and traffic) and regulations. It would be difficult to establish a universal time applicable to all Home Occupation types. As a result, Staff proposes to remove this clause as Home Occupation visitors would need to follow the existing rules and regulations, and not cause a disturbance to the community.

3.4 Comments from members from the public

The following presents a summary of nine (9) correspondence received to date from members of the public advising their support of the By-law Amendment and requests the following topics be considered and/or incorporated:

- Operating Home Occupations from different residential buildings (e.g., condominiums and townhouses)
- The management of parking for Home Occupations and how it will impact street parking
- The restriction to class size or restriction to time of day
- The selling of small packages to be picked up by parcel delivery services
- The presence of signs for Home Occupations

Staff's Response to Public Comments

The comments received from members of the public are acknowledged were previously addressed in past and current revision of the draft by-law. A greater level of explanation is found below:

- Operating Home Occupations from different residential buildings (e.g., condominiums and townhouses)
 - The proposed Amendment would permit all residential dwellings the ability to have a Home Occupation. This change is illustrated in item 5 of the Draft By-law where Table 6.1 in Part 6 of Residential Zone would be updated.
- The management of parking for Home Occupations and how it will impact street parking
 - Several comments were received from the public identified parking and street parking as an area of concern when it comes to Home Occupation. It is important to identify not all Home Occupations will have customer obtaining in-person services at a residential dwelling, for example, a business can function solely through the phone or the internet. Nonetheless, it is recognized that there will be cases where customers will be obtaining in-person services at a dwelling and will be travelling by way of a vehicle. To ensure parking is addressed subsection i was included and states:

i) Where a Home Occupation involves hosting multiple Home Occupation visitors at a single time, one off-street parking space shall be provided for each Home Occupation visitor and at no time shall the cumulative number of Home Occupation visitors exceed five, except in periods of transition between cohorts or scheduled sessions.

This amendment would restrict Home Occupation visitor to parking space available at the dwelling. The number of Home Occupation visitors would be restricted to the parking space available at the property.

- The restriction to class size or restriction to time of day.

Various amendments were made to ensure class sizes are appropriate per dwelling, this includes the number of available parking spaces (i) and regulations preventing offensive, obnoxious, or public nuisance (k). These polices state:

i) Where a Home Occupation involves hosting multiple Home Occupation visitors at a single time, one off-street parking space shall be provided for each Home Occupation visitor and at no time shall the cumulative number of Home Occupation visitors exceed five, except in periods of transition between cohorts or scheduled sessions.

k) The Home Occupation and associated accessory building or custom workshop shall not become offensive, obnoxious, or create a public nuisance by reason of hours of operation or emission of odour, dust, smoke, noise, gas, glare, fumes, light, vibration, radiation, debris, heat, humidity, refuse or television, radio, or internet interference which is apparent from outside the dwelling unit and associated accessory building or custom workshop and/or which exceed limits established by Town by-laws and Provincial legislation.

It was recognized each dwelling differ per size and type and a general clause regarding classroom size might not be best suited for the various dwelling available. Instead, the Home Occupation owner is responsible to review the applicable by-laws and policies in place to ensure the occupation does not disturb neighbouring properties and restrict class size to physical constraint of their property through parking space and existing policy for maximum ground floor area for Home Occupations.

- The selling of small packages to be picked up by parcel delivery services

E-commerce have increasingly become popular in our modern day and parcel delivery services have become a common sight in neighbourhoods. Staff have recognized this trend and do not see an area of concerns as long as they are serviced using vehicle typically employed in residential neighbourhoods. This is stated in subsection (j):

j) There shall be no commodities sold or services rendered that require receipt or delivery of merchandise, goods, or equipment by other than a passenger motor vehicle or by parcel or letter carrier mail service using vehicles typically employed in residential deliveries.

PLN-2024-54

- The presence of signs for Home Occupations
A small sign is currently permitted for Home Occupations and follows the Town's Sign By-law 2011-023. This measure has remained unchanged.

4. EFFECT ON TOWN FINANCES:

The adoption of the proposed Home Occupation Zoning By-law Amendment does not affect the Town's finances.

5. ATTACHMENTS:

- 5.1 Draft Zoning By-law
- 5.2 Existing Zoning By-law 2010-050, Home Occupation Extract
- 5.3 Detail examination of Recommendation 8

The Corporation of the Town of Bradford West Gwillimbury

BY-LAW 2024 – XX

Being a By-law to amend Zoning By-law 2010-050 to amend definitions and zoning standards for Home Occupations.

WHEREAS By-law 2010-050 is the main comprehensive Zoning By-law of the Town of Bradford West Gwillimbury;

AND WHEREAS By-law 2010-050 was approved by the Council of The Corporation of the Town of Bradford West Gwillimbury on June 8, 2010;

AND WHEREAS the Ontario Municipal Board under Case No. PL100684, by Order issued on August 13, 2010, deemed Zoning By-law 2010-050 in force and effect as of June 8, 2010, save and except for site-specific appeals, all of which have been disposed;

AND WHEREAS the Council of The Corporation of the Town of Bradford West Gwillimbury has conducted a consultation process aimed at amending applicable sections of the Zoning by-law to modify home occupations permissions;

AND WHEREAS the Council of The Corporation of the Town of Bradford West Gwillimbury deems it desirable and expedient that Zoning By-law 2010-050 be amended;

AND WHEREAS authority is granted under Section 34 of the *Planning Act*, R.S.O. 1990, c. P.13;

NOW THEREFORE the Council of The Corporation of the Town of Bradford West Gwillimbury enacts as follows:

1. Part 3 of By-law 2010-050 is amended by adding the following definitions to the current list:

Home-based Catering Business means a premises used for the purpose of preparing and providing food and beverages to be consumed at a different *premises*.

Home-based Fitness Instruction means the provision of training to individuals or small groups of students in recreational or athletic activities, including but not limited to personal training, dancing, gymnastics, martial arts, exercise, and fitness classes.

Home-Based Medical Practitioner means a home occupation use in which a health professional provides diagnosis and treatment to improve the general wellness and recovery from ailments of patients. This may include, but is not limited to doctors, dentists, psychiatrists, chiropractors, registered massage therapists, holistic health practitioners, counselors, drugless practitioners, naturopaths, and traditional Chinese medicine practitioners. This does not include a veterinarian.

Home-based Teaching means a home occupation use that provides the service of indoor teaching, including but not limited to academics, instruments, singing, or art to a single student or small group of students.

Home Occupation Visitors are customers, clients, students, patients or the like, that benefit in receiving the goods or services (i.e., appointment, teaching, treatment, instruction, etc.) from the home occupation employee. People accompanying a visitor, individuals traveling in the same motor vehicle as the visitor but are not receiving goods or services, are not counted as visitors.

Indirect Sales means a use in which the buyer coordinates transactions for goods and services away from the premises through use of technology that may include, but is not limited to telephone, mail, or internet.

