



A Growing Tradition

Regular Council and Committee of the Whole Agenda

Tuesday, January 21, 2025, 7:00 p.m.

Conducted Electronically

An electronic closed session will precede the Regular Meeting at 5:30 p.m.

Please note: The Regular Meeting of Council and Committee of the Whole will be conducted electronically 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 January 21, 2025 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. Identifiable Individuals - South Simcoe Police Services Board Appointment
2. Identifiable Individuals - Municipal Heritage Committee Appointment
3. Litigation Matter - Ontario Land Tribunal Appeal - Simcoe Road
4. Potential Land Disposition of Surplus Lands

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 January 21, 2025 be adopted as printed.

6. **Declarations of Pecuniary Interest and General Nature**

7. **Presentations**

There are no presentations.

8. **Deputations**

There are no deputations.

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 8

Recommendation:

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

11. Correspondence of Action

- 11.1 Town of Innisfil - Royal Victoria Regional Health Centre Expansion Plan - Resolution 18

Recommendation:

That the Town of Bradford West Gwillimbury Council receives for information and supports the correspondence from the Town of Innisfil regarding the Royal Victoria Regional Health Centre (RVH) expansion plan for a south campus in Innisfil.

12. Staff Reports

- 12.1 Request for Hold Removal (D14-24-16) – Bradford Self-Storage Equities Limited, PLN-2025-1 20

Recommendation:

That Report PLN 2025-1 titled "Request for Hold Removal (D14-24-16) – Bradford Self-Storage Equities Limited" be received for information; and

That Council adopt a by-law to remove the Holding (H1) symbol from the lands legally described as Part of Lot 12, Concession 6 such that the removal of the Holding (H1) Provision takes effect upon the execution of the Site Plan Agreement for the proposed development of the lands.

- 12.2 2025 Cost Sharing Update and Budget Approval for the Bradford West Gwillimbury/Innisfil Police Service Board, FIN-2025-1 33

Recommendation:

That Report FIN-2025-01 titled "2025 Cost Sharing Update and Budget Approval for the Bradford West Gwillimbury/Innisfil Police Service Board" be received for information;

That the 2025 Cost Sharing Update for the Bradford West Gwillimbury/Innisfil Police Service Board be received;

That a By-law to amend the 1996 Police Services Amalgamation Agreement be considered at the next meeting of Council;

That the 2025 Bradford West Gwillimbury/Innisfil Police Services Board operating budget of \$27,927,108 (net of Court Security and Prisoner

Transportation Grant) and capital budget of \$1,854,784 be approved;
and,

That the Town's \$14,239,786 share of the Police Board's 2025 Budget plus the Town's direct South Division Facility costs be funded with \$92,373 of Court Security and Prisoner Transportation Grant Revenue; \$234,300 from the Police Capital Expenditure Reserve Fund; \$1,770,000 from the Town's net proceeds of the Automated Speed Enforcement (ASE) Revenues and a \$12,143,113 Property Tax Levy.

12.3 Option to Lease Town Lands to Alectra Energy Solutions, DCAO-2025-1

55

Recommendation:

That Report DCAO-2025-1 titled "Option to Lease Town Lands to Alectra Energy Solutions" be received; and

That Council advise the Independent Electricity System Operator (IESO) supports a submission by Alectra Energy Solutions to the IESO LT2 procurement process for a battery energy storage system in Bradford West Gwillimbury; and

That Council grant Alectra Energy Solutions the Option to Lease the properties described within this report; and

That Council grant this Option to Lease for a period of one (1) year beginning January 22, 2025; and

That Council grant staff the authority to extend this Option to Lease in one-year increments for a maximum of three renewals and upon a request by Alectra Energy Solutions at least 30 days before the expiry of the preceding Option to Lease.

13. Request for Staff Report

Recommendation:

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

14. Council to Move into Committee of the Whole

Recommendation:

That Council resolve into the Committee of the Whole.

15. Committee of the Whole

15.1 Call to Order

The Presiding Officer calls the meeting to order.

15.2 Declarations of Pecuniary Interest and the General Nature

15.3 Staff Reports

1. Street Naming Proposal for Bradford East Developments Inc. Subdivision File D12-23-12, PLN-2025-3

61

Recommendation:

That Report PLN-2024-56 titled "Street Naming Proposal for Bradford East Developments Inc. Subdivision, File D12-23-12 " be received for information; and,

That Council approve the street name "Marques Crescent" for the proposed street in the Draft Approved Plan of Subdivision D12-23-12 located on Blocks 101, 103 and 112 Registered Plan 51M-1138 and Part of Lot 15, Concession 5.

2. Downtown Area CIP Application DCIP-2025-01 (Rebel Fit), EDO-2025-1 75

Recommendation:

That Report EDO 2025-1 titled "Downtown CIP Application – DCIP 2024 02 (Rebel Fit)" be received for information; and

That Council approve the Rebel Fit application for 180 Holland Street West under the Downtown Community Improvement Plan (DCIP) for \$27,097.50, subject to the following breakdown:

- \$23,347.50 under Program 2: Building Interior Grant Program;
- \$3,750.00 under Program 3: Fees and Permits Grant Program; and

That Council authorize the Mayor and Clerk to enter into the appropriate agreements with the applicants, detailing terms and conditions of the grant approval, agreement process and payment schedule, subject to the parameters of the Town of Bradford West Gwillimbury Industrial Areas Community Improvement Plan, April 2022.

3. Fire Route By-Law and Traffic By-law Amendments, FIR-2025-1 87

Recommendation:

That Report FIR-2025-1 titled "Fire Route By-Law and Traffic By-law Amendments" be received for information; and

That the draft by-laws attached to Staff Report FIR-2025-1 be approved for enactment.

4. Review and Updates to the Special Events By-law, CAO-2025-1 106

Recommendation:

That Report CAO-2025-1 titled "Review and Updates to the Special Events By-law" be received;

That revisions to the Special Events By-law and Fees & Charges By-law as detailed herein be endorsed; and,

That Staff be directed to bring the necessary by-laws forward to Council for approval once finalized.

15.4 Committee of the Whole Adjournment

Recommendation:

That the Committee of the Whole adjourn at _____ p.m.

16. Reconvene Regular Meeting

17. Committee Minutes and Recommendations

Recommendation:

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

17.1 Accessibility Advisory Committee Minutes - Monday, January 13, 2025 127

1. Recommendation:

That the minutes of the January 13, 2025 Accessibility Advisory Committee meeting be received.

2. Recommendation:

That Council receive the Accessibility Advisory Committee's proposed list of awareness dates for 2025 and request staff to proceed with issuing proclamations on the Town's social media feed.

18. New Business

19. By-laws

Recommendation:

That By-laws 2025-01, 2025-02, 2025-03, 2025-04, 2025-05, 2025-06, 2025-07, 2025-08, and 2025-09 be passed.

19.1 By-law 2025-01 - Final Assumption National Homes Bradford Inc. Phase 1 Remaining Lots 82 to 89 and 103 to 108 132

A By-law to confirm Final Assumption of the Aboveground and Underground Works within Plan 51M-1051, National Homes (Bradford) Inc. Phase 1 Remaining Lots, 82 to 29 and 103 to 108.

19.2 By-law 2025-02 - Final Assumption National Homes Bradford Inc. Phase 2 Lots 1 to 35 133

A By-law to confirm Final Assumption of the Aboveground and Underground Works within Plan 51M-1185, National Homes (Bradford) Inc. Phase 2, Lots 1 to 35.

19.3 By-law 2025-03 - Community Safety Zones By-law Amendment 134
A By-law to amend Community Safety Zones By-law 2013-58.

19.4	By-law 2025-04 - Fees and Charges By-law Amendment A By-law to amend By-law 2024-94, The Fees and Charges By-law to update fees relating to special events processes and fees.	136
19.5	By-law 2025-05 - Home Occupation Zoning By-law Amendment A By-law to amend Zoning By-law 2010-050 to amend definitions and zoning standards for Home Occupations.	138
19.6	By-law 2025-06 - Municipal Law Enforcement Officer II Appointment - Rachel Vigilanti A By-law to appoint a By-law Enforcement Officer/MLEO II – Rachel Vigilanti.	144
19.7	By-law 2025-07 - Bradford Self-Storage Equities Limited - Hold Removal By-law A By-law to amend Zoning By-law 2010-050 to remove the Holding (H1) symbol from the Neighbourhood Commercial Exception Hold "C2*6*1(H1)" Zone, affecting lands legally described as Part of Lot 12, Concession 6.	146
19.8	By-law 2025-08 - Fire Services, Ontario Transfer Payment Agreement A By-law to authorize the execution of an Ontario Transfer Payment Agreement with His Majesty the King in right of Ontario as represented by the Solicitor General, Office of the Fire Marshal for the provision of the Fire Protection Grant.	148
19.9	By-law 2025-09 - Temporary Access Agreement, County of Simcoe A By-law to authorize the execution of a Temporary Access Agreement with The Corporation of the County of Simcoe respecting 3217 Yonge Street.	149
20.	Motions/Notices of Motion	
21.	Announcements	
21.1	General Announcements	
21.2	County Council Update	
22.	Confirm Proceedings	150
	<u>Recommendation:</u> That By-law 2025-10, a by-law to confirm proceedings of the Regular Council and Committee of the Whole meeting dated January 21, 2025 be enacted.	
23.	Adjourn	
	<u>Recommendation:</u> That the meeting is hereby adjourned at _____p.m.	



Regular Council and Committee of the Whole Minutes

December 17, 2024, 7:00 p.m.
Zima Room, Library & Cultural Centre
425 Holland Street West

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

1. Call to Order

The Presiding Officer called the meeting to order at 6:02 p.m.

2. Adoption of Closed Session Agenda

Resolution 2024-437

Moved by: Councillor Scott

Seconded by: Councillor Ferragine

That the Closed Session Agenda dated December 17, 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 2024-438

Moved by: Councillor Harper

Seconded by: Councillor Verkaik

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

CARRIED

4.2 Reconvene Regular Meeting

The Regular Meeting was reconvened at 7:01 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 2024-439

Moved by: Councillor Scott

Seconded by: Councillor Verkaik

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

CARRIED

6. Declarations of Pecuniary Interest and General Nature

There were no declarations of pecuniary interest.

7. Presentations

There were no presentations.

8. Deputations

8.1 South Simcoe Police Services Board - 2025 Budget

Chief of Police, John Van Dyke and Police Services Board Chair, Chris Gariepy presented the Bradford West Gwillimbury/Innisfil Police Services Board 2025 Operating Budget and proposed funding considerations. Supporting centric data and comparable findings from local policing neighbours were shared. Additional information pertaining to the 2025 Capital Budget and a budget projection for 2026 were discussed.

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 2024-440

Moved by: Councillor Ferragine

Seconded by: Councillor Giordano

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.

CARRIED

11. Correspondence

There were no items of correspondence.

12. Staff Reports

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

Resolution 2024-441

Moved by: Councillor Ferragine

Seconded by: Councillor Scott

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.

CARRIED

Resolution 2024-442

Moved by: Deputy Mayor Sandhu

Seconded by: Councillor Ferragine

That Council approve Carrot Fest vendor booth rental fees for 2025 as follows:

Friday Local - \$50

Friday Non-local - \$75

Saturday Local - \$90

Saturday Non-local - \$250; and

That the 2025 Fees and Charges By-law be amended and brought forward for enactment.

CARRIED

Resolution 2024-443

Moved by: Councillor Dykie

Seconded by: Councillor Harper

That Council approve local food vendor booth rental for other events as follows:

Music in the Park and Outdoor Movies - \$10

Pumpkin Fest - \$25

Canada Day - \$75; and

That the 2025 Fees and Charges By-law be amended and brought forward for enactment.

CARRIED

Resolution 2024-444

Moved by: Councillor Giordano

Seconded by: Councillor Duhaney

That Council approve the new application and selection process for store front businesses, local businesses/vendors and non-local businesses/vendors at Carrot Fest outlined in staff report REC-2024-5, incorporating a two-week timeframe for each business type to apply.

CARRIED

Resolution 2024-445

Moved by: Councillor Giordano

Seconded by: Councillor Harper

That Council approve Celebration Square rental fees as follows:

Private/Commercial, Half Day 8 hour rental - \$1,500

Private/Commercial, Full Day 12 hour rental - \$2,250; and

That the 2025 Fees and Charges By-law be amended and brought forward for enactment.

CARRIED

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

Resolution 2024-446

Moved by: Councillor Verkaik

Seconded by: Councillor Scott

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.

CARRIED

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

Resolution 2024-447

Moved by: Councillor Giordano

Seconded by: Deputy Mayor Sandhu

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.

CARRIED

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

Resolution 2024-448

Moved by: Councillor Ferragine

Seconded by: Councillor Giordano

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 two (2) 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, 2026.

CARRIED

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

Resolution 2024-449

Moved by: Deputy Mayor Sandhu

Seconded by: Councillor Scott

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

There were no requests for staff reports.

14. Committee of the Whole

There was no Committee of the Whole.

15. Committee Minutes and Recommendations

Resolution 2024-450

Moved by: Councillor Scott

Seconded by: Councillor Verkaik

That the Committee Minutes and Recommendations, items 15.1 to 15.3 inclusive, be received and approved, save and except 15.1(3).

CARRIED

Resolution 2024-451

Moved by: Councillor Ferragine

Seconded by: Councillor Scott

That the Committee Recommendation 15.1(3) be received and approved.

CARRIED

15.1 Green Initiatives Advisory Committee Minutes - November 27, 2024

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

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

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

There was no new business.

17. By-laws

Resolution 2024-452

Moved by: Councillor Dykie

Seconded by: Deputy Mayor Sandhu

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

CARRIED

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.

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.

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.

18. Motions/Notices of Motion18.1 Addressing Professional Rent Withholders in Accessory Dwelling Units and Secondary Rental Properties

Item 18.1 was withdrawn by Councillor Giordano with the consent of Council.

19. Announcements19.1 General Announcements

Mayor Leduc noted various community events and activities. Councillor Duhaney wished everyone a Happy Holiday and provided a reminder about the availability of community support groups.

19.2 County Council Update

There were no County Council updates.

20. Confirm Proceedings

Resolution 2024-453

Moved by: Councillor Duhaney

Seconded by: Deputy Mayor Sandhu

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.

CARRIED

21. Adjourn

Resolution 2024-454

Moved by: Councillor Verkaik

Seconded by: Councillor Dykie

That the meeting is hereby adjourned at 9:26 p.m.

CARRIED

Tara Reynolds, Clerk

James Leduc, Mayor



CLERK SERVICES

SENT VIA EMAIL

December 17, 2024

Honorable Sylvia Jones
Deputy Premier and Minister of Health
777 Bay Street, College Park, 5th Floor
Toronto, ON M7A 2J3

Dear Honorable Jones,

Re: Royal Victoria Regional Health Centre (RVH) Expansion Plan

Please be advised that Council for the Town of Innisfil considered and adopted the following motion presented by Mayor L. Dollin on December 11, 2024, regarding the RVH Expansion Plan:

Whereas the Town of Innisfil (the Town) has worked closely with Royal Victoria Regional Health Centre (RVH) in support of the expansion plan for a south campus in Innisfil; and

Whereas this support included a request for a Ministerial Zoning Order (MZO) to help facilitate this project, that was granted in early 2022 by the Ministry of Municipal Affairs and Housing, acknowledging the importance of this project; and

Whereas the Town recognizes mounting provincial fiscal pressures, the realities and rising costs of the competitive construction market, and the increasing demand for regional acute health care close to home; and

Whereas a new health hub located in Innisfil that includes services such as an urgent care center, day surgery capacity, diagnostics for medical imaging and lab work center, outpatient clinic, and beds for transitional, rehab and seniors' care will help to alleviate some of the pressure from the Barrie hospital campus and create better access for patient care across this region; and

Whereas the Town also recognizes the timely need for provincial support to accelerate this project in one of the fastest-growing communities in Ontario.

Therefore, be it hereby resolved that a letter expressing the Town's unwavering support for the RVH expansion, be sent from the Mayor's office to the Honorable Sylvia Jones, Deputy Premier and Minister of Health, requesting the provincial government to prioritize funding to move this project forward and provide provincial approval that will allow RVH to proceed with the expansion plan; and

Further that a copy of the letter and this resolution be sent to Premier Ford, the Honorable Paul Calandra, Minister of Municipal Affairs and Housing, the Honorable Peter Bethlenfalvy, Minister of Finance, the Honorable Andrea Khanjin, MPP, Barrie -

Innisfil, Gail Hunt, President and CEO, RVH, Jason Teal, RVH Board Chair, and Dominik Nowak, President of the Ontario Medical Association; and

Further that this resolution be sent to the neighbouring municipalities including the City of Barrie, Town of Bradford-West Gwillimbury, Town of New Tecumseth, Township of Essa, and Township of Adjala-Tosorontio requesting their support of this resolution.

Sincerely,



Patty Thoma,
Town Clerk
705-436-3740 Ext. 2402
pthoma@innisfil.ca

cc: Premier of Ontario Doug Ford
Minister of Municipal Affairs and Housing, Honorable Paul Calandra
Minister of Finance, Honorable Peter Bethlenfalvy
MPP, Barrie-Innisfil, Honorable Andrea Khanjin
Gail Hunt, President & CEO RVH
Jason Teal, RVH Board Chair
Dominik Nowak, President of the Ontario Medical Association
City of Barrie Town Clerk
Town of Bradford West Gwillimbury Town Clerk
Town of New Tecumseth Town Clerk
Township of Essa Town Clerk
Township of Adjala-Tosorontio



Report of Growth Services

REPORT #: PLN-2025-1

DATE: 21-Jan-25

TO: Mayor and Members of Council

SUBJECT: **Request for Hold Removal (D14-24-16) – Bradford Self-Storage Equities Limited**

PREPARED BY: Madeline Luker, Planner

1. RECOMMENDATIONS:

That Report PLN 2025-1 titled "Request for Hold Removal (D14-24-16) – Bradford Self-Storage Equities Limited" be received for information; and

That Council adopt a by-law to remove the Holding (H1) symbol from the lands legally described as Part of Lot 12, Concession 6 such that the removal of the Holding (H1) Provision takes effect upon the execution of the Site Plan Agreement for the proposed development of the lands.

2. PREAMBLE:

Community Planning has received a request from Humphries Planning Group Inc., on behalf the Owner, Bradford Self-Storage Equities Limited., for the removal of the Holding (H1) Provision on their property legally described as Part of Lot 12, Concession 6 (see **Attachment 5.1 - Location Map**). If approved, this will allow for the further development of the site to occur in terms of proceeding with a building permit application.

In April of 2022, Council passed By-law 2022-38 amending Zoning By-law 2010-050. The purpose of By-law 2022-38 was to rezone a portion of the lands from the "Neighborhood Commercial Exception" (C2*6) Zone to the "Neighborhood Commercial Exception Hold" (C2*6*1(H1)) Zone to permit the construction of a three-storey climate-controlled self storage facility (see **Attachment 5.2 – Cover Letter and Attachment 5.3 – Site Plan & Elevations**). Per the Town's Site Plan Control By-law 2010-012, the proposed development is subject to Site Plan Control. The recommendation of the April 2022 Staff Report (DES 2022 25) included that "Council pass a by-law to remove the Holding (H1) provision at such time as a Site Plan Agreement is executed".