2. That the Definition of Home Occupation in Part 3 of Zoning By-law 2010-050, as amended, is hereby deleted and replaced with the following:

Home Occupation means the *use* of part of land and/or premises for the conduct of a profession, trade, or occupation that results in a product or service and which is clearly accessory to the principal residential *use* of the *dwelling unit*.

3. Part 4 – General Provisions is hereby amended by replacing section 4.1.1(d) as follows:

4.1.1 ACCESSORY BUILDINGS, STRUCTURES AND USES – PERMITTED USES

- d) Accessory building or structures may be used for an occupation for gain or profit subject to compliance to all applicable provision of this by-law.

4. Part 4 – General Provisions is hereby amended by replacing Section 4.12 with the following:

4.12 HOME OCCUPATIONS AND CUSTOM WORKSHOPS

Where a home occupation or custom workshop is a permitted use, it shall be permitted subject to the following provisions:

- a) A home occupation shall be conducted as an indoor accessory use within a permitted dwelling unit or enclosed accessory building;
- i) Notwithstanding the above, home occupation consisting of instructional swimming lessons may be conducted in an outdoor swimming pool.
- b) A Home Occupation shall not occupy parking spaces necessary to meet the cumulative parking requirements for all uses on the property.
- c) The dwelling or accessory building in which the home occupation or custom workshop is located shall be the principal private residence of a person or persons conducting the

home occupation;

- d) Not more than one non-resident employee who does not reside in the dwelling unit, in addition to the residents of the dwelling unit, is permitted to be engaged in the home occupation and custom workshop business and working in the dwelling unit and associated accessory building;
- e) The maximum gross floor area dedicated to the cumulative home occupation and associated accessory building or a custom workshop shall be in accordance with areas identified in Table 4.3, below:

ZONES	MAXIMUM GROSS FLOOR AREA
<ul style="list-style-type: none"> All Residential <i>Zones</i> 	Total permitted maximum area is equivalent to 25% of the dwelling's gross floor area or 50.0 sq.m, whichever is the lesser
<ul style="list-style-type: none"> All other <i>Zones</i>, where permitted 	For home occupations, the total permitted maximum area is equivalent to 25% of the dwelling's gross floor area up to a maximum of 100.0 sq.m For custom workshops, the total permitted maximum area is equivalent to 25% of the cumulative gross floor area of buildings on the lot, up to a maximum of 100.0 sq.m

- f) Only goods and merchandise produced on the premises or goods and merchandise associated with a permitted service conducted on the premises shall be offered for sale;
- g) There is no outside storage of materials or goods in conjunction with the home occupation use;
- h) There is no external advertising other than a sign erected in accordance with the Town Sign By-law;
- i) Where a home occupation involves hosting multiple home occupation visitors at a single time, one off-street parking space shall be provided for each home occupation visitor and at no time shall the cumulative number of home occupation visitors exceed five, except in periods of transition between cohorts or scheduled sessions.
- j) There shall be no commodities sold or services rendered that require receipt or delivery of merchandise, goods, or equipment by other than a passenger motor vehicle or by parcel or letter carrier mail service using vehicles typically employed in residential deliveries;
- k) The home occupation and associated accessory building or custom workshop shall not become offensive, obnoxious, or create a public nuisance by reason of hours of

operation or emission of odour, dust, smoke, noise, gas, glare, fumes, light, vibration, radiation, debris, heat, humidity, refuse or television, radio, or internet interference which is apparent from outside the dwelling unit and associated accessory building or custom workshop and/or which exceed limits established by Town by-laws and Provincial legislation.

- l) In addition to the provisions in section 1.3 and 1.4, home occupations shall comply with or satisfy all applicable local, provincial, and/or federal agencies regulations, legislation, policies, and approvals applicable to the proposed home occupation.
- m) The following shall not be permitted as a home occupation or custom workshop:
 - i) Adult entertainment use;
 - ii) Dating/escort services;
 - iii) Paint shop;
 - iv) Tattoo parlour;
 - v) Taxi service depot - greater than 1 vehicle;
 - vi) Animal clinic – Large Animal and Animal clinic – small animal;
 - vii) Any use involving the storage, repair, maintenance and/or towing of mobile homes, motor vehicles or recreational vehicles;
 - viii) Pet salon;
 - ix) Fitness centre;
 - x) Restaurant, Patio Restaurant, and Take-Out Restaurant and;
 - xi) Retail Store.
- n) The following shall be permitted as a home occupation subject to the compliance will all provision of 4.12:
 - i) Home-based Teaching;
 - i. Notwithstanding the above, music lessons are only permitted in detached dwellings.
 - ii) Home-based Fitness Instruction;
 - i. Notwithstanding the above, dance instruction are only permitted in detached dwellings.
 - iii) Outdoor Swimming Lessons;
 - iv) Home-based Catering Business;
 - v) Indirect Sales; and
 - vi) Home-based Medical Practitioner and subject to the following provisions:
 - i. A maximum of two (2) examination rooms are permitted.
 - ii. Limit of one (1) primary licenced medical practitioner practicing at a time.
 - iii. No accommodation of patients overnight, it is prohibited.

6. Part 7 – Commercial zone is hereby amended by replacing Table 7.1 with the following table:

USE	C1	C2	C3	C4	C5
<i>Custom Workshop</i>	X (3)				
<i>Dwelling, Apartment</i>	X (1)				
<i>Dwelling, Accessory (2)</i>	X	X	X		X
<i>Dwelling, Detached</i>	X (4)				
<i>Dwelling, Multiple Unit</i>	X (4)				
<i>Group Home Type 1</i>	X (4)				
<i>Home Occupation</i>	X	X	X		X

7. Special Provisions for Table 7.1 is hereby amended by replacing number 3 as follows:
3. Permitted only within a detached dwelling, linked dwelling, and semi-detached dwellings. Subject to Section 4.12 of this By-law.
8. This By-law shall come into effect and take effect pursuant to the provisions of the *Planning Act*, R.S.O. 1990, c. P.13, as amended.

Enacted this ____ day of _____, 2024.