A Site Plan Agreement has been prepared and delivered to the Town's Administrative Offices for execution by the Mayor and Clerk. As such, Staff are recommending that the Holding (H1) Provision removal by-law be passed now, with such removal taking effect upon execution of a Site Plan Agreement for the development of the lands. Language to this effect has been included in the Draft Hold Removal By-law as **Attachment 5.4 – Draft Hold Removal By-law**.

PLN-2025-1

3. BASIC DATA PERTAINING TO THE MATTER:

A Site Plan Agreement outlines the obligations and duties of the developer and property owner with respect to the development of the property and the installation, construction, repair, and maintenance of municipal services. The Agreement also specifies the payment and securities required by the Town and sets out the responsibilities of the property owner related to the development of the property.

By-law 2022-114 delegates Site Plan Approval to the Manager of Community Planning; however, the subject property has a Holding (H1) Provision, which states that the appropriate Development Agreement (i.e., Site Plan Agreement) must be executed prior to the development of the property.

A Site Plan Agreement has been prepared and delivered to the Town's Administrative Offices for execution by the Mayor and Clerk. Therefore, it is Staff's recommendation that it is appropriate for a Holding (H1) Provision removal by-law to now be passed, such that the removal of the Holding (H1) Provision takes effect upon execution of the Site Plan Agreement.

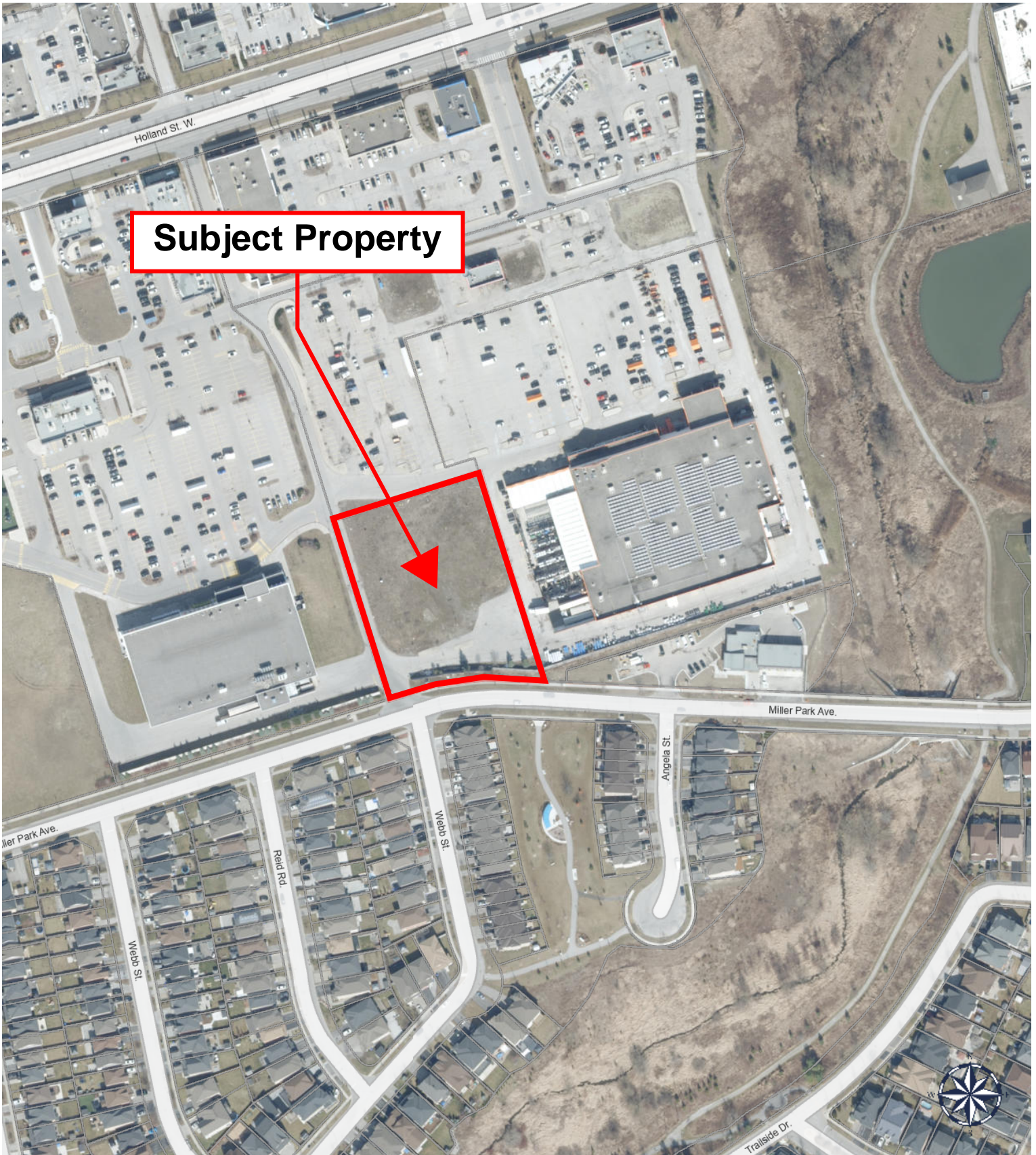
If Council were to approve the request, the Holding (H1) Provision would apply until such time that a Site Plan Agreement has been executed by the Mayor and Clerk. Therefore, Staff recommend that Council lift the Holding (H1) Provision so that the Owner may obtain full building permits at the earliest opportunity once the Site Plan Agreement is executed.

4. EFFECT ON TOWN FINANCES:

Under the conditions of the Site Plan Agreement, the property owner will provide the appropriate securities and monies, and the Town will see revenue from future building permits and property taxes.

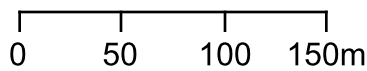
5. ATTACHMENTS:

Attachment 5.1 – Location Map
Attachment 5.2 – Cover Letter
Attachment 5.3 – Site Plan & Elevations
Attachment 5.4 – Draft Hold Removal By-law



Subject Property

This map, either in whole or in part, may not be reproduced without the written authority from © The Corporation of the County of Simcoe. This map is intended for personal use, has been produced using data from a variety of sources and may not be current or accurate. Produced (in part) under license from: © His Majesty the King in Right of Canada, Department of Natural Resources; © King's Printer, Ontario Ministry of Natural Resources; © Teranet



1 : 3,689



Jan. 3, 2025

Attachment 5.2 - Cover Letter

HUMPHRIES PLANNING GROUP INC.

FOUNDED IN 2003

December 19, 2024
HPGI File: 21709

Development Planning Department
305 Barrie Street, Unit 2
Bradford, ON
L3Z 2A9

Attn: Madeline Luker, Planner

Re: Intention to Remove Holding (H1) Provision on Subject Site
490 Holland Street West
Town Files: D14-21-11 and D11-21-08
Cobidana Investments Limited (Purchaser)

Humphries Planning Group Inc. ("HPGI") is the planning consultant for Cobidana Investments Limited, the purchaser of the property municipally known as 490 Holland Street West (the "Subject Site"), in Bradford West Gwillimbury.

Applications for Zoning By-law Amendment and Site Plan Approval were submitted to the Town on September 29th, 2021. The Zoning By-law Amendment was approved and passed in April 2022. Per the staff recommendation report dated April 5th, 2022, for the Zoning By-law Amendment, the following is required:

That a by-law to remove the Holding (H1) provision be brought forward for enactment at such time as a Site Plan Agreement is executed;

Given that the Site Plan Agreement for the Subject Lands is close to being executed, HPGI is requesting the removal of the H1 provision.

Yours truly,
HUMPHRIES PLANNING GROUP INC.



Rosemarie L. Humphries BA, MCIP, RPP
President

cc. *Cobidana Investments Limited*

BDP. Quadrangle

Quadrangle Architects Limited
901 King Street West, Suite 701 Toronto, ON M5V 3H5
t 416 598 1240 www.bdpquadrangle.com

Apple Self Storage

484 Holland St. W. Bradford, ON

for
Cobidana Investments Limited

Project No. 21003
Date 2022-11-17
Issued for Site Plan Approval - Resubmission

ARCHITECTURAL DRAWINGS

A000.S	Cover Page
A100.S	A.O.D.A Checklist
A101.S	Site Plan
A201.S	Ground & Second Floor Plan
A202.S	Third Floor & Roof Plan
A401.S	Building Elevations
A901.S	Renderings

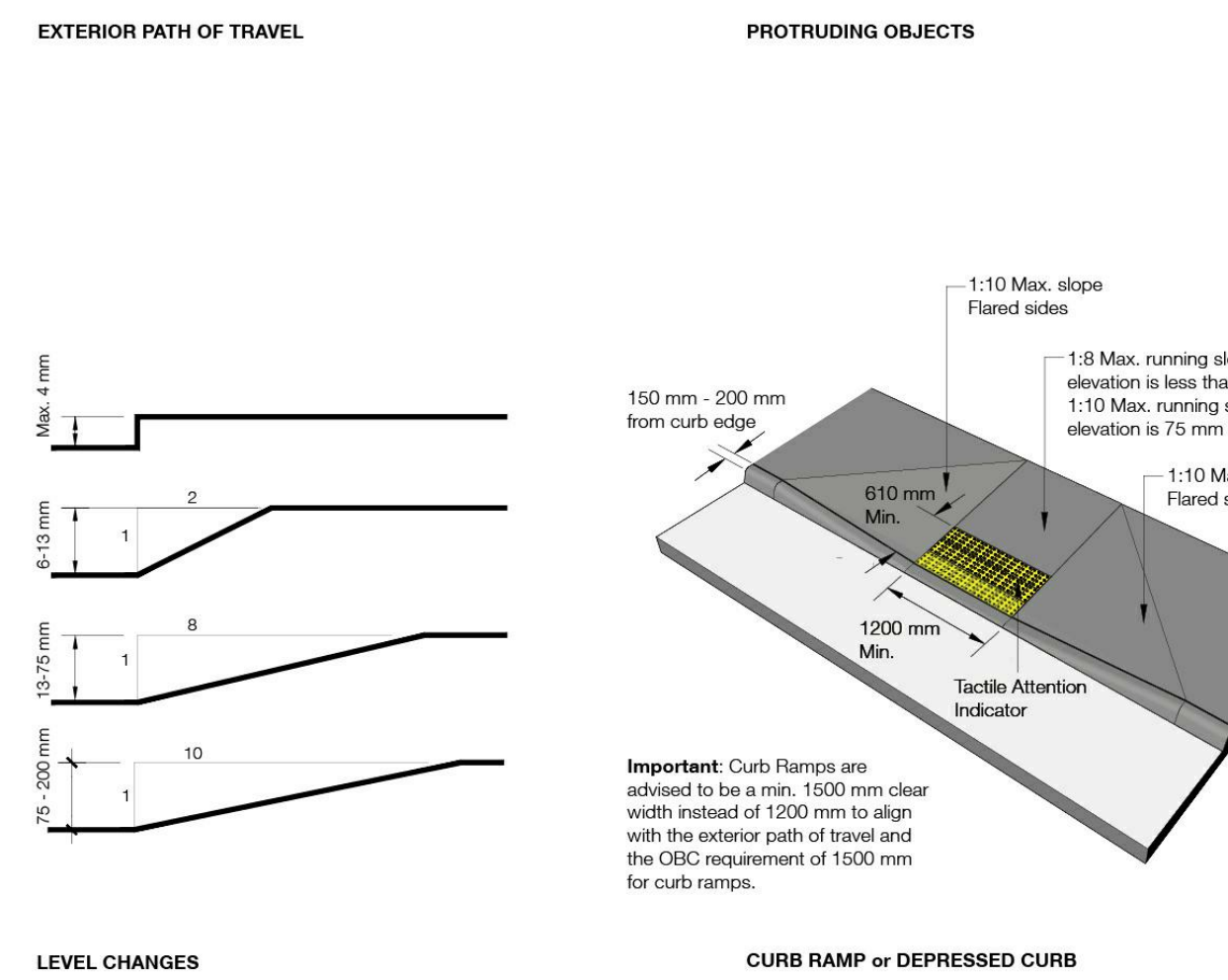
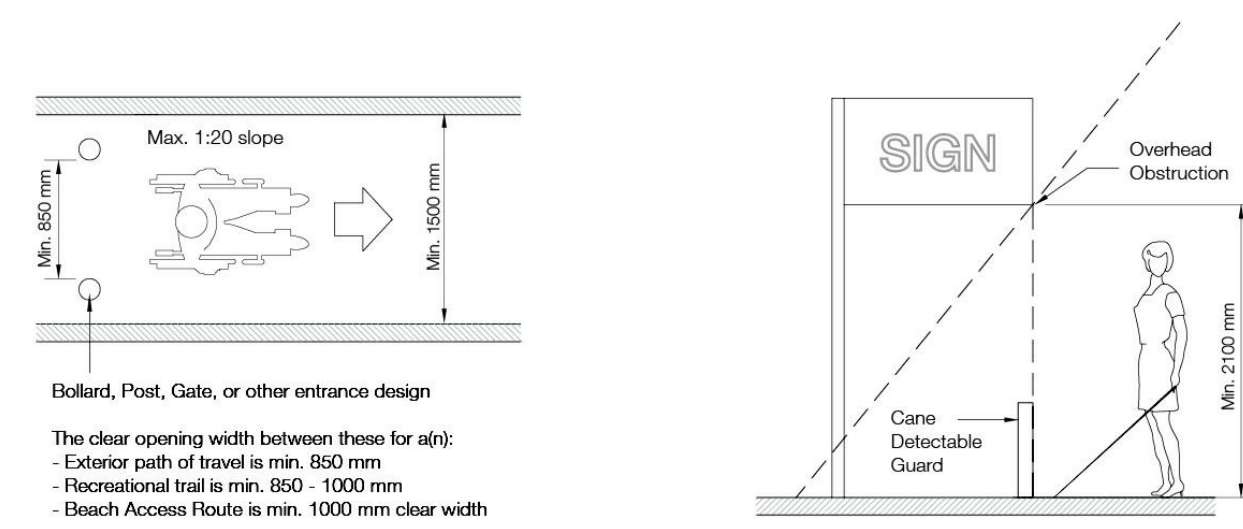


BDP. Quadrangle

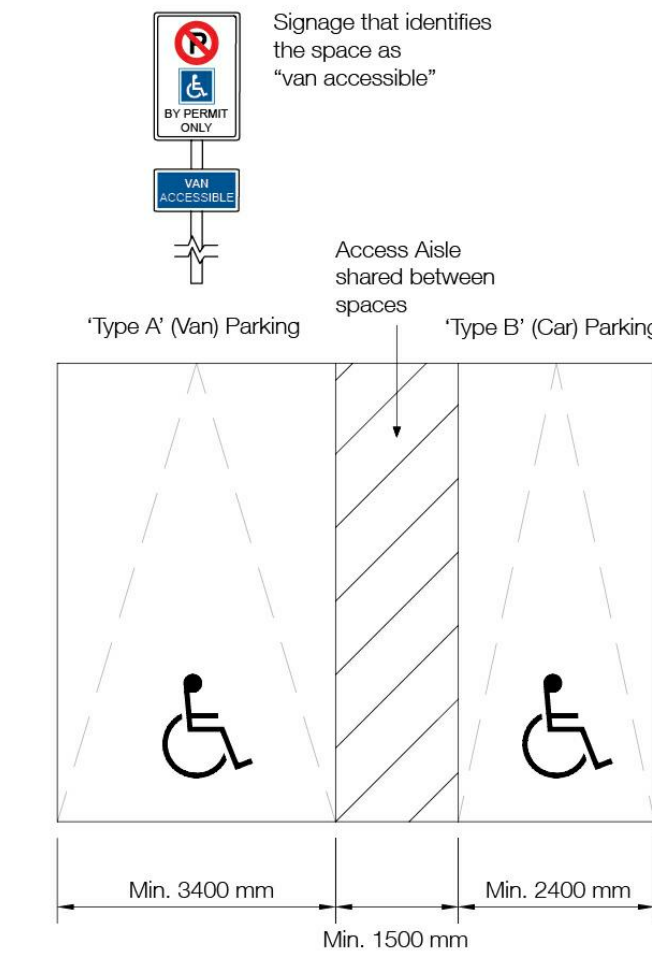
Quadrangle Architects Limited
901 King Street West, Suite 701 Toronto, ON M5V 3H5
t 416 598 1240 www.bdpquadrangle.com

Exterior Paths of Travel

3.1 Path of Travel, Protruding Objects, Level Changes, and Depressed Curb



Accessible Parking

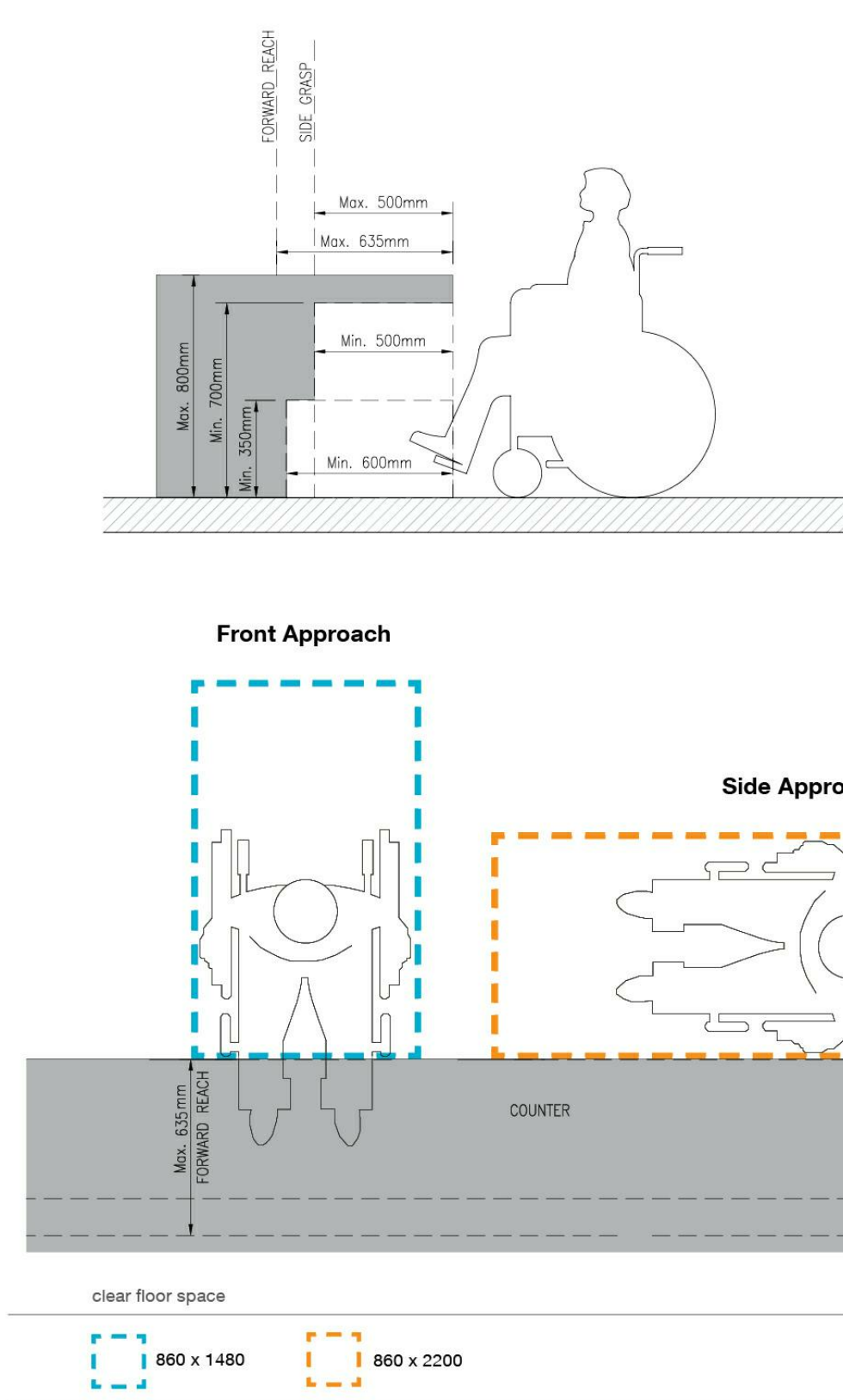


TOTAL PARKING	# OF ACCESSIBLE PARKING REQUIRED
Less than 12	1 Type A Parking Space
13 - 100	4%
101 - 200	3% + 1
201 - 1000	2% + 2
More than 1000	1% + 11