Tara Reynolds, Clerk

James Leduc, Mayor

- vii) The *use* shall be clearly subordinate and *accessory* to the main *use* on the same *lot*;
- viii) Only the sale of goods that are primarily manufactured, processed, fabricated or produced on the *premises* is permitted;
- ix) Outdoor storage of goods or materials related to a *home industry* is permitted in the *rear yard* and *interior side yards* only, provided that the area occupied by such outdoor storage of goods or materials does not exceed 50 percent of the *gross floor area* of the *home industry*;
- x) Only currently licensed *motor vehicles*, associated with the *home industry*, are parked or stored on the *lot* and within an interior side or *rear yard*;
- xi) Any outdoor storage associated with the *home industry* shall be located within a fenced compound and screened from view in accordance with the requirements of Section 4.25 of this by-law;
- xii) There is no external advertising other than a sign erected in accordance with the *Town's Sign By-law*;
- xiii) The following shall not be permitted as a *home industry*:
 - i) *Catering business*;
 - ii) *Contractor's yards*; and,
 - iii) Any *use* involving the storage, repair, maintenance and/or towing of *mobile homes*, *motor vehicles* or recreational vehicles; and,
- xiv) *Home industry uses* shall not include the generation of or storage of *hazardous waste*, *liquid industrial waste*, or any severely toxic contaminant listed in Schedule 3 contaminants of Ontario Regulation 347 of the Environmental Protection Act, R.S.O. 1990, c.E.19, as amended and shall not generate *sewage* effluent in excess of 4,500 litres per day.

4.12 HOME OCCUPATIONS AND CUSTOM WORKSHOPS

Where a *home occupation* or *custom workshop* is a permitted *use*, it shall be permitted subject to the following provisions:

- a) A *home occupation* shall be conducted as an indoor *accessory use* within a permitted *dwelling unit* without changing the primary residential character thereof;
- b) Not more than one non-resident employee, in addition to the residents of the *dwelling unit*, is permitted to be engaged in the *home occupation* and *custom workshop* business and working in the *dwelling unit*;

- c) Any *dwelling unit* containing a *home occupation* or *custom workshop* shall be occupied as a residence by the operator of the business;
- d) The *use* is entirely restricted to the *dwelling unit* and is not conducted in whole or in part in any *accessory building*, *yard* or *private garage*;
- e) No more than one *home occupation* or *custom workshop* shall be permitted in any *dwelling* and in no case shall there be both a *custom workshop* and a *home occupation* in the same *dwelling*;
- f) The maximum *gross floor area* dedicated to the *home occupation* or a *custom workshop* shall be in accordance with the maximum *gross floor areas* identified in Table 4.3, below:

TABLE 4.3: MAXIMUM FLOOR AREA FOR A HOME OCCUPATION OR CUSTOM WORKSHOP

ZONES	MAXIMUM GROSS FLOOR AREA
• All Residential Zones	25% or 50.0 sq.m, whichever is the lesser
• All other Zones, where permitted	25% up to a maximum of 100.0 sq.m

Note: *Floor area* in *basement* or *cellar* not to be included within calculation

- g) There are no goods, wares or merchandise offered or exposed for sale, or sold or kept for sale on the *premises* other than those produced on the *premises*;
- h) There is no outside storage of materials, goods or vehicles in conjunction with the *home occupation use*;
- i) There is no external advertising other than a *sign* erected in accordance with the *Town Sign By-law*;
- j) A *home occupation* or *custom workshop* shall not create noise, vibration, fumes, odour, dust, glare or radiation that is detectable outside the *dwelling unit*; and,
- k) The following shall not be permitted as a *home occupation* or *custom workshop*:
 - i) *Adult entertainment use*;
 - ii) *Catering business*;
 - iii) *Dating/escort services*;
 - iv) *Paint shop*;

- v) Tattoo parlour;
- vi) *Taxi service depot/dispatch establishments;*
- vii) *Animal clinic - Large Animal and Animal clinic - small animal;*
- ix) Any use involving the storage, repair, maintenance and/or towing of *mobile homes, motor vehicles* or recreational vehicles;
- x) *Pet salon;* and,
- xi) *Fitness centre.*

4.13 LANDSCAPED OPEN SPACE REQUIREMENTS

4.13.1 General Requirements

- a) Where this By-law specifically requires a minimum area of *landscaped open space* on a *lot*, no part of any *driveway, parking area, loading space, stoop, balcony* or rooftop terrace, other than an open landscaped area located directly above an underground *parking area* shall be deemed part of any such required *landscaped open space*.

4.13.2 Planting Strips - Location

A *planting strip* or buffer screen referred to in this Section may form a part of any *landscaped open space* required by this By-law and may form part of a required *yard*.

- a) A 3.0 metre-wide *planting strip* abutting the full length of the applicable *lot line(s)* shall be required:
 - i) Where a *lot* in an Institutional [excluding those *uses* subject to Section 4.25 of this By-law], Commercial [excluding the Core Commercial (C1) *Zone*], Employment or Open Space Recreational (OSR) *Zone* abuts an *interior side* or *rear lot line* of a *lot* in any Residential *Zone*;
 - ii) Where a *lot* zoned Residential Three (R3) abuts a *lot* in a Residential One (R1), Residential Two (R2) or Rural Settlement Area Residential (R4) *Zone*;
 - iii) Along a *street line* where *parking areas* are located adjacent to a *street*; and,
 - iv) Abutting all *public streets* having a width of 10.0 metres or greater in all *zones*, except in the Core Commercial One (C1), Residential One (R1), Residential Two (R2) or Rural Settlement Area Residential (R4) *Zone*;

Attachment 5.3 Detail Examination of Recommendation #8

Amendments that would Expand Permissiveness

Recommendation #8 – Amending the type or permitted use of Home Occupation (home-based teaching, home-based fitness instructions, outdoor swimming lessons, home-based catering, indirect sales, and home-based medical practitioners) and not permitting Home Occupation uses (taxi service depot greater than one (1) vehicle, restaurants, and retail stores)

The type of Home Occupations desired in BWG has evolved with technology and the ability to work from home. As a result, various types of Home Occupations are seen as a viable method to earn additional income. The recommendations are as follows:

Home-based teaching – Staff recognize this type of teaching to be educational in nature ranging from tutoring to providing music lessons. Music and choir lessons are currently permitted if the Town’s Zoning By-law and Noise By-law was respected and followed. Various existing and proposed safeguards are in place such as limiting the number of visitors, hours of operation, traffic, and nuisance. Staff understand music lessons would not be suitable for all dwelling types especially for the neighbours sharing common walls and structures. To ensure minimal disturbance to neighbours, music lessons are only to be permitted in detached dwellings and no class and/or session are to be located outside of the dwelling.

Home-based fitness instructions – Staff recognize current desire for healthy living, and realizes many personal trainers work from their homes and or visit client homes to give personal training or direct classes. To ensure an appropriate balance between the residential dwelling and neighbourhood, safeguard measures will be in place limiting the number of visitors, hours of operation, traffic, and nuisance. Additionally, a home-based fitness instruction definition is proposed to differentiate between a fitness centre not suitable for residential dwellings. Concerns for dance lessons were presented for dwellings sharing walls and structures; the measure to reduce this concern is to limit dance lessons in single detached dwellings and no classes and/or sessions are to be located outside of the dwelling.