NOTE
If an even number of accessible parking spaces is required, 50% should be type A and 50% should be type B
If an odd number of accessible parking spaces is required, 50% should be type A and 50% + 1 space should be type B

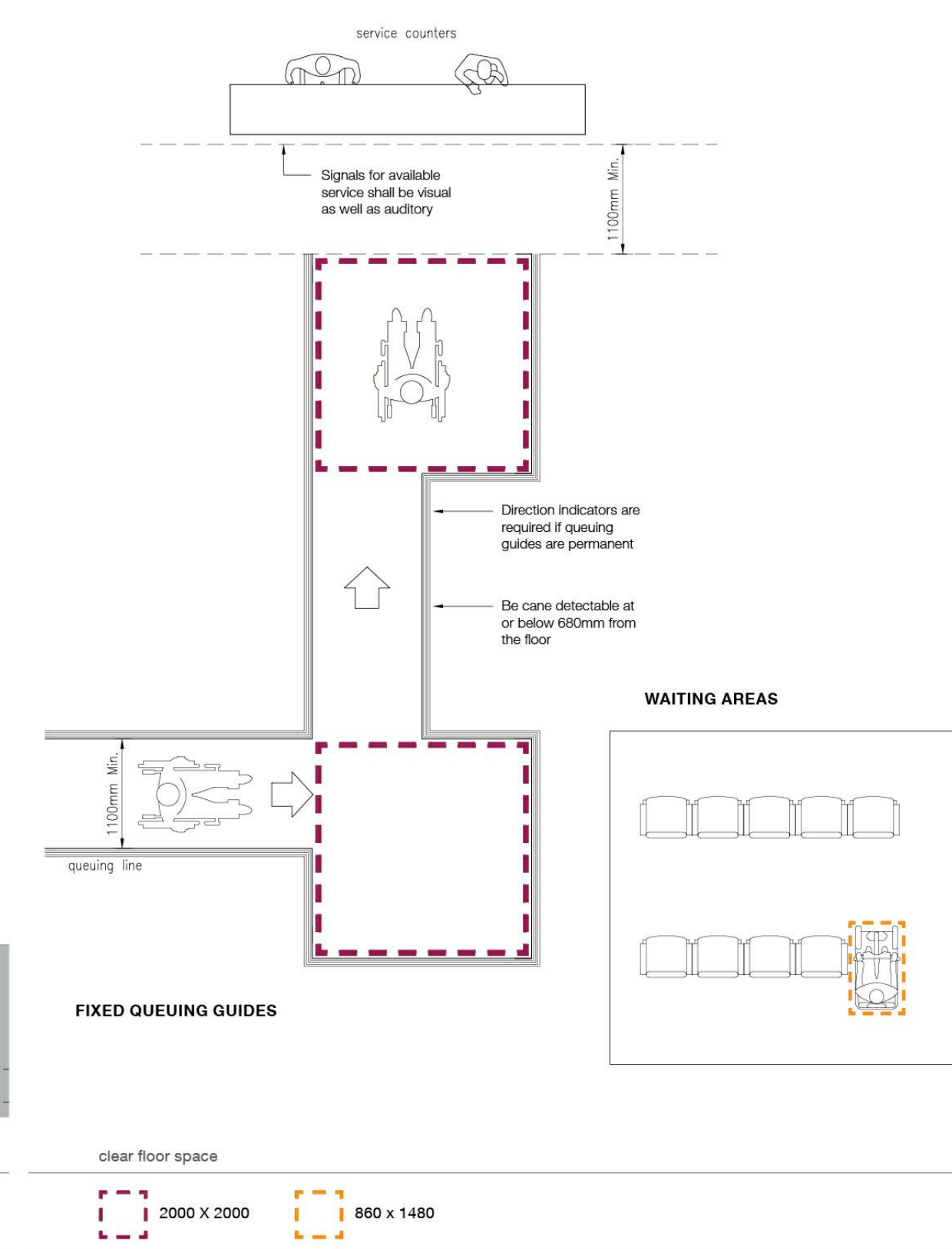
Obtaining Services

5.1 Service Counter



Obtaining Services

5.2 Waiting Areas and Fixed Queuing Guides



Accessibility Design Standard Checklist (Refer to legend/detail in drawing set)

Description	Location	Reference
Min 1500mm wide sidewalks	Site Landscaping	O Reg. 191/11, 80.23.1
Exterior Path - stable, firm, slip resistant	Site Landscaping	O Reg. 191/11, 80.23.3-4
Tactile indicators at curb cuts and depressed curbs leading into path of traffic	Site Landscaping	O Reg. 191/11, 80.26.5
Accessible pedestrian signals	N/A	N/A
Overhead clearance and access aisles at passenger loading zones (where provided)	N/A	N/A
Overhead clearance of 2100mm from parking entrance to accessible parking spaces	N/A	N/A
Accessible parking space(s) with access aisles and signage	A101.S	O Reg. 191/11, 80.32-37
Minimum 1100mm clear width path of travel with required laybys	N/A	N/A
Accessible building entrance(s)	Ground Floor to Third Floor	N/A
Vestibule with min. 1500mm diameter turning circle between door swings	Ground Floor	N/A
Barrier free passenger elevator	Ground Floor to Third Floor	N/A
Ramp with appropriate slope, handrails and landings	N/A	N/A
Stairs with appropriate rise and run, handrails, landings and tactile attention indicators	Ground Floor to Third Floor	O Reg. 191/11, 80.25
Latch side clearance of 600mm (pull side) and 300mm (push side) for amenity doors and barrier free suites	All doors in barrier free path of travel throughout building excluding service rooms	N/A
Power door operators at barrier-free entrances to residential buildings, at retail entrances, universal washrooms, Group A amenity spaces, and where latch side clearance is insufficient along the barrier-free path	Ground Floor to Third Floor	N/A
Universal washrooms provided as per Table 3.8.2.3.A of the OBC	Ground Floor	OBC, Table 3.8.2.3.A
860mm clear door width along the barrier-path	All doors in barrier free path of travel throughout building excluding service rooms	N/A
Operating controls at an accessible height	To be provided throughout barrier free path of travel	N/A
15% barrier free suites for each suite type; each has barrier-free path to minimum one washroom, one bedroom, the kitchen and living room. The washroom has 1500mm turning circle and wall reinforcement.	N/A	N/A

**** This checklist was developed internally and is based on the barrier-free requirements for a typical multi-unit residential or commercial building under the OBC and the Design of Public Spaces Standard (DoPS), part of the Accessibility for Ontarians with Disabilities Act (AODA).****

Date	No.	Description
------	-----	-------------

REVISION RECORD		
2022-11-17		Site Plan Approval - Resubmission
2022-07-11		Site Plan Approval - Resubmission
2022-05-12		Site Plan Approval - Resubmission
2021-12-20		Site Plan Approval - Resubmission

ISSUE RECORD



BDP. Quadrangle

Quadrangle Architects Limited
901 King Street West, Suite 701 Toronto, ON M5V 3H5
t 416 598 1240 www.bdpquadrangle.com

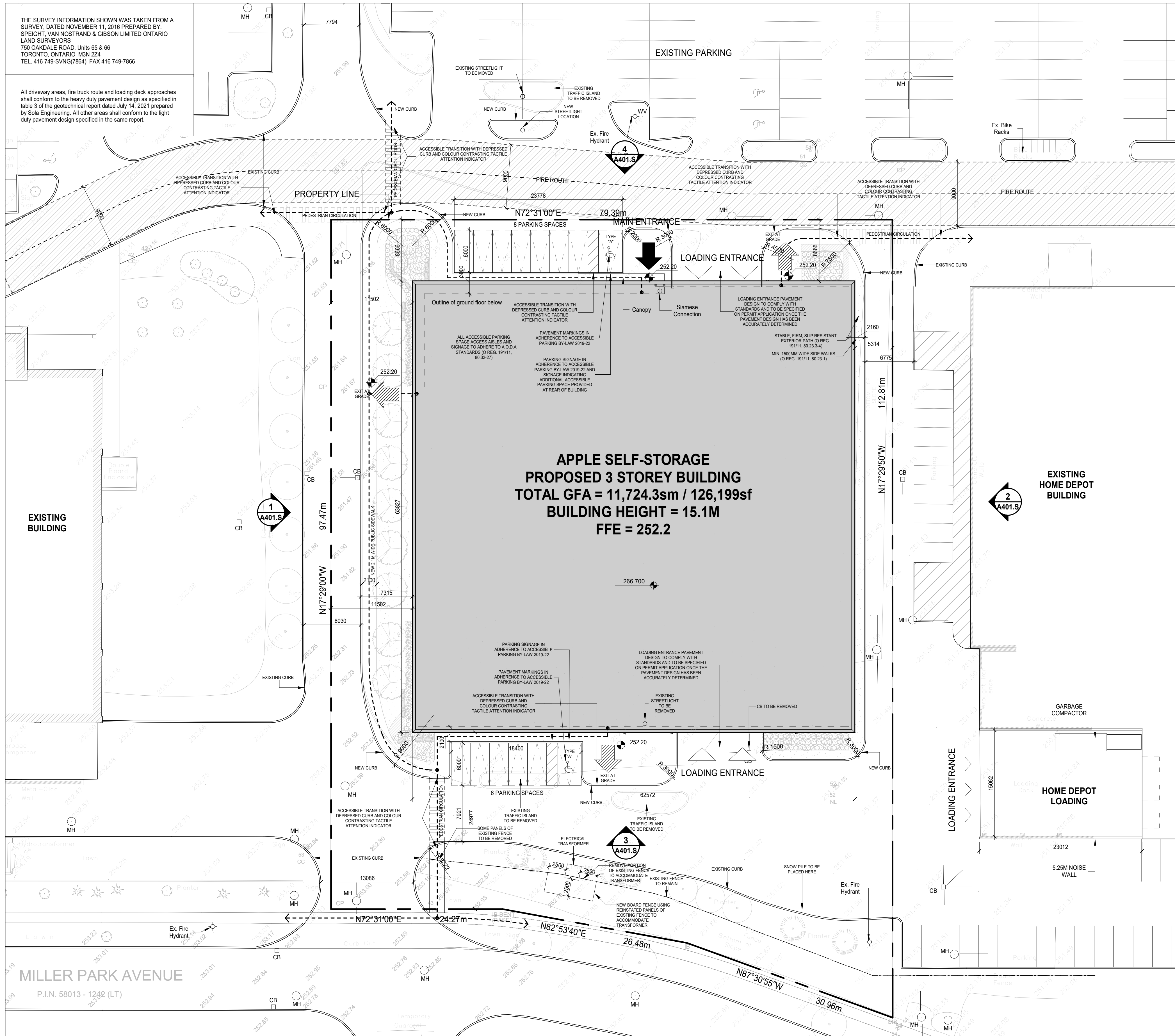
Apple Self Storage
484 Holland St. W. Bradford, ON for
Cobidana Investments Limited

21003 PROJECT SCALE
VT DRAWN
HL REVIEWED

A.O.D.A Checklist

A100.S

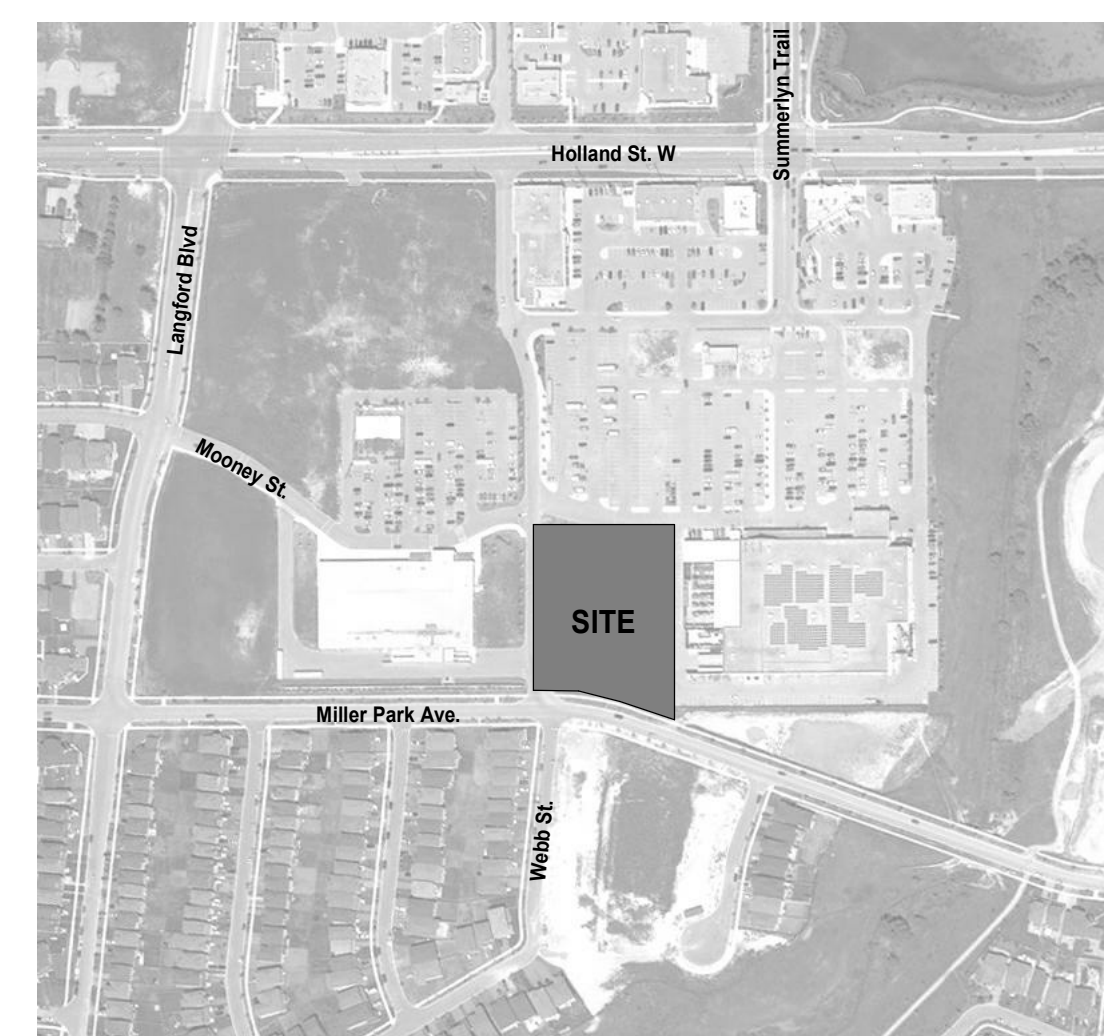
Note: This drawing is the property of the Architect and may not be reproduced or used without the expressed consent of the Architect. The Contractor is responsible for checking and verifying all levels and dimensions and shall report all discrepancies to the Architect and obtain clarification prior to commencing work.



THE SURVEY INFORMATION SHOWN WAS TAKEN FROM A SURVEY, DATED NOVEMBER 11, 2016 PREPARED BY: SPEIGHT, VAN NOSTRAND & GIBSON LIMITED ONTARIO LAND SURVEYORS 750 OAKDALE ROAD, Units 65 & 66 TORONTO, ONTARIO M3N 2Z4 TEL. 416 749-SVNG(7864) FAX 416 749-7866

All driveway areas, fire truck route and loading deck approaches shall conform to the heavy duty pavement design as specified in Table 3 of the geotechnical report dated July 14, 2021 prepared by Sola Engineering. All other areas shall conform to the light duty pavement design specified in the same report.