Outdoor swimming lessons – Following Council’s request and public input it became apparent that there is an appetite to permit outdoor swimming lessons. At the May 16, 2017 Council Meeting it was requested that Staff broaden the Home Occupation By-law to include Outdoor Swimming Lessons and explore other changes. While concerns were brought about as a potential “nuisance”, Staff are confident that the “nuisance” provision of the Zoning By-law and the Noise By-law would be applied to ensure impacts are minimized if issues occur. Noise from a swimming lesson is likely comparable to children playing in a pool (i.e. playing, splashing, and yelling). Given that there is an instructor and organization it might have less nuisance than traditional pool play.

Home-based catering – Staff have received a number of formal requests from a resident to open up a small-scale catering type of business. Pick up will be permitted, but food cannot be consumed at the premises. Various recommendation proposed would ensure

safeguard measures for the Home Occupation this includes prohibiting retail, restaurants and take-out restaurants to ensure in and out interactions.

Indirect sales – Based on comments and experience Staff understand that a number of resident Home Occupations sell goods out of their homes. In the current by-law only goods produced on the property are permitted to be sold (i.e., if you knit a sweater you can sell it). This update reflects the societal change and dominance of online sales in the present climate. To provide increased flexibility, Staff would be supportive of indirect sales of a wide range of goods beyond those produced in the home provided the coordination of the sale takes place through online technology in order to limit the visitor/buyers exposure to the residential neighbourhood. The Visitor's exposure would be limited to picking up the discussed good and completing payment if it has not yet occurred. Pickup will be permitted, but there is to be no retail display setup. As a safeguard, retail is prohibited. This will ensure pickups and deliveries are brief and should start and end at the front door.

Home-based medical practitioners – The ability to have a medical professional work out of the home will provide opportunity to increase the quantity of available practitioners in BWG. Ideally, this will provide opportunities for practitioners starting up or gearing down as opposed to busy practices that might not be suitable for residential neighbourhoods. Several safeguards are proposed to limit the number of visitors, hours of operations, traffic nuisance, and safety responsibilities for visitors and buildings. Additionally, limiting the occupation to a maximum of 1 practitioner, 1 non-medical staff, 2 examination rooms, and prohibiting overnight patient accommodation would limit the magnitude of nuisances.

Taxi service depot – Technology for this occupation have evolved where taxicab operators are owners, brokers, operators, and drivers and can conduct their business from their mobile phones without the need of a commercial building or large radio. This permitted Home Occupation use would have no more than one (1) vehicle.

Restaurants, Patio restaurants, Take-out restaurants, and Retail store – are prohibited Home Occupation uses to safeguard from discrepancy with new permitted uses and provisions.



Green Initiatives Advisory Committee Minutes

November 27, 2024, 6:30 p.m.
Large Engineering Boardroom
305 Barrie Street, Unit 2, Bradford, ON

Members Present:	Jonathan Scott, Councillor Ben Verkaik, Councillor Domenic Filippone	Elizabeth Simpson Hills Nadia Sinclair Anne Wright
Regrets:	Kathy Howitt Jody Mott	Ron Orr
Staff Present:	Chantele Mayer, SMDHU Karin McKenna, Committee Coordinator	Mahesh Ramdeo, Deputy CAO Ben Bartosik

1. Call to Order

The Chair called the meeting to order at 6:30 p.m. and the Land Acknowledgement was read.

2. Adoption of Agenda

Resolution GI-2025- 16

Moved By Ben Verkaik, Councillor

Seconded By Elizabeth Simpson Hills

That the Committee Agenda dated November 27, 2024 be adopted as printed.

CARRIED

3. Declarations of Pecuniary Interest and the General Nature

There were no declarations of pecuniary interest.

4. Presentations/Deputations

4.1 Climate Mitigation Strategy Draft Plan

Jade Schofield, Principal at Climate Compass Advisors, presented an overview of the Climate Mitigation and Adaptation Strategy and Draft Plan. The Committee had opportunity to provide their feedback and ask questions. Comments were made towards collective transit partnerships, ongoing engagement with youth and indigenous groups, and optimizing existing revenue tools. The public is encouraged to give input through a survey, which will be open until December 12 at [Have Your Say- BWG Draft Climate Change Mitigation and Adaptation Strategy](#) Additionally, a public open house will be held on December 10th at 7 PM in the Zima Room of the BWG Public Library, and everyone is encouraged to participate.

5. Open Forum

There were no participants for Open Forum.

6. Adoption of Minutes

Resolution GI-2025- 17

Moved By Domenic Filippone

Seconded By Anne Wright

That the minutes of the June 26, 2024 meeting be adopted as printed.

CARRIED

7. Correspondence

There were no items of correspondence.

8. Business

8.1 Green Initiatives Civic Award

The Chair introduced a proposal to create a new Civic Award to honour community organizations, individuals, or local businesses that take meaningful actions to protect the planet.

Resolution GI-2025- 18

Moved By Nadia Sinclair

Seconded By Domenic Filippone

That the committee recommend Council create a new Civic Award category called 'Green Initiatives' to honour community organizations, individuals or local businesses taking action to protect the planet.

CARRIED

8.2 Reserve Funds Investment Strategy

Chair Scott introduced the idea of creating an investment policy to align with the reporting of the mid-year financials. The proposed policy would incorporate sustainable finance principles and form part of the financial strategy for the town's reserve funds.

Resolution GI-2025- 19

Moved By Domenic Filippone

Seconded By Nadia Sinclair

That the committee recommend Council direct staff to prepare an investment strategy for town reserve funds that incorporates sustainable finance principles and report back with the mid-year financial reports in Q2 2025.

CARRIED

9. **New Business**

9.1 Budget Updates

Chair Scott reported back to the Committee on the green initiative-related items at the November budget meeting, including the approval of a snow storage filtration system, stormwater management improvements, and funding for additional park maintenance staff. The Committee also discussed the removal of funding for additional tree maintenance from the budget, expressing concerns about its potential impact on long-term urban canopy health.

9.2 Trees for Life Update

Chair Scott updated the Committee that the school boards are moving forward with the Trees for Life program in collaboration with the Lake Simcoe Region Conservation Authority (LSRCA) this spring. The initiative will involve planting nearly 800 trees across 11 schools around town. The Committee discussed tree species selection and their appropriateness for schools, due to safety and risk management.

9.3 Phosphorus Reduction Facility in the Lake Simcoe Watershed

Chair Scott informed the Committee on Council's approval of the recommendation to move ahead with negotiations for a new phosphorus reduction facility in the Lake Simcoe Watershed.

10. Announcements

11. Next Meeting

11.1 Meeting Date -January 22, 2025

11.2 Agenda Items

12. Adjourn

Resolution GI-2025- 20

Moved By Domenic Filippone

Seconded By Elizabeth Simpson Hills

That the meeting is hereby adjourned at 7:56 pm

CARRIED

Jonathan Scott, Chair



Municipal Heritage Committee Minutes

November 28, 2024, 6:00 p.m.
Large Engineering Boardroom
305 Barrie Street, Unit 2, Bradford, ON

Members Present: Ben Verkaik, Councillor
Jonathan Scott, Councillor
James Krueger
Jennifer Marks
Tracey McCann
Roger Sorensen

Regrets: Jane Grantham

Staff Present: Thomas Dysart, Senior Planner
Monica Marques, Committee Coordinator

1. Call to Order

The Chair called the meeting to order at 6:04 p.m. and the Land Acknowledgement was read.

2. Adoption of Agenda

Resolution HC-2024- 63

Moved By Roger Sorensen

Seconded By James Krueger

That the Committee Agenda dated November 28, 2024 be adopted as printed.

CARRIED

3. Declarations of Pecuniary Interest and the General Nature

There were no declarations of pecuniary interest.

4. **Presentations/Deputations**

There were no presentations or deputations.

5. **Open Forum**

Real estate agent, Peter Ferragine, was in attendance to address the Committee regarding the property municipally known as 68 Frederick Street. As the listing agent, Mr. Ferragine was representing the property owners to discuss the removal of the Listed Heritage status of the property. Information and pictures were presented to support this request.

6. **Adoption of Minutes**

Resolution HC-2024- 64

Moved By Jennifer Marks

Seconded By James Krueger

That the minutes of the September 26, 2024 meeting be adopted as printed.

CARRIED

7. **Correspondence**

7.1 Request for HCD - 23 Brownlee Drive

The Committee received correspondence from a resident requesting the property municipally known as 23 Brownlee Drive to be considered for designation as a Heritage Conservation District (HCD) under the Ontario Heritage Act. The Committee engaged in discussion surrounding the current status of this property and the properties features.

Resolution HC-2024- 65

Moved By Roger Sorensen

Seconded By James Krueger

That the Heritage Committee receive the letter for Request for Heritage Designation of the property municipally known as 23 Brownlee Drive as information and proceed with the evaluation of the property as well as recommend other measures to honour the history of the property.

CARRIED

8. Business

8.1 4381 Line 10

Thomas Dysart provided an overview of the site visit to 4381 Line 10, detailing the property's key features of heritage significance. He also presented a brief history of the site and shared photos highlighting the elements that contribute to its cultural and historical value. The Committee unanimously agreed to have staff proceed with a Cultural Heritage Evaluation Report to be presented at the next meeting.

8.2 Heritage Designation Campaign - Phase 2

Thomas Dysart provided an update on the current status of the Heritage Designation program. Earlier in the year, letters were sent to properties scoring 8 and above, resulting in five responses from property owners expressing interest in designation, with four of those properties now designated. The Committee agreed to proceed with a second phase of the campaign by sending a follow-up letter to the same property owners in the new year. The Committee will reassess high priority properties in the Spring and look into sending more targeted letters at that time.

8.3 Bond Head HCD

Thomas Dysart provided an update on the status of the project, noting that the consultant has proposed January 30, 2025, as the meeting date for public consultation. Mr. Dysart is collaborating with the Communications Team to promote the meeting through social media, mail outs, curbside signage, and other methods, while also preparing a survey to gather residents' input and provide the consultant with tailored discussion points for the meeting.

8.4 Subcommittee Update - Neighbourhood Identities

Councillor Jonathan Scott and Jennifer Marks presented the findings of the subcommittee of the different neighbourhood/district names that were uncovered after research and speaking with long-standing residents of BWG. The Committee discussed the importance of selecting names that reflect both historical significance and the character of each area. Various ideas were shared regarding district boundaries and the number of districts to be created. The subcommittee will return in the new year with a defined map outlining the proposed district boundaries and names.

8.5 Planning Act Applications

Thomas Dysart noted that there were no new applications for review.

8.6 68 Frederick Street

The Committee discussed the open forum presentation by real estate agent, Peter Ferragine to remove 68 Frederick Street as a Listed Heritage Property. Senior Planner Thomas Dysart explained that the property had scored a total of six during its last evaluation, with a score of one in each category, except for the context category, which scored three due to its location in the downtown core. The Committee suggested revisiting the list in the new year to potentially remove other properties with similarly low evaluation scores.

Resolution HC-2024- 66

Moved By Roger Sorensen

Seconded By James Krueger

That the Committee recommend to Council that the property municipally known as 68 Frederick Street be removed as a Listed Heritage property.

CARRIED

9. **New Business**

9.1 3412 Line 8

Thomas Dysart informed the Committee that AECOM, the construction group involved in the Bradford By-pass Link, has provided a statement of significance for 3412 Line 8 to protect the property during construction. Mr. Dysart has requested AECOM to provide their Cultural Heritage Evaluation Report. Since the property is of heritage value and is listed, the previous Committee had attempted to contact the owners to recommend Heritage Designation, but with this report from AECOM the property may be provincially designated. Mr. Dysart is currently researching and consulting with other municipalities to determine whether a provincially designated property also requires local municipal designation.

10. **Announcements**

There were no announcements.

11. **Next Meeting**

11.1 Meeting Date - January 23, 2025

11.2 Agenda Items

11.2.1 Holland Marsh Centennial

12. Adjourn

Resolution HC-2024- 67

Moved By Roger Sorensen

Seconded By James Krueger

That the meeting is hereby adjourned at 7:22 p.m.

CARRIED

Ben Verkaik, Chair



Strategic Initiatives Committee Minutes

November 26, 2024, 6:30 p.m.
Zima Room, Library & Cultural Centre
425 Holland Street West, Bradford

Members Present: Deputy Mayor Raj Sandhu
Councillor Cheraldean Duhaney
Councillor Ben Verkaik
Councillor Joseph Giordano
Councillor Peter Ferragine
Councillor Nickolas Harper
Councillor Peter Dykie

Regrets: Mayor James Leduc
Councillor Jonathan Scott

Staff Present: Joe Coleman, Transportation Manager
Paul Dubniak, Transportation Technologist
Terry Foran, Director of Recreation and Cultural Services
Karen Gill, Executive Assistant to Town Manager and Council
Chris Harbour, Manager of Information Technology
Vanessa Morum, Manager of Legal, Risk Management and Procurement
Steve Neely, Manager of Construction Projects
Mahesh Ramdeo, Deputy CAO
Tara Reynolds, Clerk
Valerie Vicary, Deputy Clerk

1. Call to Order

The Chair called the meeting to order at 6:31 p.m. and the Land Acknowledgement was read.

2. Adoption of Agenda

Resolution SIC-2024- 24

Moved By Councillor Verkaik

Seconded By Councillor Dykie

That the Committee Agenda dated November 26, 2024 be adopted as printed.

CARRIED

3. Declarations of Pecuniary Interest and the General Nature

There were no declarations of pecuniary interest.

4. Presentations/Deputations

There were no presentations or deputations.

5. Open Forum

Adriatik Dine was in attendance to address the Committee regarding traffic safety measures for the Isabella Parkette area.