**APPLE SELF-STORAGE
PROPOSED 3 STOREY BUILDING
TOTAL GFA = 11,724.3sm / 126,199sf
BUILDING HEIGHT = 15.1M
FFE = 252.2**



2 Key Site Plan
SCALE: NTS

SITE STATISTICS

SITE DATA

TOTAL LOT AREA	8,094 sm	87,122 sf
LANDSCAPED OPEN AREA	1,424.5 sm	17.6%

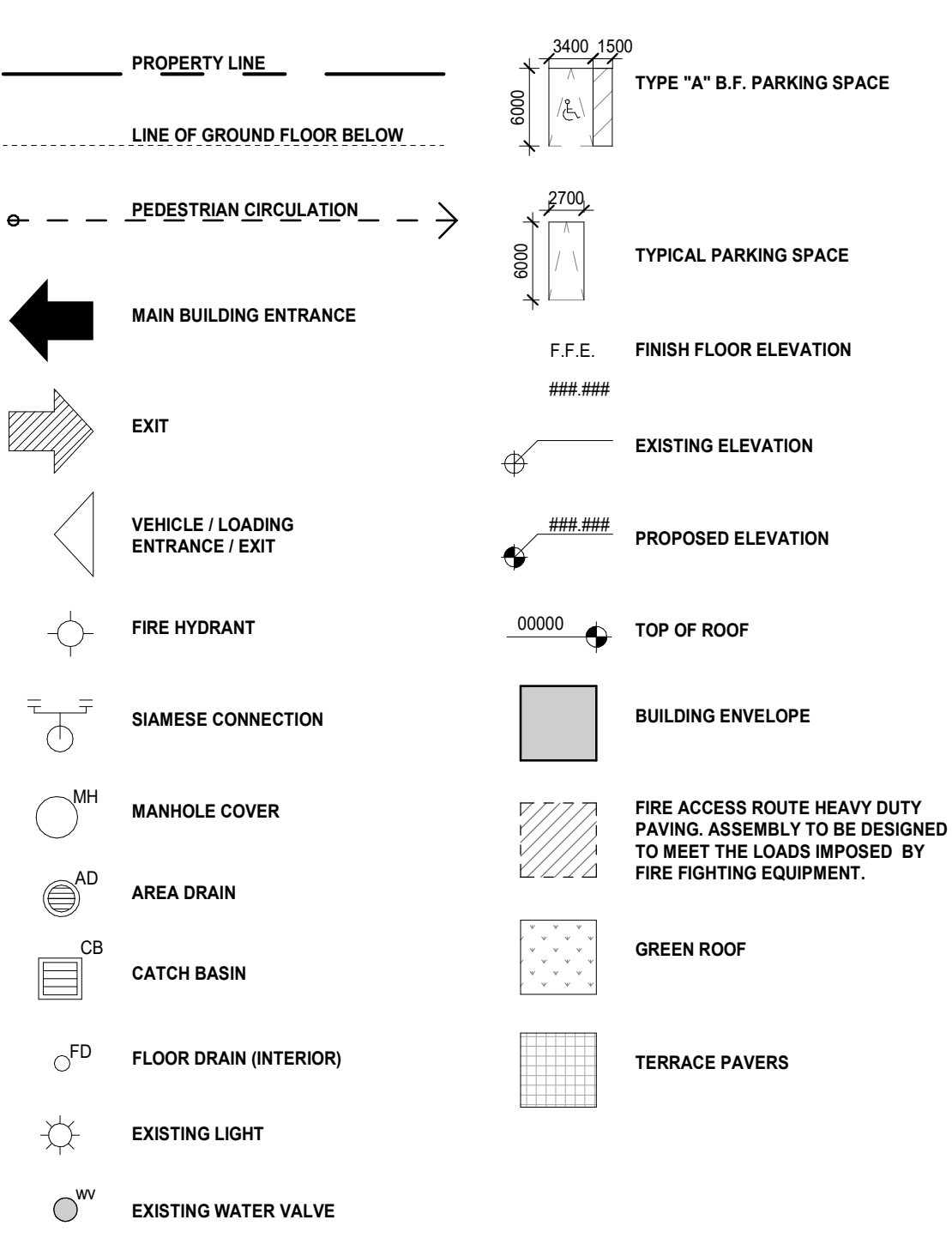
BUILDING DATA

TOTAL GFA	11,724.3 sm	126,199 sf	GROUND FLOOR AREA	3,744.3 sm	40,303 sf
TOTAL FLOOR AREA	11,724.3 sm	126,199 sf	OFFICE AREA	129.0 sm	1,389 sf
TOTAL F.S.I	1.45		TOTAL ROOF AREA	3,884.5 sm	41,816 sf
			BUILDING HEIGHT	15.1 m	

PARKING AND LOADING DATA

PARKING REQUIRED	PARKING PROVIDED	LOADING REQUIRED	LOADING PROVIDED
40 Parking Spaces	14 Parking Spaces	3 Parking Spaces	4 Parking Spaces
PARKING PROVIDED ON ADJACENT COMMERCIAL PROPERTY			
22 Parking Spaces	(NOTE: 4 new parking spaces added to adjacent commercial property)		

SITE PLAN LEGEND



Date	No.	Description
REVISION RECORD		

2022-11-17		Site Plan Approval - Resubmission
2022-09-22		Site Plan Approval - Resubmission
2022-07-11		Site Plan Approval - Resubmission
2022-05-12		Site Plan Approval - Resubmission
2021-12-20		Site Plan Approval - Resubmission
2021-07-16		Site Plan Approval

ISSUE RECORD



BDP. Quadrangle

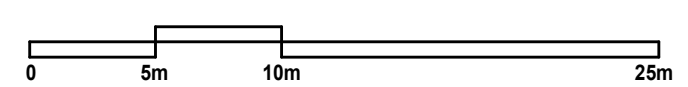
Quadrangle Architects Limited
901 King Street West, Suite 701 Toronto, ON M5V 3H5
t 416 598 1240 www.bdpquadrangle.com

Apple Self Storage
484 Holland St. W. Bradford, ON for Cobidana Investments Limited

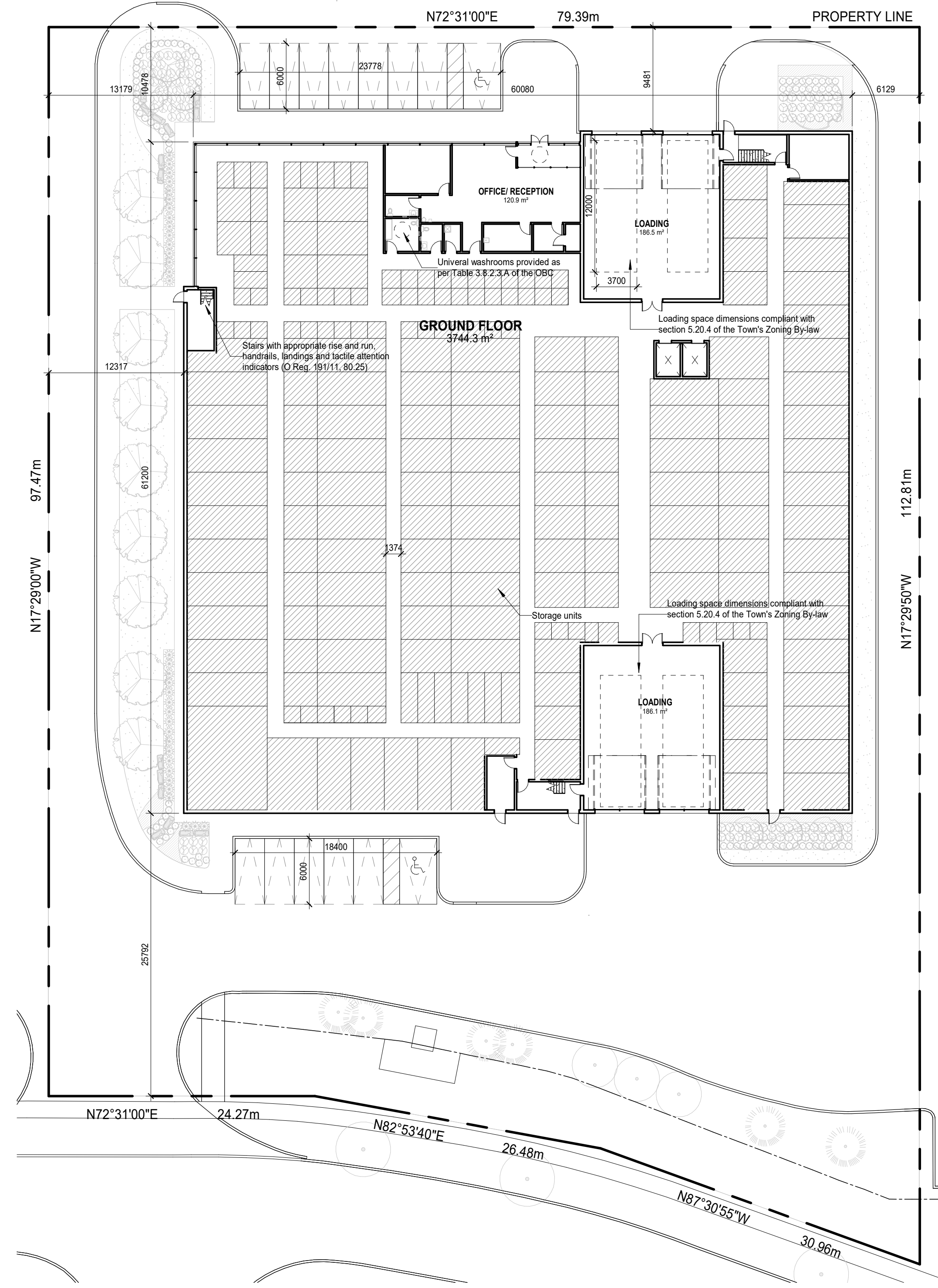
21003 1:300 F.C H.L
PROJECT SCALE DRAWN REVIEWED

Site Plan

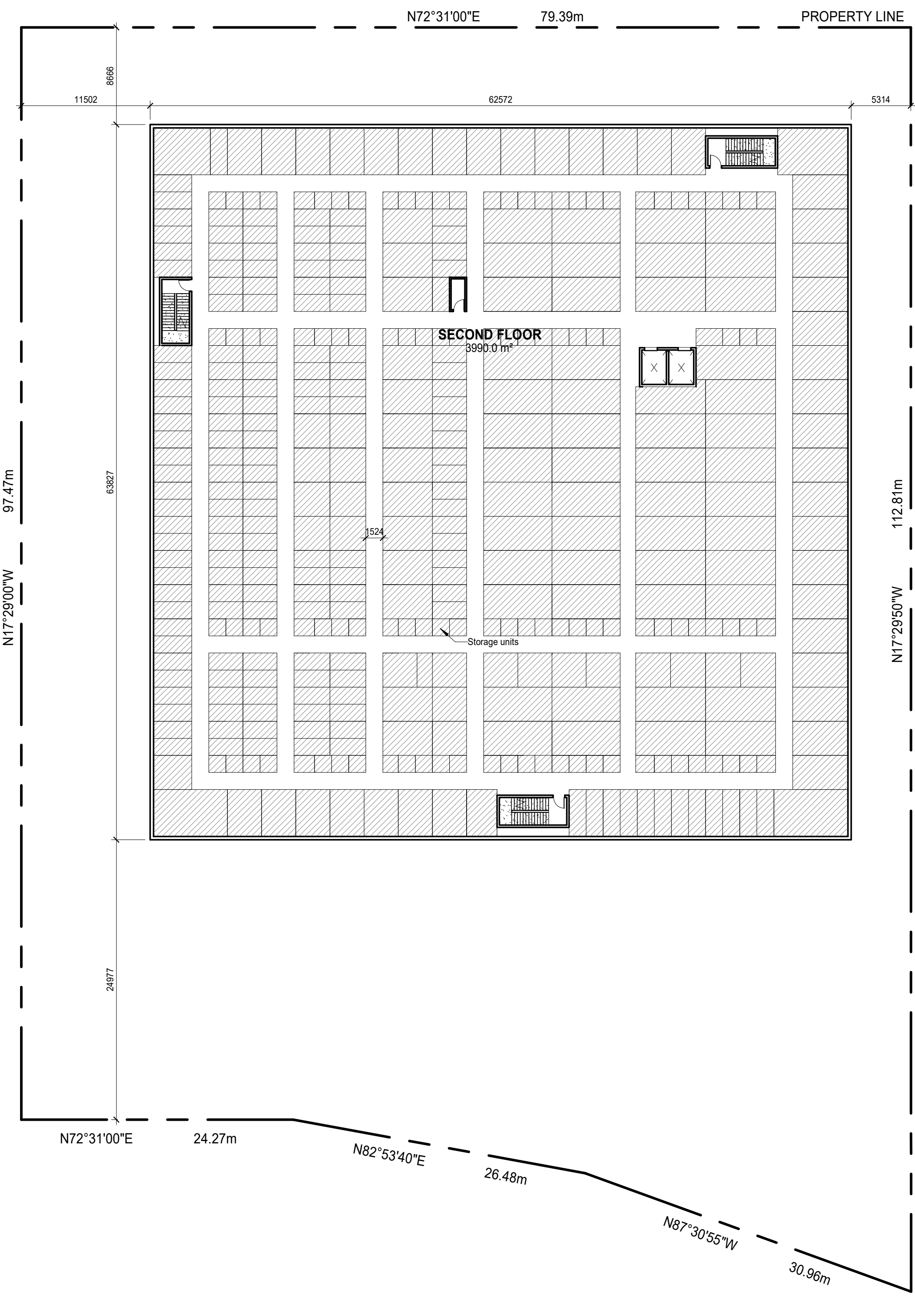
A101.S



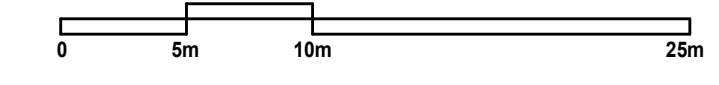
Note: This drawing is the property of the Architect and may not be reproduced or used without the expressed consent of the Architect. The Contractor is responsible for checking and verifying all levels and dimensions and shall report all discrepancies to the Architect and obtain clarification prior to commencing work.



2 GROUND FLOOR
SCALE: 1 : 300



1 SECOND FLOOR
SCALE: 1 : 300



Date	No.	Description
REVISION RECORD		

2022-11-17		Site Plan Approval - Resubmission
2022-07-11		Site Plan Approval - Resubmission
2022-05-12		Site Plan Approval - Resubmission
2021-12-20		Site Plan Approval - Resubmission
2021-07-16		Site Plan Approval

ISSUE RECORD



BDP. Quadrangle

Quadrangle Architects Limited
901 King Street West, Suite 701 Toronto, ON M5V 3H5
t 416 598 1240 www.bdpquadrangle.com

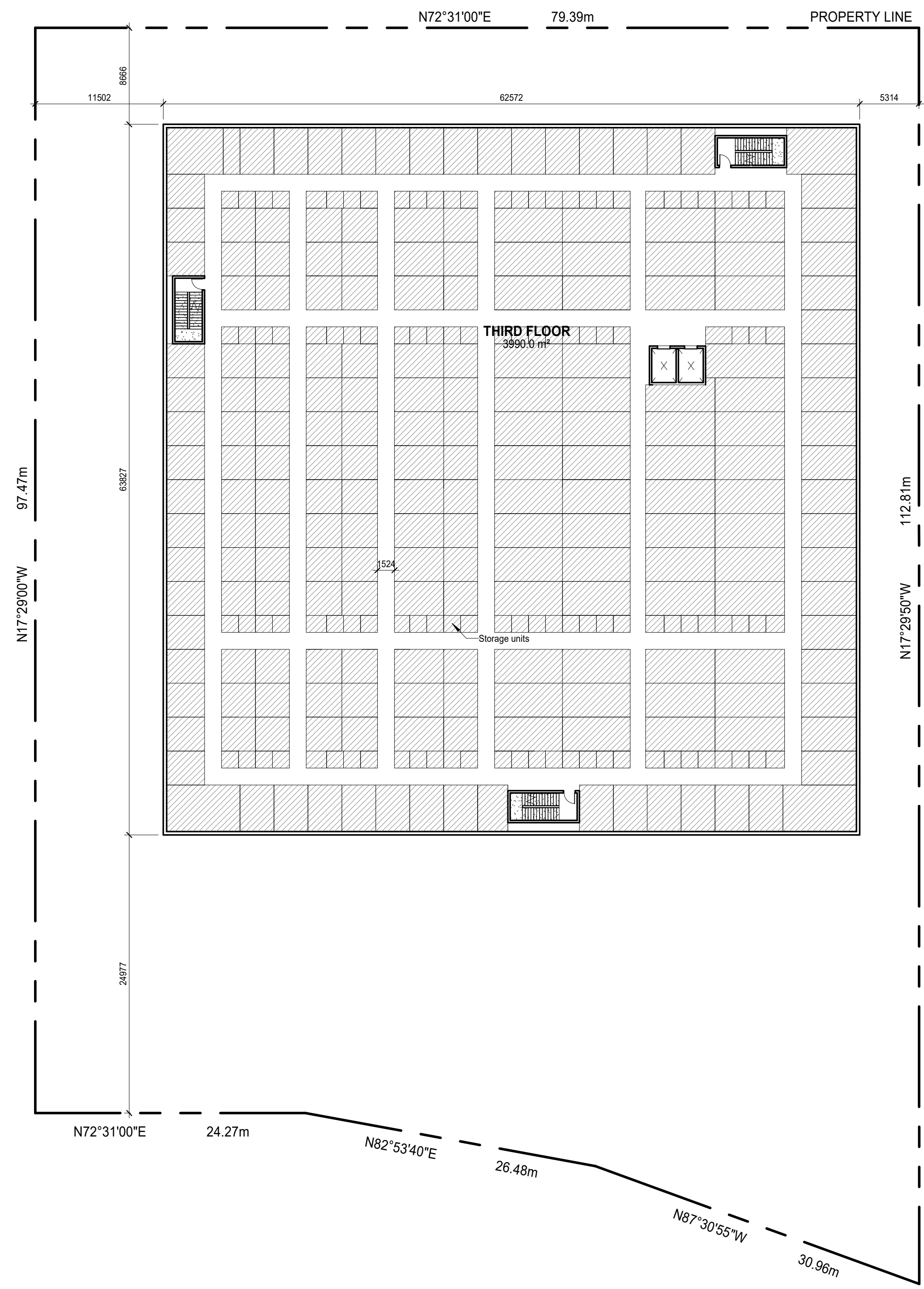
Apple Self Storage
484 Holland St. W. Bradford, ON
for
Cobidana Investments Limited

21003 1 : 300 F.C H.L.
PROJECT SCALE DRAWN REVIEWED

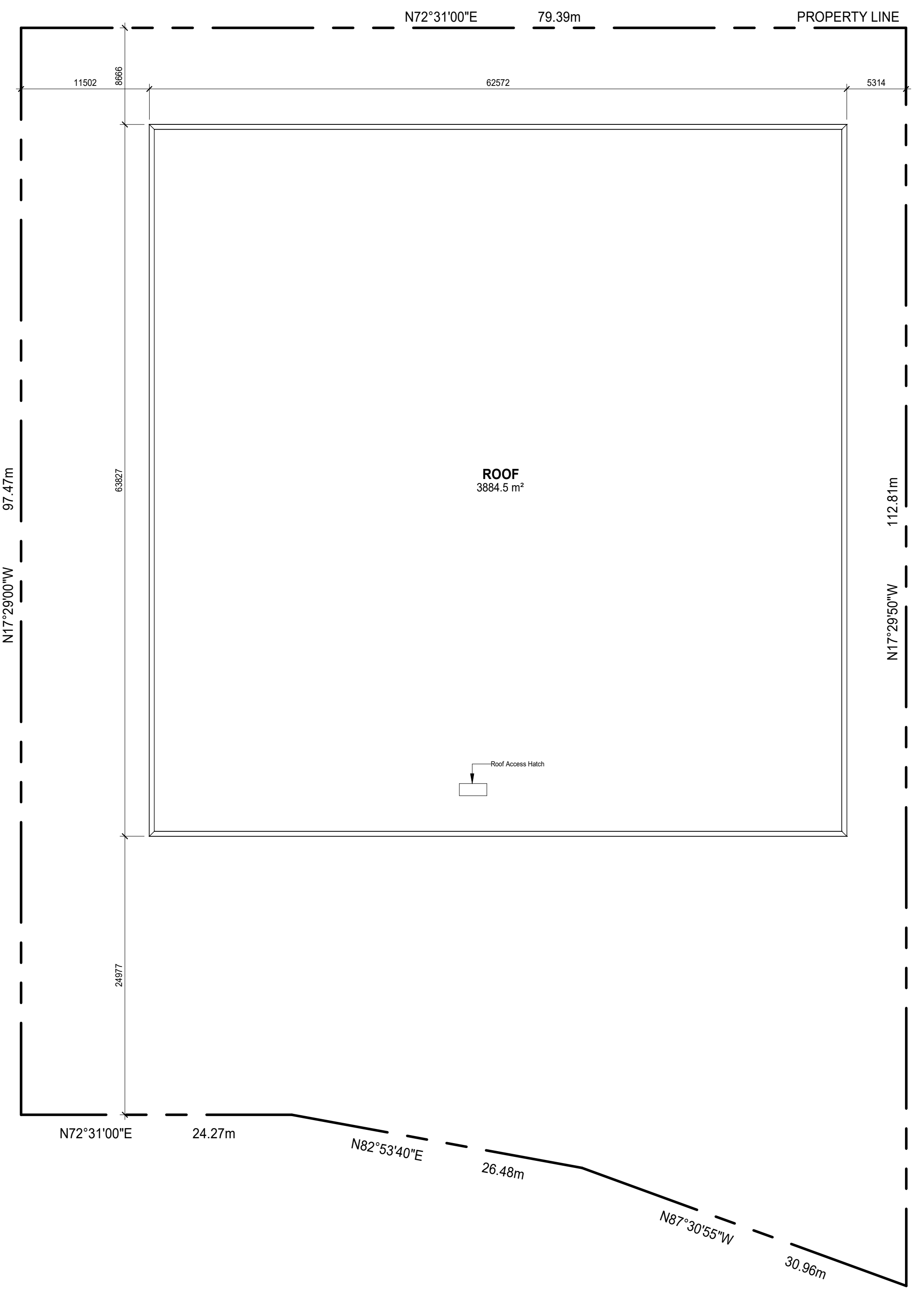
Ground & Second Floor Plan

A201.S

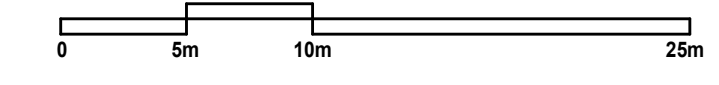
Note: This drawing is the property of the Architect and may not be reproduced or used without the expressed consent of the Architect. The Contractor is responsible for checking and verifying all levels and dimensions and shall report all discrepancies to the Architect and obtain clarification prior to commencing work.