Frank Varano addressed traffic safety measures and raised concerns about pedestrian safety for the Isabella Parkette location.

Mark Contois spoke to speed mitigation on Professor Day Drive and recommended utilizing engineering reports for future speed calming installations.

6. Adoption of Minutes

Resolution SIC-2024- 25

Moved By Councillor Giordano

Seconded By Councillor Duhaney

That the minutes of the October 22, 2024 meeting be adopted as printed.

CARRIED

7. Correspondence

There was no correspondence.

8. Business

8.1 Traffic Mitigation Strategy – Appeals Process, TR-2024-14

Paul Dubniak, Transportation Technologist addressed the Traffic Mitigation Strategy Appeals Process, highlighting key aspects of the staff report and the scoring system used to evaluate requests. Members provided input and

suggestions on public access to the appeal forms and discussed the decision-making process.

Resolution SIC-2024- 26

Moved By Councillor Ferragine
Seconded By Councillor Duhaney

That Report TR-2024-14 entitled "Traffic Mitigation Strategy – Appeals Process" be received for information; and

That the Committee endorse the appeals process for the Traffic Mitigation Strategy as laid out within this report.

CARRIED

8.2 2025 Traffic Calming Projects, TR-2024-13

Paul Dubniak discussed the 2025 Traffic Calming Projects, including the types of measures being implemented and their benefits to the community. Members proposed additional traffic calming initiatives and emphasized the need for holistic strategies. Additional information regarding potential timelines for the proposed calming projects were shared.

Resolution SIC-2024- 27

Moved By Councillor Verkaik
Seconded By Councillor Dykie

That Report TR-2024-13 entitled "2025 Traffic Calming Projects" be received for information; and

That the Committee endorse the Traffic Engineering Review of the John Street, Summerlyn Trail, and West Park Avenue, Miller Park Avenue, Langford Boulevard utilizing \$40,000 from the 2025 Community Safety & Traffic Congestion budget; and

That Council approve the funding for the purchase of five flashing radar speed signs for use along rural roadways, utilizing \$25,000 from the 2025 Community Safety & Traffic Congestion budget; and

That Council approve the expansion of the Community Safety Zones in Town, the cost to be absorbed through the transportation operations budget; and

That Council approve the amendment to Schedule A, as attached, of By-law 2013-58 Community Safety Zones.

CARRIED

8.3 Summerlyn Parkette / Isabella Park - Traffic Safety Measures

Councillor Giordano discussed the Isabella Parkette design and recommended traffic safety measures align with those of Summerlyn Parkette. Other members expressed support of implementing similar traffic mitigation measures.

Resolution SIC-2024- 28

Moved By Councillor Giordano
Seconded By Councillor Harper

That the Strategic Initiatives Committee recommend Council request staff to report back on implementing stop control measures that mirror the configuration of Summerlyn Parkette for Isabella Park; and that appropriate line markings be investigated.

CARRIED

8.4 Civic Centre - Upcoming Key Steps

Terry Foran, Director of Recreation and Cultural Services and Steve Neely, Manager of Construction Projects outlined the Civic Centre's key milestones, anticipated construction timelines, and procurement processes. The discussion also included lessons learned from challenges in similar municipal projects elsewhere, as well as details about the procurement process, change orders, and the design-build approach to maintain accountability.

9. **New Business**

There was no new business.

10. **Announcements**

There were no announcements.

11. **Next Meeting**

11.1 Meeting Date - Tuesday, January 28, 2025

11.2 Agenda Items

Agenda items may be forwarded to the Chair or the Deputy Clerk prior to the next meeting.

12. **Adjourn**

Resolution SIC-2024- 29

Moved By Councillor Verkaik

Seconded By Councillor Ferragine

That the meeting is hereby adjourned at 8:22 p.m.

CARRIED

Raj Sandhu, Chair

The Corporation of the Town of Bradford West Gwillimbury

By-law 2024-97

2025 Interim Tax Levy By-law

Being a By-law to provide for interim tax levies for the year 2025.

WHEREAS Section 317 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that the council of a local municipality may, before the adoption of estimates for the year, pass a By-law levying amounts on the assessment of property in the local municipality rateable for local municipal purposes;

AND WHEREAS the Council of The Corporation of the Town of Bradford West Gwillimbury has not yet adopted the estimates for the year 2025;

AND WHEREAS the Council deems it appropriate to provide for such interim levy on the assessment of rateable property in the Town of Bradford West Gwillimbury;

NOW THEREFORE the Council of The Corporation of the Town of Bradford West Gwillimbury enacts as follows:

1. DEFINITIONS

The following terms shall have the following meanings in this By-law:

- 1.1. "By-law" means this 2025 Interim Tax Levy By-law.
 - 1.2. "Collector" means the tax collector for the Corporation of the Town of Bradford West Gwillimbury and includes the Town's Director of Finance/Treasurer or designate.
 - 1.3. "Current Tax Year" means the 2025 tax year.
 - 1.4. "Previous Tax Year" means the 2024 tax year.
 - 1.5. "Town" means The Corporation of the Town of Bradford West Gwillimbury.
2. The Town is hereby authorized to levy in 2025 on property that is rateable for local municipality purposes an amount no greater than fifty percent (50%) of the annualized taxes for municipal and school purposes levied in the Previous Tax Year.
 3. Taxes may be levied under this By-law on any property that is rateable for local municipality purposes for the Current Tax Year, even if the property was not rateable for local municipality purposes for the Previous Tax Year, including assessment of property that is added to the assessment roll after the By-law is passed. The interim levy will be based on no more than fifty percent (50%) of the previous year's tax levy. For tax rolls that did not exist in the previous tax year, the interim tax levy will be the amount produced

by applying fifty percent (50%) of the notional tax rate to the current year assessment value.

4. In addition to the foregoing, the following special charges, collections, levies and rates shall also be levied and collected:
 - (a) A levy for the purpose of recovering amounts advanced under the provisions of the *Tile Drainage Act*, R.S.O. 1990, c. T.8, as amended, from benefiting properties;
 - (b) A levy for the purpose of recovering amounts expended under the provisions of the *Drainage Act, 1990* from the benefiting properties;
 - (c) A levy for any or all other amounts collectable pursuant to any statute or By-law and chargeable to any or all real property and business and/or person or persons to be raised in the same manner and at the same time as all other levies, rates, charges, and/or collections.
5. The Collector shall send to each person so taxed, a printed bill specifying the amounts and due dates of taxes payable by the taxpayer in the form and with the information required under subsection 343(2) of the *Municipal Act, 2001*.
6. The Collector shall send the tax bill to the taxpayer's residence or place of business unless the taxpayer directs the Collector, in writing, to send the tax bill to another address or has made a request to receive the tax bill electronically, in which case it shall be sent to that address or email. This direction will continue until it is revoked by the taxpayer in writing.
7. The interim tax levy imposed by this By-law shall become due and payable in two (2) equal instalments each comprising fifty percent (50%) of the interim tax levy as follows:
 - 1st Interim Instalment - Thursday, February 27, 2025
 - 2nd Interim Instalment - Monday, April 28, 2025
8. All tax under this By-law shall be payable into the hands of the Collector in accordance with the provisions of this By-law. No discount shall be allowed for punctual payment of any taxes or prepayment under this By-law.
9. Under Section 345 of *The Municipal Act, 2001*, the Town may pass a bylaw imposing late payment charges, which includes penalties and interest. Once imposed, late payment charges are deemed to be part of the taxes against which they are imposed.

Section 354 of that Act prohibits the discretionary cancellation or reduction of taxes, including penalty and interest once duly imposed. Council has no authority to act outside the prescribed limitations set out by that section.
10. The Collector shall add as a penalty for non-payment of taxes or any instalment thereof, on the first day of the month after any given due date, a charge equal to 1.25 percent

(15% per annum) on the amount of taxes due and unpaid on the first day of each calendar month thereafter in which the taxes remain due and unpaid but not after December 31st in the current year.

11. The Collector shall add an interest charge of 1.25 percent (15% per annum), on the first day of each calendar month to the amount of all taxes due and unpaid for each month or fraction thereof from December 31st in the current year until taxes are paid.

12. The Collector shall, not later than twenty-one (21) days prior to the date that the first instalment is due, mail or cause to be mailed to the address of the residence or place of business of each person taxed under this By-law, a notice setting out the amount of each instalment, the date by which it is to be paid, and the penalty charge imposed for late payment. Tax Rolls enrolled in electronic delivery will no longer receive tax notices via Canada Post mail delivery.

13. Taxes shall be paid either in full or by instalment:

13.1. by cash, cheque or debit card (no credit cards accepted) at the Municipal Finance Office, 61 Holland Street East, Bradford, Ontario or at the Administration Office, 100 Dissette Street, Bradford, Ontario during business hours from 8:30 a.m. to 4:30 p.m.;

13.2. or at any financial institution where permitted by personal payment or dial-in payment service with any service charge that may be applicable for payment at a financial institution is the responsibility of the person(s) paying the taxes and not that of the Town; or

13.3. by means of pre-authorized payments either on the ten (10) month plan or on the due date as arranged through the office of the Treasurer.

14. The Collector is authorized and directed to collect any penalty or interest or any other levies, rates, charges or collections in the same manner as empowered to collect taxes levied by the Council.

15. The Collector shall be authorized to accept part payment from time to time on account of any such taxes that are due, except for accounts affected by tax registration procedures, and to give a receipt for such part payment, provided that acceptance of any such part payment shall not affect the collection of any penalty charges imposed and collectable in respect of non-payment of the taxes or any instalment thereof.

16. Nothing in this By-law shall prevent the Collector from proceeding at any time with the collection of any tax, or any part thereof, in accordance with the provisions of any statutes or By-laws governing the collection of taxes.

17. CONFLICTING LEGISLATION

In the event of any conflict between the provisions of this By-law and any other By-law, the provisions of this By-law shall prevail to the extent of the conflict.

18. VALIDITY AND SEVERABILITY

Notwithstanding any section, subsections, clause, paragraph or provision of this By-law or parts thereof, may be declared by a court of competent jurisdiction to be invalid, unenforceable, illegal or beyond the powers of Council to enact, such section or sections or parts thereof shall be deemed to be severable and that all other sections or parts of this By-law are separate and independent there from and enacted as such as a whole and shall not affect the validity or enforceability of any other provisions of this By-law or of the By-law as a whole. Whenever any reference is made in this By-law to a statute of the Legislature of the Province of Ontario, such reference shall be deemed to include all subsequent amendments to such statute and all successor legislation to such statute.

19. ADMINISTRATION

This By-law shall be administered by the Collector.

20. REPEAL/RESCIND

By-law 2023-23 is hereby repealed.

21. FORCE & EFFECT

This By-law shall come into force and take effect on the day it is enacted and may be cited as the “2025 Interim Tax Levy By-law”.

Enacted this 17th day of December, 2024.

Tara Reynolds, Clerk

James Leduc, Mayor

The Corporation of the Town of Bradford West Gwillimbury

By-law 2024-98

2025 Temporary Borrowing By-law

A By-Law to authorize temporary borrowing to meet current expenditures pending receipt of current revenues.

WHEREAS Section 407 of the *Municipal Act, 2001*, S.O. 2001, C. 25, as amended, authorizes a municipality to at any time during a fiscal year, authorize temporary borrowing, until the taxes are collected and other revenues are received, of the amounts that the municipality considers necessary to meet the expenses of the municipality for the year;

AND WHEREAS the Council of the Corporation of the Town of Bradford West Gwillimbury deems it expedient and advisable in the public interest to enact this by-law to authorize temporary borrowing to meet its current expenditures for the year, in accordance with Section 407 of the *Municipal Act, 2001*;

NOW THEREFORE the Council of The Corporation of the Town of Bradford West Gwillimbury hereby enacts as follows:

1. GENERAL PROVISIONS

- 1.1 The Treasurer is hereby authorized on behalf of the Town to borrow from time to time by way of promissory note or banker's acceptance during the current year such sums as may be necessary to meet, until the taxes are collected and other revenues received, the current expenditures of the Town and the other amounts that are set out in Section 407 of the *Municipal Act, 2001*.
- 1.2 The Town may borrow amounts under authority of this By-Law from the Bank of Nova Scotia and such other lenders as may be determined from time to time by resolution of Council.
- 1.3 The total amount which may be borrowed at any one time under this By-Law, together with the total of any similar borrowing that has not been repaid, shall not exceed the following percentages of the total estimated revenues of the Town as set out in the 2025 draft budget, during the following time periods:
 - a) 50 percent from January 1st to September 30th of the current year, and
 - b) 25 percent October 1st to December 31st of the current year.
- 1.4 The Treasurer shall, at the time when any amount is borrowed under the By-Law, ensure that the lender is or has been furnished with a certified copy of this By-Law, a certified copy of the resolution mentioned in Section 1.2, if applicable, and a

statement showing the nature and amount of the estimated revenues for the current year and the total of any other amounts borrowed from any and all sources under authority of Section 407 of the *Municipal Act, 2001* that have not been repaid.

- 1.5 All amounts borrowed pursuant to the authority of this By-Law as well as all other amounts borrowed during 2025 and in previous years from any lenders for any or all of the purposes referred to herein, shall, with interest thereon, be a charge upon the whole of the revenues of the Town for the current year and for all preceding years as and when such revenues are received.
- 1.6 The Treasurer is hereby authorized and directed to apply in payment of all amounts borrowed as aforesaid, together with interest thereon, all of the monies hereafter collected or received either on account or realized in respect of taxes levied for the current year and preceding years or from any other sources which may lawfully be applied for such purpose.
- 1.7 This By-Law shall be administered by the Treasurer.
- 1.8 Whenever the Treasurer is authorized to act under this By-Law, in her absence, any of the Treasurer's actions are authorized to be undertaken by the Deputy Treasurer.