2 THIRD FLOOR
SCALE: 1 : 300



1 ROOF
SCALE: 1 : 300



Date	No.	Description
------	-----	-------------

REVISION RECORD

Date	No.	Description
2022-11-17		Site Plan Approval - Resubmission
2022-07-11		Site Plan Approval - Resubmission
2022-05-12		Site Plan Approval - Resubmission
2021-12-20		Site Plan Approval - Resubmission
2021-07-16		Site Plan Approval

ISSUE RECORD

Date	No.	Description
2022-11-17		Site Plan Approval - Resubmission
2022-07-11		Site Plan Approval - Resubmission
2022-05-12		Site Plan Approval - Resubmission
2021-12-20		Site Plan Approval - Resubmission
2021-07-16		Site Plan Approval



BDP. Quadrangle

Quadrangle Architects Limited
301 King Street West, Suite 701 Toronto, ON M5V 3H5
t 416 598 1240 www.bdpquadrangle.com

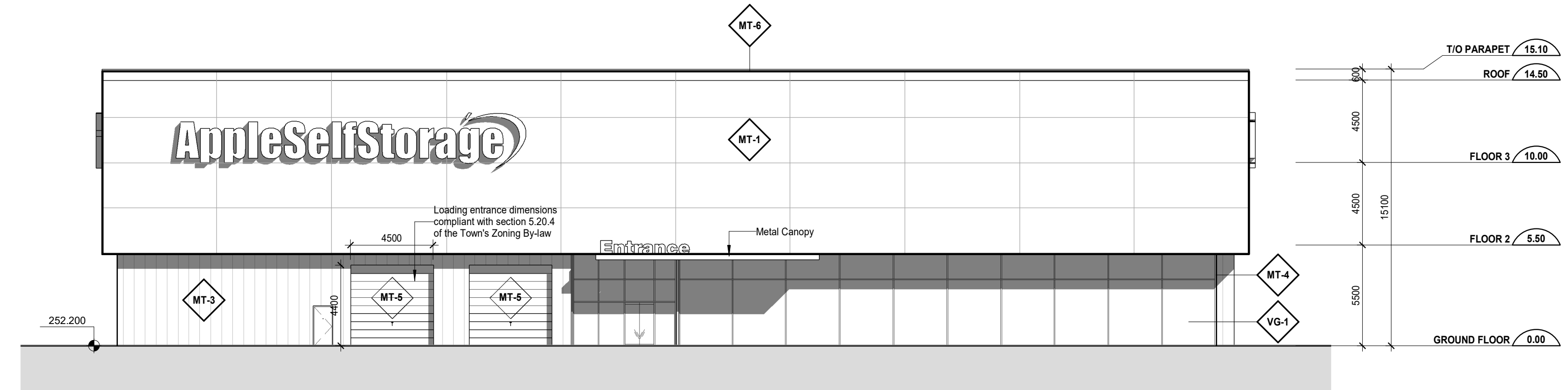
Apple Self Storage
484 Holland St. W. Bradford, ON
for
Cobidana Investments Limited

21003 1 : 300 F.C H.L.
PROJECT SCALE DRAWN REVIEWED

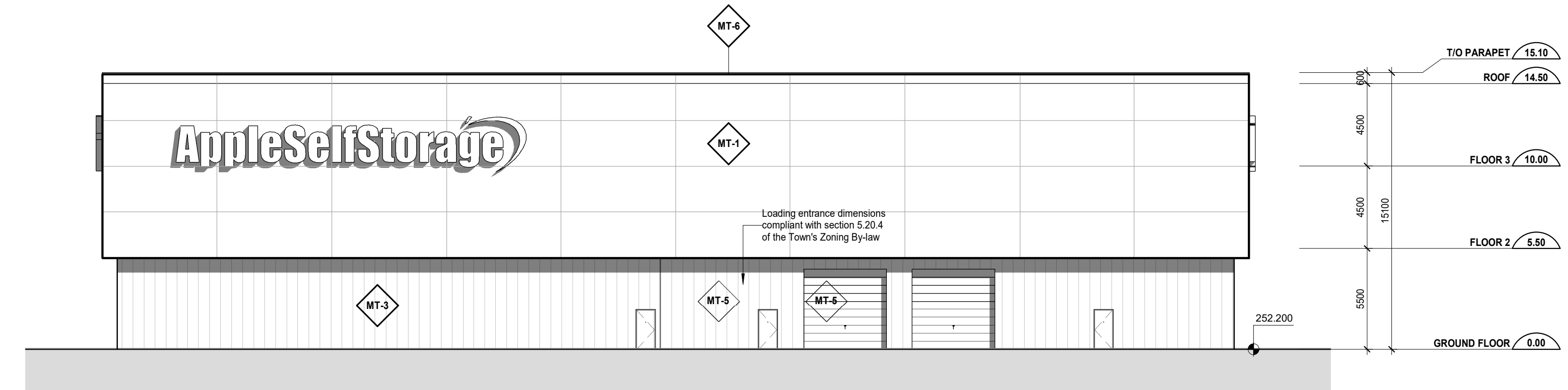
Third Floor & Roof Plan

A202.S

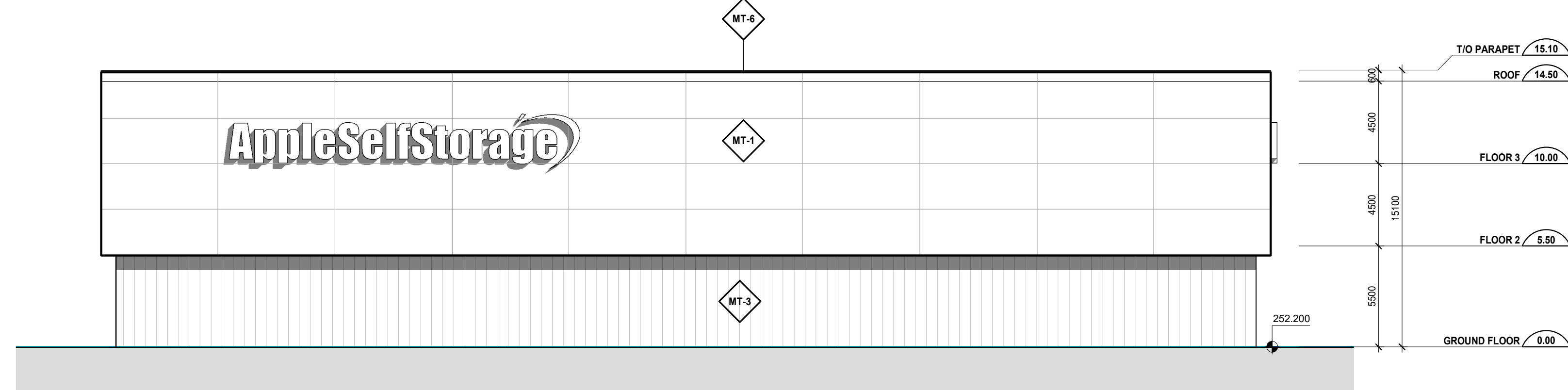
Note: This drawing is the property of the Architect and may not be reproduced or used without the expressed consent of the Architect. The Contractor is responsible for checking and verifying all levels and dimensions and shall report all discrepancies to the Architect and obtain clarification prior to commencing work.



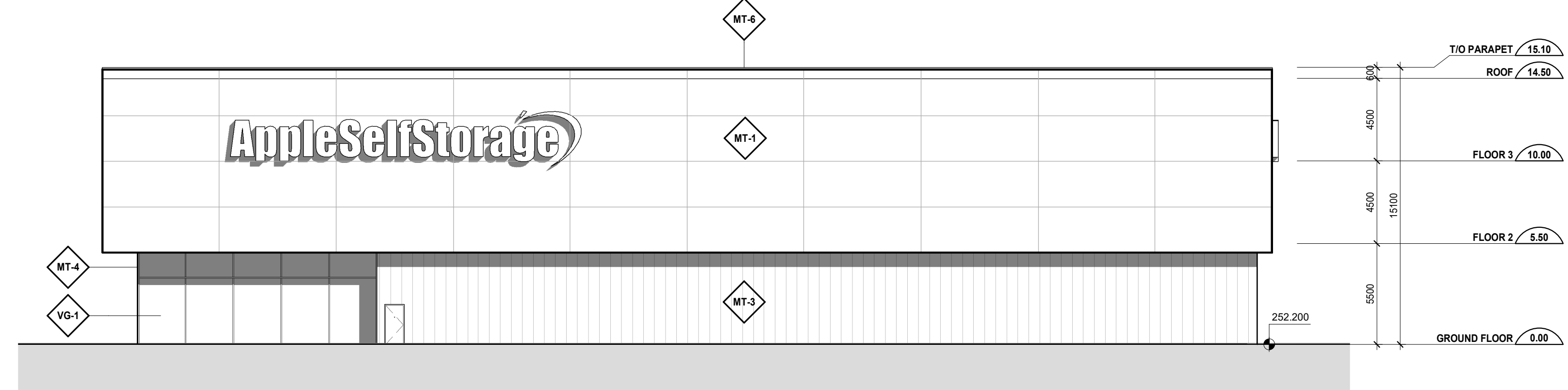
4 NORTH ELEVATION
A401.S



3 SOUTH ELEVATION
A401.S



2 EAST ELEVATION
A401.S SCALE: 1 : 200



1 WEST ELEVATION
A401.S SCALE: 1 : 200

LEGEND:

MT-1	METAL PANEL - COLOUR 1
MT-2	CORRUGATED METAL PANEL
MT-3	ALUMINUM MULLION - COLOUR 1
MT-4	METAL FLASHING AND PARAPET CAP FLASHING
MT-5	METAL OVERHEAD DOOR
VG-1	RETAIL VISION GLASS WITH BIRD FRIENDLY FRIT PATTERN

Date	No.	Description
------	-----	-------------

REVISION RECORD

Date	No.	Description
2022-11-17		Site Plan Approval - Resubmission
2022-07-11		Site Plan Approval - Resubmission
2022-05-12		Site Plan Approval - Resubmission
2021-12-20		Site Plan Approval - Resubmission
2021-07-16		Site Plan Approval

ISSUE RECORD

Date	No.	Description
------	-----	-------------



BDP. Quadrangle

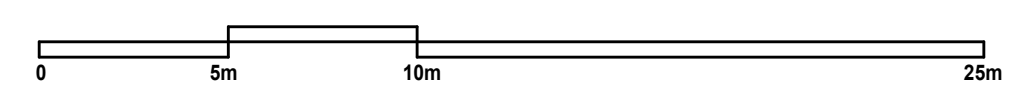
Quadrangle Architects Limited
901 King Street West, Suite 701 Toronto, ON M5V 3H5
t 416 598 1240 www.bdpquadrangle.com

Apple Self Storage
484 Holland St. W. Bradford, ON
for
Cobidana Investments Limited

21003 1:200 PROJECT SCALE F.C H.L. DRAWN REVIEWED

Building Elevations

A401.S



Note: This drawing is the property of the Architect and may not be reproduced or used without the expressed consent of the Architect. The Contractor is responsible for checking and verifying all levels and dimensions and shall report all discrepancies to the Architect and obtain clarification prior to commencing work.



4 AERIAL VIEW
A901.S



3 MAIN ENTRANCE VIEW LOOKING SOUTH-EAST
A901.S



2 MAIN ENTRANCE VIEW LOOKING SOUTH-WEST
A901.S



1 PERSPECTIVE VIEW FROM MILLAR PARK AVE. LOOKING NORTH-EAST
A901.S

Date	No.	Description
------	-----	-------------

REVISION RECORD

2022-11-17		Site Plan Approval - Resubmission
2022-07-11		Site Plan Approval - Resubmission
2022-05-12		Site Plan Approval - Resubmission
2021-12-20		Site Plan Approval - Resubmission
2021-07-16		Site Plan Approval

ISSUE RECORD



BDP. Quadrangle

Quadrangle Architects Limited
901 King Street West, Suite 701 Toronto, ON M5V 3H5
t 416 598 1240 www.bdpquadrangle.com

Apple Self Storage
484 Holland St. W. Bradford, ON
for
Cobidana Investments Limited

21003 NTS	S.L	H.L
PROJECT SCALE	DRAWN	REVIEWED

Renderings

A901.S

Note: This drawing is the property of the Architect and may not be reproduced or used without the expressed consent of the Architect. The Contractor is responsible for checking and verifying all levels and dimensions and shall report all discrepancies to the Architect and obtain clarification prior to commencing work.

Attachment 5.4 – Draft Hold Removal By-law

The Corporation of the Town of Bradford West Gwillimbury

By-law 2025-[##]

A By-law to amend Zoning By-law 2010-050 to remove the Holding (H1) symbol from the Neighbourhood Commercial Exception Hold "C2*6*1(H1)" Zone, affecting lands legally described as Part of Lot 12, Concession 6.

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, as amended by By-law 2022-38, zones the lands Neighbourhood Commercial Exception Hold "C2*6*1(H1)"

AND WHEREAS By-law 2010-050, as amended by By-law 2022-38, includes a provision that the Holding (H1) symbol will not be removed until a Site Plan Agreement has been executed;

AND WHEREAS the Council of The Corporation of the Town of Bradford West Gwillimbury deems it appropriate to amend By-law 2010-050, as amended by By-law 2022-38, to remove the Holding (H1) symbol from the Neighbourhood Commercial Exception Hold "C2*6*1(H1)" Zone, affecting the lands legally described as Part of Lot 12, Concession 6.

AND WHEREAS authority is granted under Sections 34 and 36 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. That By-law 2010-050, as amended by By-law 2022-38, including Schedule 'A' thereto is hereby further amended by removing the Holding (H1) symbol from the Neighbourhood Commercial Exception Hold "C2*6*1(H1)" Zone, affecting the lands legally described as Part of Lot 12, Concession 6 as shown on Schedule "A" attached hereto and forming part of this By-law.
2. That this By-law shall not come into force and effect until execution of the Site Plan Agreement for the above-noted lands occurs.

Enacted this ____ day of _____ 2025.

Tara Reynolds, Clerk

James Leduc, Mayor

TOWN OF BRADFORD WEST GWILLIMBURY

Schedule "A"

By-law 2025-XX



Lands rezoned from the Neighbourhood Commercial Exception Hold "C2*6*1(H1)" Zone to the Neighbourhood Commercial Exception "C2*6*1" Zone.



Report of Financial Services

REPORT #: FIN-2025-1

DATE: 21-Jan-25

TO: Mayor and Members of Council

SUBJECT: **2025 Cost Sharing Update and Budget Approval for the Bradford West Gwillimbury/Innisfil Police Service Board**

PREPARED BY: Ian Goodfellow, Director of Finance/Treasurer

1. RECOMMENDATIONS:

That Report FIN-2025-01, entitled "2025 Cost Sharing Update and Budget Approval for the Bradford West Gwillimbury/Innisfil Police Service Board" be received for information;

That the 2025 Cost Sharing Update for the Bradford West Gwillimbury/Innisfil Police Service Board be received;

That a By-law to amend the 1996 Police Services Amalgamation Agreement be considered at the next meeting of Council;

That the 2025 Bradford West Gwillimbury/Innisfil Police Services Board operating budget of \$27,927,108 (net of Court Security & Prisoner Transportation Grant) and capital budget of \$1,854,784 be approved; and,

That the Town's \$14,239,786 share of the Police Board's 2025 Budget plus the Town's direct South Division Facility costs be funded with \$92,373 of Court Security & Prisoner Transportation Grant Revenue; \$234,300 from the Police Capital Expenditure Reserve Fund; \$1,770,000 from the Town's net proceeds of the Automated Speed Enforcement (ASE) Revenues and a \$12,143,113 Property Tax Levy.

2. PREAMBLE:

Cost Sharing Update

On November 12, 1996, By-law #96-070 was approved by Council to amalgamate the Police Services between the Town of Bradford West Gwillimbury (BWG) and the Town of Innisfil (Innisfil) for the constitution of a Joint Police Services Board (the Bradford West Gwillimbury/Innisfil Police Service Board, the "Board"). This amalgamation agreement was amended in 2007 through by-law #2007-160 and the amended agreement calls for the review of the cost sharing and the

FIN-2025-1

updating of Schedule B annually throughout the existence of the agreement using the most recent data available.

In accordance with the amended amalgamation agreement, Schedule B is due to be updated with the new sharing to take effect January 1, 2025. In accordance with the agreement, this review has recently been completed by the Director of Finance/Treasurer and the Treasurer from Innisfil.

2025 Budget

The Bradford West Gwillimbury/Innisfil Police Services Board approved their 2025 Operating and Capital Budget estimates at their November 27, 2024 Board meeting and they subsequently provided BWG Council a presentation on their budget on December 17, 2024. Following the Council presentation, the Board provided a revised 2025 Operating Budget estimate that reflected a reduction in their expected 2025 Insurance Premium expense. This report seeks to formally approve the Board's 2025 Operating and Capital Budget estimates and staff's recommendation on how to fund the Town's share of the Board's 2025 budget. The recommended sources of funding for 2025 are in keeping with previous Council decisions related to funding the annual Police Board budgets save and except for one additional significant funding source.

During the 2025 Budget deliberations, Council approved the use of \$1,770,000 from the net revenues derived from the Automated Speed Enforcement (ASE) program to partially fund the cost of Police services. In addition, the traditional funding from the Tax Rate Stabilization Reserve was removed as a partial funding source. Both of these changes are reflected in the Levy and Funding calculations shown on Attachment 5.4.

3. BASIC DATA PERTAINING TO THE MATTER:

Cost Sharing Update

The Household and Current Value Assessment figures have been updated in accordance with information provided by the Municipal Property Assessment Corporation (MPAC). The 2021 Statistics Canada Census populations were used as the population basis and updated by adding 3 persons per household unit for each new household unit added since the 2021 update. This calculation method has been agreed to by the Town's Director of Finance/Treasurer and the Treasurer from Innisfil and is consistent with what was used for previous updates. Since the 2024 update, BWG has increased by 349 households and Innisfil has increased by 372 households.

As shown in Attachment 5.1 calculations, BWG's share of the cost of Policing is proposed to increase slightly from the previous update. This is due to the fact that BWG's collective growth in assessment, household and population has incrementally out-paced that of Innisfil's over the past year. As a result, the responsibility to fund the Board's budget has been shifted more towards BWG. A history of the cost sharing percentages along with the 2025 percentage is presented in the chart below:

FIN-2025-1

Period		Town of Bradford West Gwillimbury	Town of Innisfil	Total
To	From			
January 1, 1997	December 31, 2000	41.18%	58.82%	100.00%
January 1, 2001	December 31, 2003	40.47%	59.53%	100.00%
January 1, 2004	December 31, 2006	40.16%	59.84%	100.00%
January 1, 2007	December 31, 2009	41.03%	58.97%	100.00%
January 1, 2010	December 31, 2010	42.01%	57.99%	100.00%
January 1, 2011	December 31, 2011	43.17%	56.83%	100.00%
January 1, 2012	December 31, 2012	44.00%	56.00%	100.00%
January 1, 2013	December 31, 2013	45.06%	54.94%	100.00%
January 1, 2014	December 31, 2014	46.11%	53.89%	100.00%
January 1, 2015	December 31, 2015	46.53%	53.47%	100.00%
January 1, 2016	December 31, 2016	46.39%	53.61%	100.00%
January 1, 2017	December 31, 2017	47.08%	52.92%	100.00%
January 1, 2018	December 31, 2018	47.32%	52.68%	100.00%
January 1, 2019	December 31, 2019	47.40%	52.60%	100.00%
January 1, 2020	December 31, 2020	46.58%	53.42%	100.00%
January 1, 2021	December 31, 2021	46.13%	53.87%	100.00%
January 1, 2022	December 31, 2022	46.36%	53.64%	100.00%
January 1, 2023	December 31, 2023	47.43%	52.57%	100.00%
January 1, 2024	December 31, 2024	46.86%	53.14%	100.00%
January 1, 2025	December 31, 2025	46.89%	53.11%	100.00%

The complete, updated Schedule B to By-law #96-070 is included in this report as Attachment 5.1.

2025 Budget

The Board approved 2025 Operating Budget of \$28,124,108 represents an increase of 11.18% or \$2,829,201 from the 2024 Operating Budget of \$25,294,907. The Board approved 2025 Capital Budget is \$1,854,784, representing an increase of 27.62% or \$401,436 from the 2024 Capital Budget of \$1,453,348. The Board's December 17th presentation has been provided as Attachment 5.2, the revised Operating Budget is provided as Attachment 5.3 and Attachment 5.4 to this report provides a reconciliation of the Board's budget requests and their impact to the average home in BWG.

In keeping with 2024, an allowance of \$125,000 is included in the Town's 2025 Tax Levy Operating Budget to maintain the South Division detachment building. As these costs are directly related to the provision of Police Services and will be reported as such within the Town's Financial Statements and Financial Information Return, it is best to maintain this consistency by also raising the \$125,000 through the Police Property Tax Levy. Council will note the inclusion of this amount within the 2025 Levy Calculations provided in Attachment 5.4.

FIN-2025-1

4. EFFECT ON TOWN FINANCES:

BWG's increased share will shift a portion of the burden for the Police Board's budget to BWG. When using the new 2025 percentages against the 2025 Board budget, \$7,547 of the Board's base budget has been shifted to Innisfil from BWG.

As calculated in Attachment 5.4, the Town's share of the Board's 2025 Budgeted Net Operating and Capital expenditures as well as BWG's own costs to maintain the South Division building is \$14,239,786.

Staff are suggesting that the Town's share of the Board's budget be funded through \$92,373 of Court Security & Prisoner Transportation Grant Revenue; \$234,300 from the Town's Police Capital Expenditure Reserve Fund; \$1,770,700 from the Town's Automated Speed Enforcement (ASE) and a \$12,143,113 Property Tax Levy.

As a result, the average homeowner in the Town (assessed at \$516,919) is currently estimated to pay \$735.98 of property taxes for Police purposes in 2025 which represents a decrease of \$2.40 or 0.33% from what was levied in 2024. When the 2025 budget deliberations were concluded the estimated property taxes for Police purposes represented a decrease of \$9.11 or 1.23% for the average homeowner. As a result of the additional Police Levy resulting from these calculations, the weighted "all-in" property tax increase for the average home has increased from an estimated 2.70% to 2.83%.

It should be noted that the County of Simcoe has yet to adopt the required 2025 tax policies and as such, the average home tax increase estimates may be subject to change. The impact of those decisions upon the current calculated estimates is unknown at this time. When Council is presented with the Final Tax Levying By-law in May of 2025, staff will seek direction from Council on any adjustments required to restore the 2.70% property tax increase or perhaps leave the calculation of the final property tax increase as it is at that time.

5. ATTACHMENTS:

- 5.1 - Updated Schedule B to By-law #96-070, effective January 1, 2025
- 5.2 - December 17, 2024 Bradford West Gwillimbury/Innisfil Police Service Board Budget Presentation
- 5.3 - Revised 2025 Police Board Budget
- 5.4 - 2025 Levy Calculations

SCHEDULE B to By-law #96-070*Effective January 1, 2025***COST SHARING AGREEMENT**

Cost sharing between the two municipalities has been arrived at through a process of consultation. As in other amalgamated jurisdictions we have used an averaging formula involving total population, households and assessment base. The formula was reviewed and updated by the two municipalities' Treasurers in December, 2024.

	BWG	INNISFIL
HOUSEHOLDS	15,149	19,147
SHARE %	44.17%	55.83%
CURRENT VALUE ASSESSMENT	\$ 8,990,408,809	\$ 10,051,376,169
SHARE %	47.21%	52.79%
POPULATION	45,886	47,205
SHARE %	49.29%	50.71%
AVERAGE	46.89%	53.11%

CRITERIA:

HOUSEHOLDS	The "Control Totals" Report as generated through MPAC's Municipal Connect Website was used.
CURRENT VALUE ASSESSMENT	The 2025 Assessment Roll, compiled in 2024 was used.
POPULATION	The 2021 Statistics Canada Census populations were used as the basis (42,880 in BWG and 43,326 in Innisfil); with 3 ppu added for each new household per municipality since the Census population. (2024 = 349 in BWG and 372 in Innisfil).

CONTRIBUTIONS FROM RESERVES AND RESERVE FUNDS:

Any contributions from reserves and reserve funds is at the discretion of the municipalities and not the Police Services Board and will be allocated by the respective Treasurers.



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

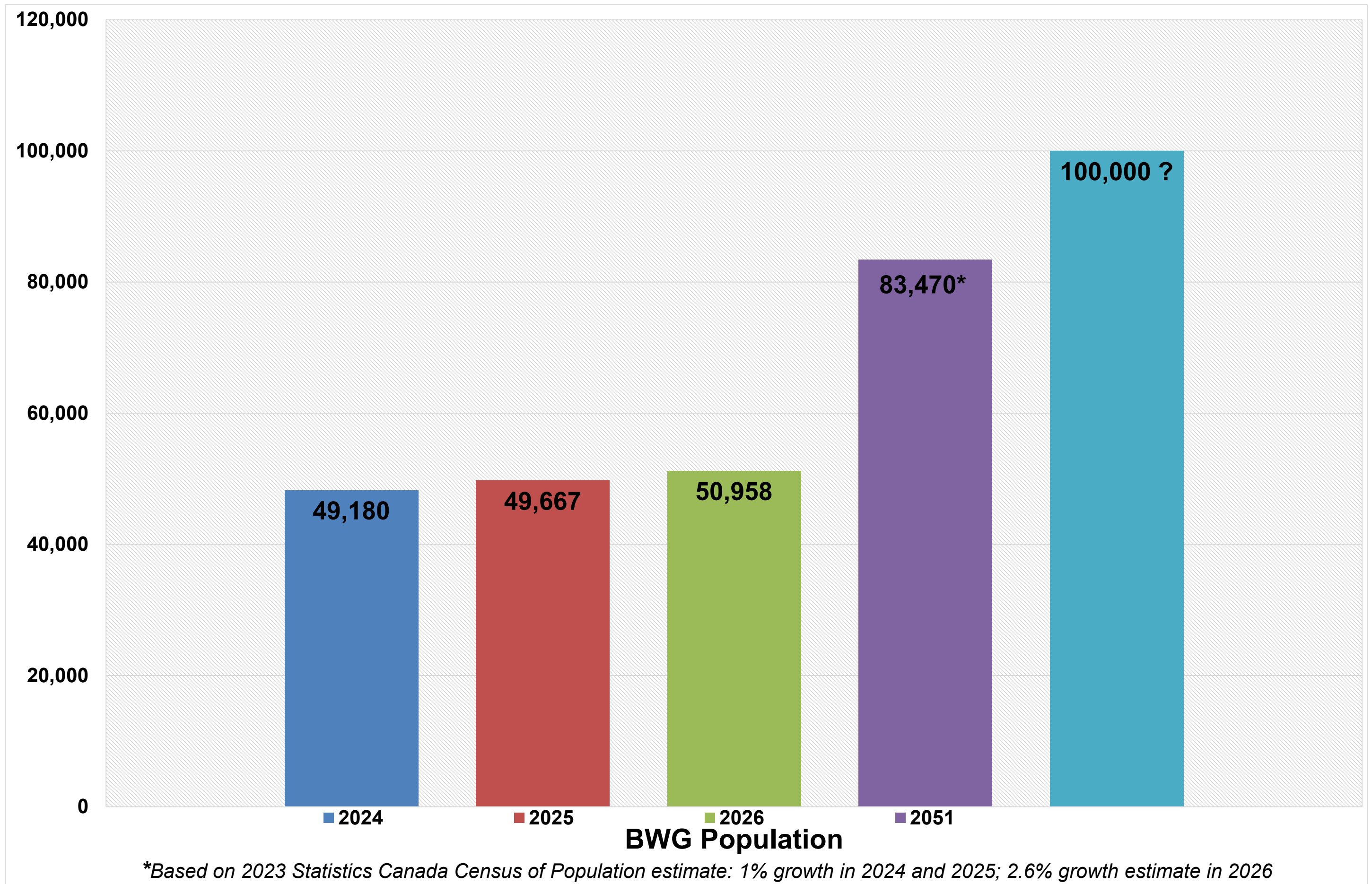
- End of Life Replacement

Leased Office Space

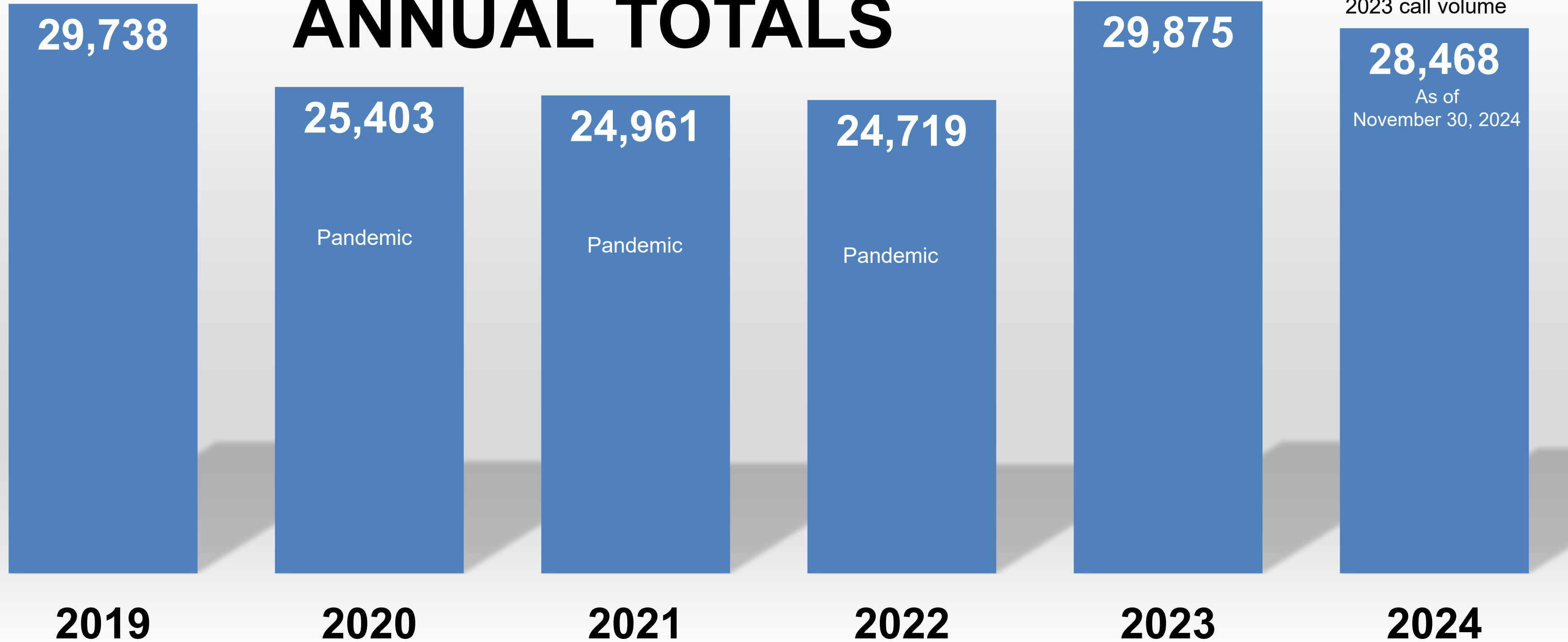
- InnPower Building

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

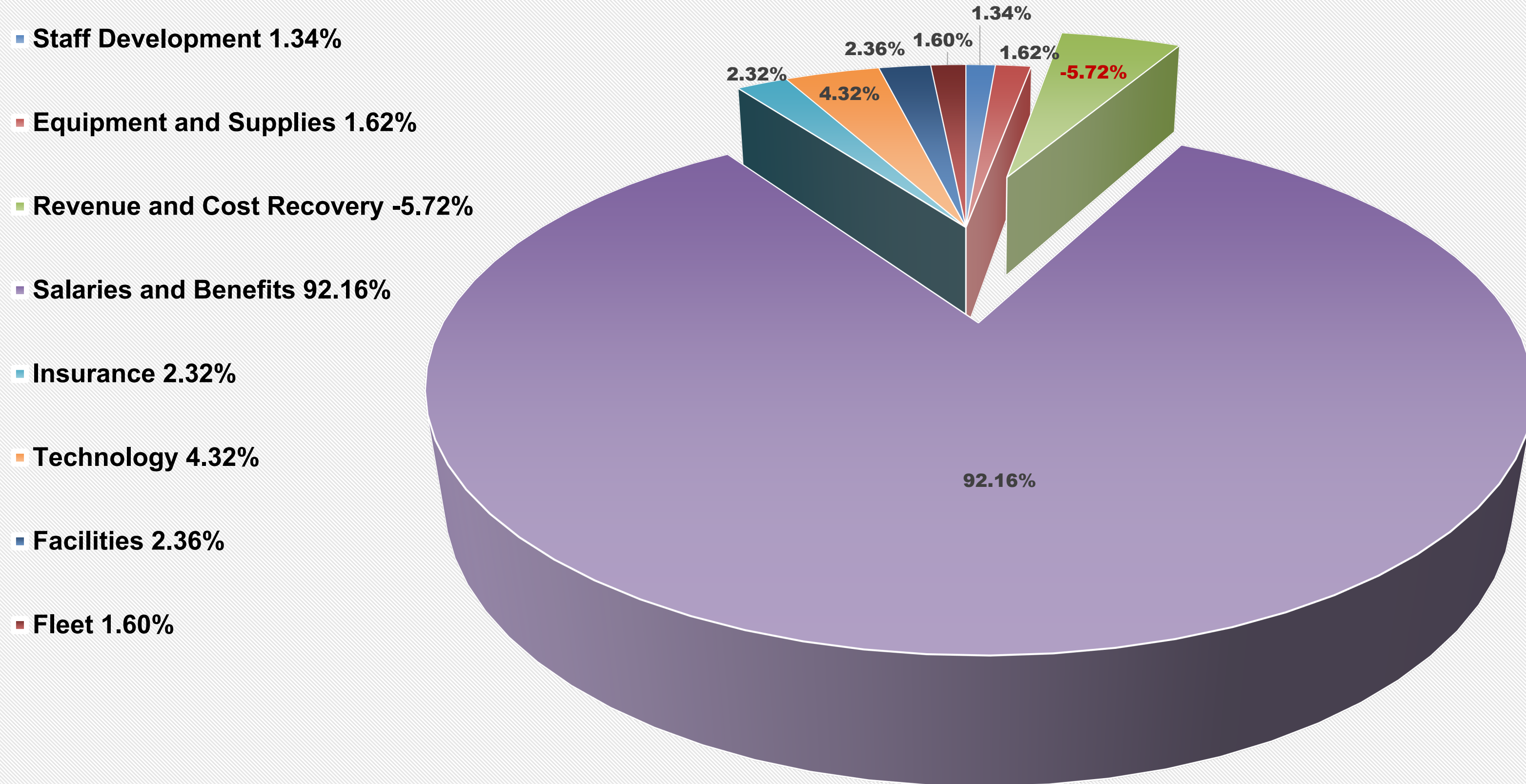
2025 Operating Budget

	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

**The Bradford West Gwillimbury/Innisfil Police Services Board
2025 Operating Budget**

	2025 Budget	2024 Budget	Increase/ (Decrease)	(%)
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	\$25,868,443	\$23,015,403	\$2,853,040	
	\$25,868,443	\$23,015,403	\$2,853,040	
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	\$139,502	\$59,000	\$80,502	
Maintenance/Repairs/Supplies	\$262,163	\$252,876	\$9,287	
ESCO	\$561,605	\$422,797	\$138,808	
Police Board	\$152,000	\$108,900	\$43,100	
Public/Employee Relations	\$22,750	\$23,000	(\$250)	
Training/Conferences/Dues	\$277,301	\$220,383	\$56,918	
Utilities/Insurance/Telephone	\$617,400	\$975,500	(\$358,100)	
	\$3,209,233	\$3,013,515	\$195,718	
	\$28,124,108	\$25,294,907	\$2,829,201	11.18%
Less: Court Security and Transport Fundin	(\$197,000)	(\$124,485)	(\$72,515)	
	\$27,927,108	\$25,170,422	\$2,756,686	10.95%