2. WORDS AND PHRASES

- 2.1 Where words and phrases used in this By-Law are defined in the *Municipal Act, 2001*, the definitions in the *Municipal Act, 2001* shall apply to such words and phrases.

3. WORD USAGE

- 3.1 As used in the By-Law, words used in the present tense include the future, words used in the masculine gender include the feminine and neuter; and the singular number includes the plural and the plural the singular.
- 3.2 The headings and subheadings used in this By-Law shall be deemed to be inserted for convenience of reference.

4. CONFLICTING LEGISLATION

- 4.1 Where there is any conflict between the provisions of this By-Law and the provisions of the *Municipal Act, 2001* the provisions of the *Municipal Act, 2001* shall prevail to the extent of the conflict.

5. VALIDITY AND SEVERABILITY

-
- 5.1 It is hereby declared that notwithstanding any section, subsections, clause, paragraph or provision of the By-Law or parts thereof, may be declared by a court of competent jurisdiction to be invalid, unenforceable, illegal or beyond the powers of Council to enact, such section or sections or parts thereof shall be deemed to be severable and shall not affect the validity or enforceability of any other provisions of the By-Law as a whole or part thereof and all other sections of the By-Law shall be deemed to be separate and independent therefrom and enacted as such.
- 5.2 Whenever any reference is made in this By-Law to a statute of the Legislature of the Province of Ontario, such reference shall be deemed to include all subsequent amendments to such statute and all successor legislation to such statute
6. REPEAL SECTION
- 6.1 That By-Law 2024-04 is hereby repealed.
7. SHORT TITLE
- 7.1 This By-Law shall be cited as the 2025 Temporary Borrowing By-law.
8. FORCE AND EFFECT
- 8.1 This By-Law shall come into force and take effect on January 1, 2025.

Enacted this 17th day of December, 2024.

Tara Reynolds, Clerk

James Leduc, Mayor

The Corporation of the Town of Bradford West Gwillimbury

By-law 2024-99

A By-law to amend By-law 2024-34, being a By-law to provide for payment of remuneration, expenses, and allowances for the members of Council and Local Boards.

WHEREAS section 283 of the *Municipal Act, 2001*, S.O. 2001, Chapter 25, as amended (the "*Municipal Act, 2001*"), provides that a municipality may only pay the expenses of the members of its Council if the expenses are of those persons in their capacity as members and the expenses are actually incurred or the expenses are, in lieu of the expenses actually incurred, a reasonable estimate, in the opinion of Council, of the actual expenses that would be incurred;

AND WHEREAS during its budget deliberation meetings held November 12 and 13, 2024, Council adopted Resolution 2024-373 to remove the proposed increase in Council remuneration in the amount of \$58,700;

AND WHEREAS Council is desirous of amending By-law 2024-34 as a result thereof;

NOW THEREFORE the Council of The Corporation of the Town of Bradford West Gwillimbury hereby enacts as follows:

1. That Schedule "A" of By-law 2024-34 is replaced by the attached Schedule "A" hereto and by this reference forming part of this By-law.
2. This By-law shall come into force and take effect on the date it is enacted.

Enacted on December 17, 2024.

Tara Reynolds, Clerk

James Leduc, Mayor

Schedule "A"

	Mayor	Deputy Mayor	Councillor	
Remuneration (paid through payroll or by local boards)				
Remuneration as of June 30, 2024	\$62,625.66	\$37,832.92	\$30,224.53	
Remuneration as of January 1, 2025	\$62,625.66	\$37,832.92	\$30,224.53	
Remuneration as of January 1, 2026	2025 Remuneration + \$14,353.25 + 2026 COLA ¹	2025 Remuneration + \$5,640.12 + 2026 COLA ¹	2025 Remuneration + \$4,505.63 + 2026 COLA ¹	
Future Year's Remuneration	Previous Year's Remuneration + COLA ¹	Previous Year's Remuneration + COLA ¹	Previous Year's Remuneration + COLA ¹	
Annual Mileage Allowance	\$3,000	\$2,000	\$1,500	
Annual Internet Allowance	\$540	\$540	\$540	
Per diem for >3 Council meeting dates per month	\$100	\$100	\$100	
Per diem for out of Town conference	\$100	\$100	\$100	2
Meal Allowance <ul style="list-style-type: none"> • Breakfast • Lunch • Dinner 	\$25 \$25 \$50	\$25 \$25 \$50	\$25 \$25 \$50	2
Local Board Remuneration	Paid by local board	Paid by local board	Paid by local board	
Expenses (reimbursement through accounts payable)				
Out of town mileage claimed	Current rate	Current rate	Current rate	2
(other transportation, parking, accommodation, workshop/seminar or conference registration, meals with receipt and other Council related expenses)	Reimbursement of receipted amount	Reimbursement of receipted amount	Reimbursement of receipted amount	2
Cell phone	Paid by Town	Paid by Town	Paid by Town	2

¹ In accordance with s. 5 of this by-law.

² Subject to maximum budget set annually by Council

The Corporation of the Town of Bradford West Gwillimbury

By-law 2024-100

Confirm Proceedings By-law

A By-law to confirm the proceedings of Council of The Corporation of the Town of Bradford West Gwillimbury at its meeting held on December 17, 2024.

WHEREAS pursuant to Section 5 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended ("*Municipal Act, 2001*") the powers of a municipality are to be exercised by its Council by by-law;

AND WHEREAS it is deemed expedient that the proceedings of the Council of The Corporation of the Town of Bradford West Gwillimbury at this meeting be confirmed and adopted by by-law.

NOW THEREFORE the Council of The Corporation of the Town of Bradford West Gwillimbury hereby enacts as follows:

1. The actions of the Council of The Corporation of the Town of Bradford West Gwillimbury at its meeting held on December 17, 2024 with respect to each recommendation contained in the reports of Council as adopted or amended and adopted and each resolution passed and other action taken by the Council of The Corporation of the Town of Bradford West Gwillimbury at this meeting is hereby adopted and confirmed as if all such proceedings were expressly embodied in this by-law.
2. The Mayor and Clerk and the appropriate other officials of the Town of Bradford West Gwillimbury are hereby authorized and directed to do all things necessary to give effect to the actions of the Council of The Town of Bradford West Gwillimbury referred to in the preceding section.
3. The Mayor and Clerk are authorized and directed to execute all documents necessary in that behalf and to affix thereto the seal of the corporation of the Town of Bradford West Gwillimbury.
4. This By-law shall come into force and take effect on the date it is enacted.

Enacted December 17, 2024.

Tara Reynolds, Clerk

James Leduc, Mayor