FIN 2025 01 - Attachment 5.4

**BWG/Innisfil Police Service Board
2025 DRAFT Property Tax Levy Calculations**

SSPS Board Budget	2025 Board Budget	2024 Board Budget	% Change
Net Operating Budget as per Board	\$ 28,124,108	\$ 25,294,907	11.18%
Net Capital Budget	\$ 1,854,784	\$ 1,453,348	27.62%
BWG Share			
Operating Budget @ 46.89% (2024 @ 46.86%)	\$ 13,187,394	\$ 11,853,193	11.26%
Capital Budget @ 50%	927,392	726,674	27.62%
South Division Facilities Costs	125,000	125,000	0.00%
Total BWG Share	\$ 14,239,786	\$ 12,704,867	12.08%
BWG Funding Sources			
CSPT Grant (2025: \$197,000 @ 46.89%) (2024: \$137,528 @ 46.86%)	\$ 92,373	\$ 64,446	43.34%
Police Capital Reserves (Est. 2024 Surplus of \$500,000 @ 46.86%)	234,300	237,150	-1.20%
Town of BWG Tax Rate Stabilization Reserves	-	489,524	-100.00%
Automated Speed Enforcement Revenues	1,770,000	-	100.00%
Property Tax Levy	12,143,113	11,913,748	1.93%
Total BWG Funding Sources	\$ 14,239,786	\$ 12,704,867	12.08%
2025 Average House Assessment Value	\$ 516,919	\$ 516,919	0.00%
2025 Estimated Average Household Levy	\$ 735.98	\$ 738.38	-0.33%
2025 Average Household % Increase (Decrease) Over 2024	-0.33%	3.69%	
2025 Average Household \$ Increase (Decrease) Over 2024	\$ (2.40)	\$ 26.31	



Report of Office of the CAO

REPORT #: DCAO-2025-1

DATE: 21-Jan-25

TO: Mayor and Members of Council

SUBJECT: **Option to Lease Town Lands to Alectra Energy Solutions**

PREPARED BY: Mahesh Ramdeo

1. RECOMMENDATIONS:

That Report DCAO-2025-1 titled “Option to Lease Town Lands to Alectra Energy Solutions” be received; and

That Council advise the Independent Electricity System Operator (IESO) supports a submission by Alectra Energy Solutions to the IESO LT2 procurement process for a battery energy storage system in Bradford West Gwillimbury; and

That Council grant Alectra Energy Solutions the Option to Lease the properties described within this report; and

That Council grant this Option to Lease for a period of one (1) year beginning January 22, 2025; and

That Council grant staff the authority to extend this Option to Lease in one-year increments for a maximum of three renewals and upon a request by Alectra Energy Solutions at least 30 days before the expiry of the preceding Option to Lease.

2. PREAMBLE:

Bradford West Gwillimbury continues to seek means to increase the peak electricity capacity within the town. One such way is to utilize battery energy systems to store excess power available during the off-peak times and reinject that electricity into the distribution system during the peak demand periods.

The town has lands available to accommodate such battery energy systems. Alectra Energy Solutions Inc, a battery energy storage provider, requested an option to lease town lands to support its proposal for upcoming provincial procurements of energy storage systems.

DCAO-2025-1

This report requests Council grant Alectra an Option to Lease town lands for the battery energy storage systems and to grant staff the authority to extend that Option to Lease in one year increments, should that become necessary.

3. BASIC DATA PERTAINING TO THE MATTER:

Over the past few months, staff have been working with the province's Independent Electricity System Operator (IESO) and Hydro One to ensure there is sufficient electricity to power BWG's employment growth. Hydro One is the electrical supplier to both the Artesian and Highway 400 Employment Areas. The process to identify and build capacity takes many years.

Staff investigated other potential options to ensure an adequate electrical supply. One viable solution is the building of battery energy storage systems (BESS) locally. These BESS plants would recharge overnight by using excess electricity capacity and then release that power into the system during the daytime demand period. This potential solution effectively increases the power available during the peak demand period and would help alleviate the current electricity capacity issue within the town's employment zones.

Alectra Energy Solutions Inc. (AES), a division of Alectra Utilities Inc., is a provider of such BESS energy solutions. Alectra Utilities is the other electricity provider within BWG.

The IESO plans to release a Long Term 2 (LT2) request for proposals with an aim to secure capacity to meet the demand during system peak hours. One solution will be the BESS systems. AES plans to bid on and provide these battery storage solutions in each of the next four annual IESO request for proposals. To date, AES has been awarded three such BESS systems, one in Guelph and two in Vaughan.

In 2024, staff worked with AES to identify town owned sites that would be suitable for BESS systems. Staff and AES narrowed the options to two sites, an unused employment zoned land on Dissette Street shown in Figure 1 below, and as shown in Figure 2, another site immediately to the south of Stirling Cres. within the Highway 400 Employment Area. The town is in the midst of obtaining this second site at no cost in accordance with an agreement with the current owner. Once that transaction is complete, the site can be made available to AES.

Via a letter dated January 6, 2025, AES formally requested the town grant it an Option to Lease these two properties (see Attachment 1). AES would in turn submit a proposal to the province to locate a BESS system on each site. If successful, AES would require a formal lease, and staff will return to Council with the specifics and with a request for authority to enter the long-term lease.

This Option to Lease has the potential to help alleviate the electricity constraints and provide a new revenue source to the town. Staff recommend that Council grant this Option to Lease. As noted in Attachment 1, AES requires a municipal support resolution in order to submit their bid to IESO. As such, staff have included a supportive statement in the recommendation.



Figure 1: Potential BESS Site on Dissette Street



Figure 2: Potential BESS Site in the Highway 400 Employment Area

DCAO-2025-1

4. EFFECT ON TOWN FINANCES:

There are no impacts to the town finances due to this report. The future lease will be a long term one and at market rates.

5. ATTACHMENTS:

Attachment A: Alectra Energy Systems letter dated January 6, 2025
"Option to lease town land for IESO LT2 Procurement"



Mahesh Ramdeo

Deputy CAO, Bradford West Gwillimbury

Town of Bradford West Gwillimbury,

100 Dissette St., Unit 7&8,

Bradford, ON, L3Z 2A7

January 6th, 2025

Re: Option to lease town land for the IESO LT2 procurement

Dear Mr. Ramdeo,

Background:

The upcoming IESO LT2 procurement will be 4 consecutive, annual procurements with the aim of securing 7500 MW of new energy generation and energy storage to help meet the province's growing energy needs. Through our joint venture (JV) with Convergent Energy and Power (CEP), the Alectra Energy Solutions (AES) is actively participating in the on-going procurements and to date has been awarded three battery energy storage system (BESS) projects; one in Guelph and two in Vaughan.

The JV is seeking an option to lease town land at market rate for the upcoming IESO LT2 energy and capacity procurements for terms of up to 25 years. We have identified two parcels of land which suit the needs of hosting two potential battery energy storage system (BESS) projects. To proceed to a more in-depth project proposal, we request that these two parcels be optioned to lease.

The parcels are located at:

44.120654, -79.558036 (Opposite of 100 Dissette Street)

And

44.091583, -79.636356 (North end of the lot, approximately 2423 5th Side Rd)

Our preliminary assessment indicates both sites are suitable for potential projects. The option to lease is required for submission into the IESO RFP process. The process moving forward after the land is secured is as such:

- Further assessment completed on the property to determine project size.
- Engage with the Town to determine engagement preferences with the community.
- Seek a municipal support resolution. This is required to submit the bid. A support resolution is not a green light for the project, but rather, a support for the submission into the competitive process. If

awarded, the project would be required to adhere to all planning requirements to proceed, i.e. site plan, permits, any studies required, etc.

These projects will help build and stabilize the grid for current and future development, enabling the IESO to meet the needs of growing electricity demand in Ontario, and supporting the integration of a more diverse and renewable energy supply mix. Battery energy storage technologies are a currently mature technology being deployed at significant scale globally as a key component of a modernized electricity grid. Both AES and CEP have an extensive track record of operating energy and utility assets with a focus on prioritizing the safety of the public and the communities in which we operate.

The IESO has indicated that the RFP is due out in February, and given the complexity of the project planning, we request that this moves forward at your earliest convenience.

Thank you for your consideration on these important projects. We look forward to working with you.

Sincerely,

Kevin Whyte

Government and Stakeholder Relations

Alectra Energy Solutions

161 Cityview Blvd, Vaughan, ON L4H 0A9

REPORT #: PLN-2025-3

DATE: 21-Jan-25

TO: Deputy Mayor and Members of Committee of the Whole

SUBJECT: **Street Naming Proposal for Bradford East Developments Inc. Subdivision File D12-23-12**

PREPARED BY: Mana Masoudi, MCIP, RPP

1. RECOMMENDATIONS:

That Report PLN-2024-56 entitled "Street Naming Proposal for Bradford East Developments Inc. Subdivision, File D12-23-12 " be received for information; and,

That Council approve the street name "Marques Crescent" for the proposed street in the Draft Approved Plan of Subdivision D12-23-12 located on Blocks 101, 103 and 112 Registered Plan 51M-1138 and Part of Lot 15, Concession 5.

2. PREAMBLE:

Community Planning has received a request from Bradford East Developments Inc. to name "Street 2" in Draft Approved Plan of Subdivision D12-23-12 as "Marques Crescent" (see Attachment 5.1) in the Simcoe Road and Danube Lane area. This follows prior approvals for Amendments to the Town's Official Plan and Zoning By-law, and the proposed Draft Plan of Subdivision in 2024. With those approvals now in effect, the applicant is working to fulfill Council-approved conditions for Draft Plan of Subdivision clearance, including obtaining approval for the proposed street name. This report recommends Council approve the requested street name to facilitate this process.

3. BASIC DATA PERTAINING TO THE MATTER:

3.1 Site Detail and Background

The subject lands, approximately 3.2 hectares, consist of eight consolidated parcels at the southeast intersection of Simcoe Road and Danube Lane. The site is surrounded by institutional uses, including the Ukrainian Orthodox Church, Portuguese Cultural Centre, and Marshview Public School.

In late 2023, the owner submitted applications for Official Plan and Zoning By-law Amendment and for Draft Plan of Subdivision approval to facilitate the development of 93 residential units (24 single-detached, 8 semi-detached, and 61 townhouses). In August 2024, Town Council adopted the Official Plan Amendment and approved the Zoning By-law Amendment and Draft Plan of

PLN-2025-3

Subdivision. In December 2024, the County of Simcoe approved the Official Plan Amendment. The applicant is now working to clear draft plan conditions, including seeking Council approval for a proposed name for the crescent-shaped street in the subdivision.

3.2 Requested Street Name and Recommendation

The Town's street naming policy directs streets to be named after people, places, events and things related to the municipality. Proposed names are required to honour and commemorate noteworthy persons associated with the town, commemorate local history or culture and or recognize natural features directly related to the community. As a result of this requirement, the applicant has proposed the use of the street name "Marques Crescent" from the Town's candidate street name list. "Marques Crescent" was endorsed by Council in June 2023 through a charity street-naming auction (Resolution COW 2023-52).

The requested name honors Augusto Marques, who immigrated to Canada from Carapelhos, Portugal, in 1957. After working in agricultural communities across eastern Canada, he arrived in Bradford in 1958 and worked in the Holland Marsh. By 1964 Mr. Marques had established a family and purchased his first home on Graham Side Road in the outskirts of Bradford West Gwillimbury. By 1970, Mr. Marques had purchased his first farm on Simcoe Road, and he played a key role in fostering BWG's Portuguese cultural ties. He helped establish and sponsor BWG's first Portuguese club in 1973 and is remembered for his contributions to the community and his deep appreciation for the Holland Marsh's agricultural heritage. For more detail on Mr. Marques Life please refer to Attachment 5.4.

3.3 Staff Review and Recommendation

The proposed street name, "Marques Crescent," honors a prominent Portuguese immigrant who helped shape Bradford West Gwillimbury's identity. The use of the proposed street name for the new crescent road would enable its use in a location near the Portuguese Cultural Centre and close to the Holland Marsh, where Mr. Marques worked and established himself in the community.

The name was circulated for review by departmental staff and external agencies, with no objections. Therefore, Staff recommend that Council approve the requested street name "Marques Crescent" for "Street '2'" in Draft Approved Plan of Subdivision D12-23-12.

4. EFFECT ON TOWN FINANCES:

None.

5. ATTACHMENTS:

5.1 Location Map

5.2 Approved Draft Plan of Subdivision

5.3 The Town Street Naming Policy Document

5.4 Letter from Gorette Carvalho

Owner: Bradford East Developments Inc.
Location: 53, 39, 31 and 23 Danube Lane and 735 and 743 Simcoe Road
Planning File No.: D12-23-12

Attachment 5.1: Location Map

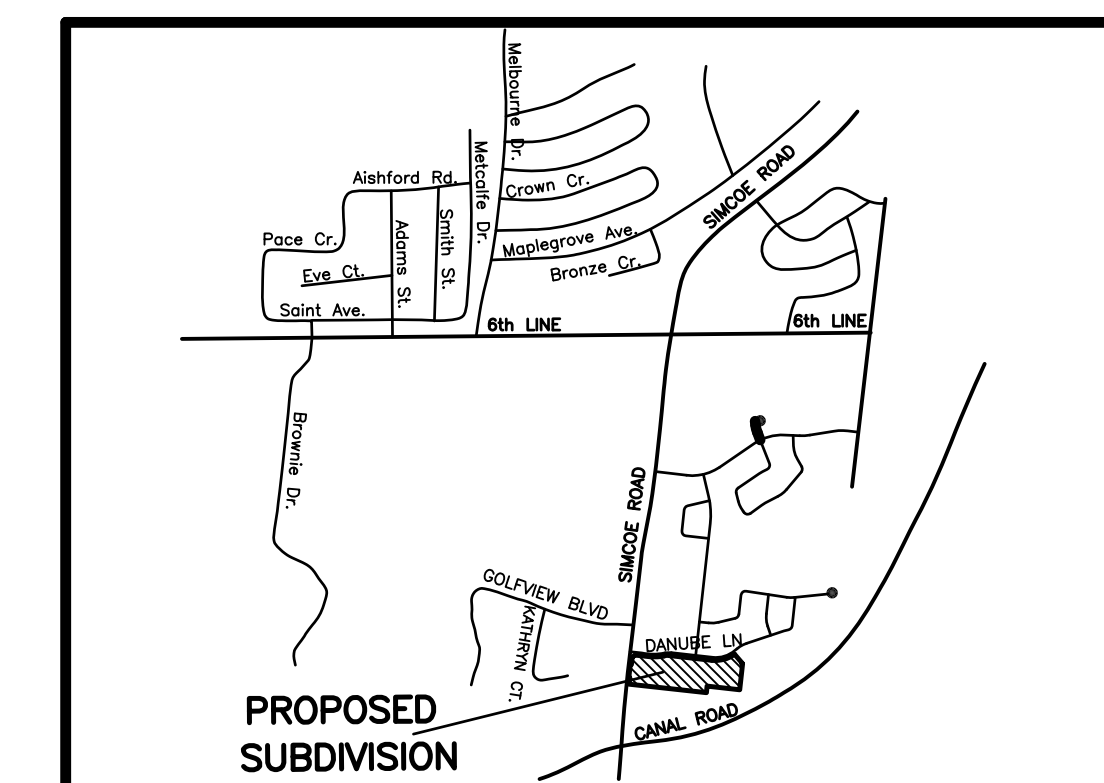


DRAFT PLAN OF SUBDIVISION BLOCKS 101, 103, AND 112 REGISTERED PLAN 51M-1138 AND PART OF LOT 15, CONCESSION 5 (GEOGRAPHIC TOWNSHIP OF WEST GWILLIMBURY) TOWN OF BRADFORD WEST GWILLIMBURY COUNTY OF SIMCOE

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

DRAFT PLAN T-



KEY 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 & CORRECTLY SHOWN.

DATE: AUGUST 9, 2023

C. P. Ed
PAUL EDWARD OLS

OWNER'S CERTIFICATE

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

OWNER:

BRADFORD EAST DEVELOPMENTS INC.

Louie Frustaglio
LOUIE FRUSTAGLIO ASO

SCHEDULE OF LAND USE

TOTAL AREA OF LAND TO BE SUBDIVIDED=3.215±Ha (7.944±AcS)

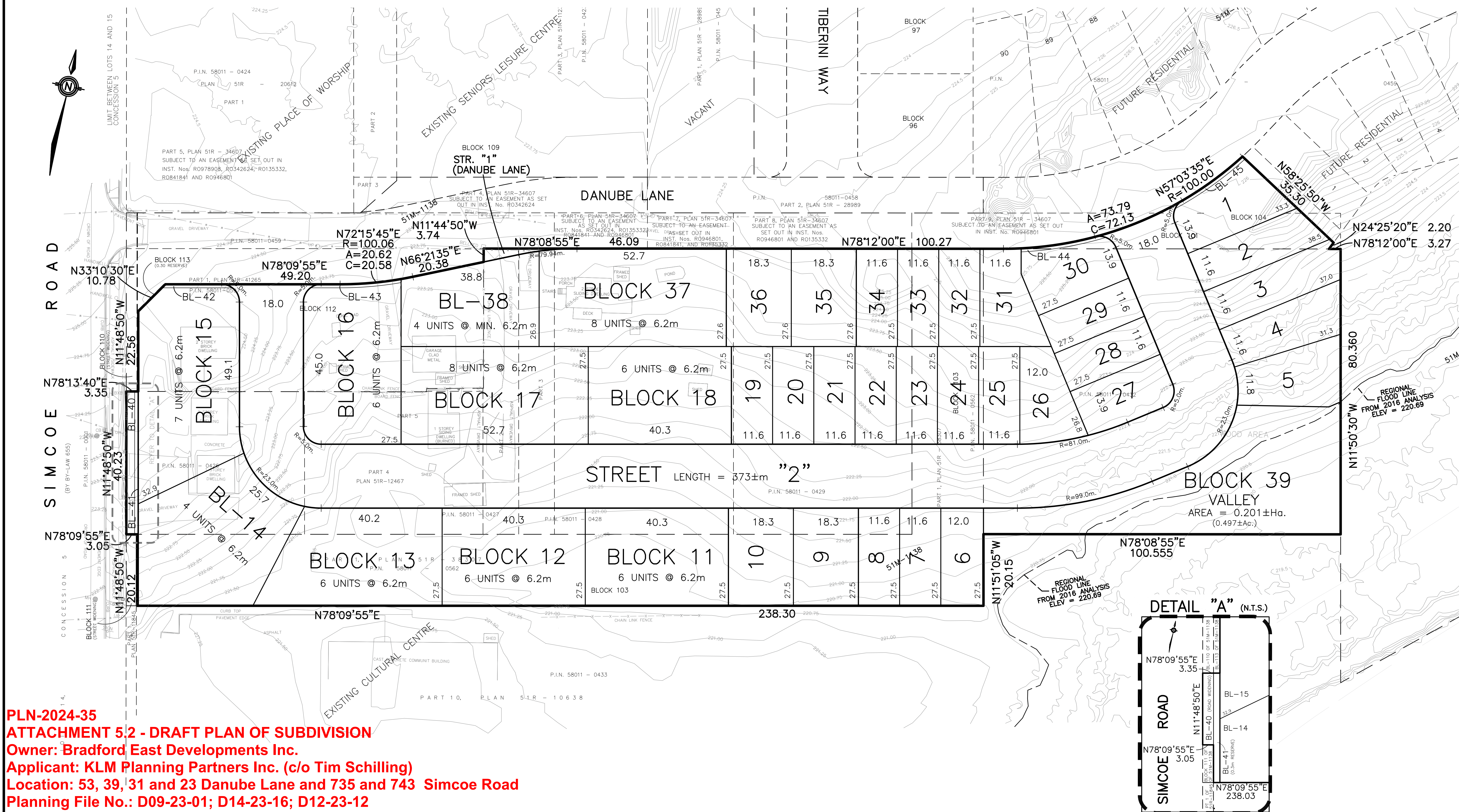
SINGLE DETACHED	BLOCKS	LOTS	UNITS	±Ha.	±AcS.
LOTS 1-8 and 19-34 MIN. LOT FRONTAGE = 11.6m MIN. LOT AREA = 310m ²		24	24	0.863	2.132
SEMI-DETACHED LOTS 9, 10, 35, and 36 MIN. LOT FRONTAGE = 18.3m MIN. LOT AREA = 500m ²		4	8	0.202	0.499
TOWNHOUSES BLOCKS 11-18, 37, and 38 MIN. LOT FRONTAGE = 6.2m	10	28	93	2.322	5.737
BLOCK 39 - VALLEY	1			0.201	0.497
BLOCK 40 - ROAD WIDENING	1			0.012	0.030
BLOCK 41-45 - 0.3m RESERVE	5			0.004	0.010
STREETS & LANES 20.0m WIDE STREET (DANUBE LANE) AREA=0.004±Ha. 18.0m WIDE LANE TOTAL LENGTH = 373±m. AREA=0.672±Ha. TOTAL LENGTH = 373±m. AREA=0.676±Ha.				0.676	1.670
TOTAL	17	28	93	3.215	7.944

NOTE - ELEVATIONS RELATED TO CANADIAN GEODETIC DATUM

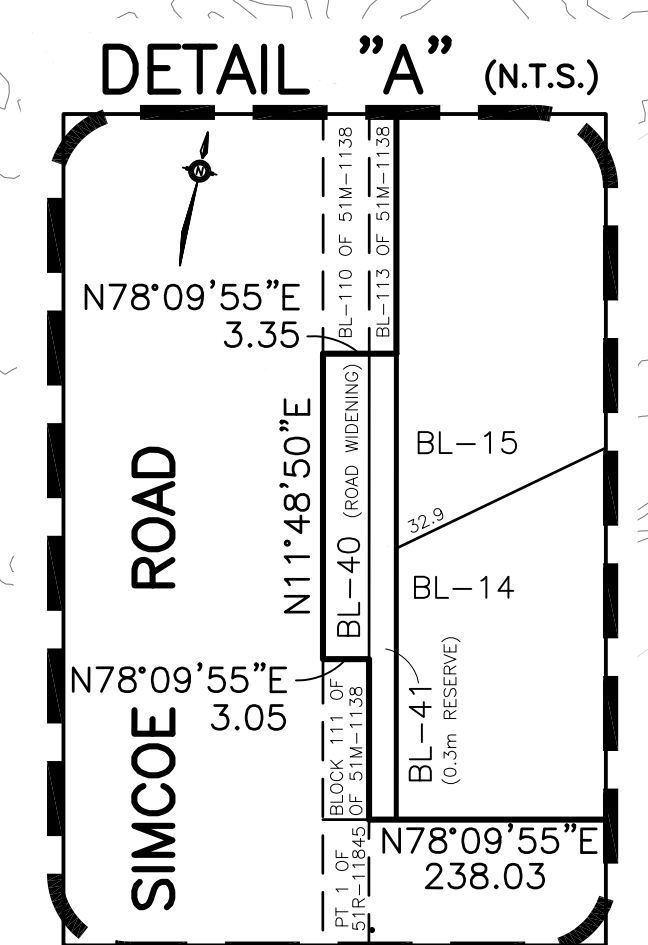
PROJECT No. P-3353
SCALE 1:500 JULY 22, 2024
(3353DES14) X-REF: (3353MAS1 & 3353TOPO2)

KLM DWG. No. - 24:2
PLANNING PARTNERS INC. 64 JARDIN DRIVE - UNIT 1B, CONCORD ONTARIO L4K 3P3
TEL: (905)669-4055 FAX: (905)669-0097 design@klmplanning.com

Planning • Design • Development



PLN-2024-35
ATTACHMENT 5.2 - DRAFT PLAN OF SUBDIVISION
Owner: Bradford East Developments Inc.
Applicant: KLM Planning Partners Inc. (c/o Tim Schilling)
Location: 53, 39, 31 and 23 Danube Lane and 735 and 743 Simcoe Road
Planning File No.: D09-23-01; D14-23-16; D12-23-12



Street Naming Policy

Policy Number:	PLN-001
Approval Date:	November 2007
Last Revised:	April 2024
Policy Area:	Community Planning
Policy Administrator:	Manager of Community Planning
Keywords:	development, subdivision, road, street name auction

CONTENTS

1	PURPOSE	1
2	SCOPE	1
3	POLICY STATEMENT	1
3.1	Streets should generally be named after people, places, events and things related to the municipality. Proposed names should meet one or more of the following:.....	1
4	PROCEDURE	3
5	RESPONSIBILITIES	3
	Compliance, monitoring and review	3
	Reporting.....	3
	Records management.....	4
6	FEEDBACK.....	4
7	APPROVAL AND REVIEW DETAILS.....	4
8	APPENDIX.....	4
	Appendix 'A' – Street Suffixes	5

1 PURPOSE

- 1.1 To ensure that street name approvals are consistent, comprehensive, effective and efficient, and thereby result in the approval of high quality names that reflects a positive image for the Town of Bradford West Gwillimbury.

2 SCOPE

- 2.1 This policy applies to development proponents and organizations submitting requests for street names and Development Engineering staff responsible for evaluating requests.

3 POLICY STATEMENT

- 3.1 Streets should generally be named after people, places, events and things related to the municipality. Proposed names should meet one or more of the following:

Street Naming Policy

- (a) honour and commemorate noteworthy persons associated with the town;
- (b) commemorate local history, places, events or culture;
- (c) recognize native wildlife, flora, fauna or natural features related to the community.

- 3.2 In order to ensure that street names proposed under sections 3.1(a) and (b) are representative of all people and cultures within Bradford West Gwillimbury's diverse community, emphasis will be placed on selecting names of Black, Indigenous, racialized people and women that have made positive contributions to our community.
- 3.3 The town will enable the naming of streets after residents who have lost their lives while serving the Armed Forces, Fire and Emergency Services or South Simcoe Police Services. These names may also be used for the naming of civic parks, walkways and civic spaces within the town.
- 3.4 Names of living persons should be used only in exceptional circumstances. Streets named posthumously may be permitted provided that written consent has been obtained from the individual's surviving family (unless the individual is a national or international public figure). Reasonable effort should be taken in attempting to contact family members.
- 3.5 Development plans requiring more than five new streets names should be named on basis such that one-third of the names are drawn from section 3.1(a), (b) and (c). This requirement is to be applied generally, with the key aspect being that names of specific relevance to the subject lands should receive the highest consideration, particularly for the main streets of the plan.

For any development plan requiring more than one street name, a minimum of one name will comply with section 3.1.

- 3.6 The following criteria will be applied when considering proposed street names:
- (a) new street names should not duplicate any similar name already in use. A variation in the suffix, i.e. "street", "road", "avenue", will not be accepted as sufficient reason to duplicate a names;
 - (b) street names with unconventional spellings should be avoided so as to facilitate easy recognition, pronunciation, and to avoid confusion;
 - (c) only a person's last name should be used as a street name unless additional identification is necessary to prevent a duplication with an existing street name;
 - (d) names having the same or similar pronunciation but with different spellings are not permitted;
 - (e) special characters in street names such as hyphens, apostrophes or dashes shall not be used;
 - (f) names for public streets that could be seen as advertising a particular business shall be avoided;
 - (g) directional prefixes will be used only when necessary;
 - (h) street names will be no more than 18 characters including spaces and suffix;
 - (i) names of existing streets shall be used on new streets which are continuations of, to in alignment with, existing streets (becoming through-streets); and

Street Naming Policy

(j) the use of compound names shall be discouraged.

- 3.7 Acceptable suffixes/street types are listed under Appendix 'A'. Abbreviations shall be applied uniformly as listed in the appendix.
- 3.8 Council shall consider requests to rename public roads in accordance with the Street Renaming Guideline and private roads in accordance with the Street Renaming Guideline and section 48 of the Municipal Act.

4 PROCEDURE

- 4.1 Development proponents shall submit proposed street names in writing to the project planner following draft approval and prior plan registration, to assist with identifying potential names, the proponent may choose to consult with the Royal Canadian Legion, the Land Registry Office, the BWG Heritage Committee, and the town's list of Candidate Street Names. If applicable, the proponent shall be responsible for obtaining written permission as described in Section 3.4.

The request shall include the proposed name, the specific street location and brief background information on the name and how it meets the street name policy. The project planner, in consultation with Fire and Emergency Services, will evaluate the proposed names within context of this policy. Staff recommendations will be presented to council for approval.

5 RESPONSIBILITIES

Compliance, monitoring and review

- 5.1 The Administrator has overall responsibility for:
- the policy document and must ensure the document is updated to comply with legislation, Town requirements and best practices;
 - receiving and coordinating the review of proposed street names;
 - ensuring this policy aligns with Town's requirements/strategies/values;
 - implementing and monitoring, and
 - reviewing to evaluate the continuing effectiveness of this policy.

Staff will consider criteria in this policy when reviewing submissions.

Reporting

- 5.2 No additional reporting is required.

Street Naming Policy

Records management

- 5.3 Staff must maintain all records relevant to administering this policy in a recognized Town recordkeeping system and in accordance with Town Records Management policies and procedures.

6 FEEDBACK

- 6.1 Feedback about this document may be provided by emailing the Manager of Community Planning.
- 6.2 To report suspected instances of noncompliance with this Policy, please see Town's Complaint Policy.

7 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Council
Administrator	Manager of Community Planning
Next Review Date	2027/05/17

Approval and Amendment History	Details
Original Approval Authority and Date	Council 2007/11/13
Amendment Authority and Date	Council 2022/05/17 – Add Sections 3.2 and 3.9.
Notes	

Approval and Amendment History	Details
Original Approval Authority and Date	Council 2007/11/13
Amendment Authority and Date	Council 2023/06/20 – Remove Section 3.9.
Notes	

Street Naming Policy

Approval and Amendment History	Details
Original Approval Authority and Date	Council 2007/11/13
Amendment Authority and Date	Council 2024/04/16
Notes	Amends Section 3.8 – Street renaming

8 APPENDIX

Street Naming Policy

Appendix 'A' – Street Suffixes

Street Name	Abbreviation
Streets	St
Lane	Ln
Road	Rd
Court	Ct
Way	Way
Drive	Dr
Place	Pl
Circle	Cir
Ridge	Ridge
Avenue	Ave
Trail	Trail
Run	Run
Point	Pt
Terrace	Ter
Boulevard	Bld
Landing	Lndg
Run	Run
Parkway	Pkwy
Loop	Loop
Square	Sq
Crossing	Crsg
Row	Row



Street Naming Policy

Document Approval

Valerie Vicary
Deputy Clerk
04-18-2024

Geoff McKnight
Chief Administrative Officer
04-19-2024

Document name	Street Naming Policy
Approval date	2024-04-19 9:20:37 AM
Workflow initiator	Jen Kinsella
FileHold ID	247094

September 16 2016

To: Town of Bradford West Gwillimbury
100 Dissette St Unit 7 & 8
Box 100
Bradford Ontario
L3Z 2A7

For your consideration:

Street Naming for Augusto Marques

Born April 1 1923

Currently resides at 12 Magani Ave, Bradford, Ontario

To whom it may concern:

My name is Gorette Marques Carvalho, and I am requesting a street named for my father Augusto Marques.

He arrived in Canada in 1957. He came in search of better wages, a better way of life, as well as looking to fulfill his Canadian Dream.

Augusto was born and raised in the village of Carapelhos, Portugal. He grew up with an agricultural and farming tradition common to most at the time and something he would later carry on in life. Augusto was one of five men from his village who chose to come to Canada. At the time, the government of Canada was looking for immigrants from Portugal as labourers. They were looking for people to work in the agriculture, railway and forestry industries of this still young nation.

Augusto first landed in Gander, Newfoundland by plane and then stopped off in Montreal. From Montreal he would take a train to Woodstock, Ontario to work in the tobacco fields. He didn't know anyone in this great land and all he had was \$100 dollars and a small suitcase of clothes. Once in Woodstock he would work 12-15 hour days getting paid \$1.50 a day. He began living on the farm with the other laborers and he was the only Portuguese laborer on the farm at the time.

Augusto would stay in the tobacco fields and work for five months until he went north to work in Timmins in the mines. He later found more stable work with BOT construction. He would work for BOT construction as he travelled from London, Ontario to Cornwall, Ontario pouring concrete, paving and building the Highway 401. To this day, when my dad travels the 401, he always say, "When I was working on the 401, drivers would stop and ask ""where is Toronto? "" And I would point south and tell them it was that way, as no one could see Toronto from the 401 and it was all field".

Finally in 1958 he came to Bradford. Augusto came to do piece work in the Holland Marsh. Back then there were few tractors and most things were done by hand.

In 1960, Augusto saved enough money to return to Portugal and come back to Bradford with his wife and children. He bought his first house in 1964 on Graham Side Road on the outskirts of Bradford. This was ideal as his wife worked at Federal Farms, he worked at BOT and they could work on the weekends on the farms in the Holland Marsh.

Augusto was one of the first Portuguese to arrive in Bradford. He started sponsoring his family from Portugal to come. First he helped his brother in law to come and then his four brothers and their wives. Cousins, nieces and nephews would soon follow. He sponsored them, sheltered them, and fed them. He would help them find jobs and apartments to rent as they all began to arrive in 1964. He specifically helped the Rumor family, the Marques family and the Pinho family in the first wave. All would come to settle in Bradford West Gwillimbury. Those early relatives would go on to repeat the cycle of immigrant sponsorships. I certainly remember as a child the different families living with us until they were able to afford their own apartments.

He chose the Bradford area, because it had a good lifestyle. It was easy to find jobs, in farming and in the vegetable factories. At the time, Federal Farms was a big employer and at its height would receive two busloads of labourers from Toronto to operate the factories. In that time people from Aurora, Newmarket, and the surrounding area would all come to Bradford to work in the Holland Marsh. In those days, there were no other developments or built up towns. Aurora and Newmarket were not developed and Bradford and its village were more developed and were a bustling economic centre.

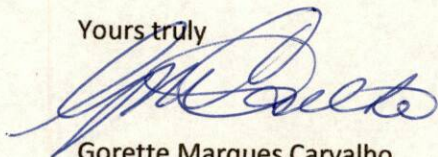
Augusto went on to buy his first farm in 1970 on Simcoe Road and still owns his land there. We moved to 172 Bridge St. Bradford in 1972 and still own that farm. Other "Marques" family members have since joined the rich tradition of farming on the Holland Marsh.

He became part of a community rich in agricultural history. He sponsored many and would help establish many Portuguese families in this community. The first Portuguese club was started in Bradford in 1973 and he helped to sponsor it.

If you see a 93 year old looking man with his hat driving a grey Ford pickup on the streets of Bradford, that's my dad. His greatest pleasure is his drive down to the marsh so he can see how everything is growing. The year 2016 marked his last year of growing his own potatoes!

Augusto Marques realized his Canadian Dream.

Yours truly



Gorette Marques Carvalho

9 Pace Crescent

Bradford, Ontario

L3Z 3H7 Cell #905-952-9545 Home #905-775-4128





Report of Growth Services

REPORT #: EDO-2025-1

DATE: 21-Jan-25

TO: Mayor and Members of Council

SUBJECT: **Downtown Area CIP Application DCIP-2025-01 (Rebel Fit)**

PREPARED BY: Dean Gillis, Economic Development Officer

1. RECOMMENDATIONS:

That Report EDO 2025-1 entitled "Downtown CIP Application – DCIP 2024 02 (Rebel Fit)" be received for information; and

That Council approve the Rebel Fit application for 180 Holland Street West under the Downtown Community Improvement Plan (DCIP) for \$27,097.50, subject to the following breakdown:

- \$23,347.50 under Program 2: Building Interior Grant Program;
- \$3,750.00 under Program 3: Fees and Permits Grant Program; and

That Council authorize the Mayor and Clerk to enter into the appropriate agreements with the applicants, detailing terms and conditions of the grant approval, agreement process and payment schedule, subject to the parameters of the Town of Bradford West Gwillimbury Industrial Areas Community Improvement Plan, April 2022.

2. PREAMBLE:

This report offers a synopsis of the Rebel Fit Downtown CIP application for 180 Holland Street West. It also provides an overview of the Downtown Community Improvement Plan, along with staff and the DCIP Evaluation Committee's grant recommendations to Council.

3. BASIC DATA PERTAINING TO THE MATTER:

1.0 Rebel Fit Application (DCIP 2024 02):

The property located at 180 Holland Street West is the Holland Marsh Square Plaza, home to multiple commercial units including a pet store, convenience store, eating establishments and professional services. The property is zoned C1 (Core Commercial) which permits a wide variety of businesses, including those presently operating and the business proposed in this application.

Multiple units along the west portion of the plaza were amalgamated and occupied by Peavy Mart (formerly TSC stores), which closed in 2023 as part of a corporate restructuring decision. Since Peavey's departure, the building owner has worked to separate the amalgamated space into several smaller commercial units and lease them individually. This has been a lengthy process that has required the units to be fully stripped down and rebuilt and has significantly added time to the leasing process for new prospective tenants.

Adrian Murphy, owner of Rebel Fit Gym (formerly SNAP Fitness) in West Park Plaza, initially reached out to the Office of Economic Development in September 2023, outlining his intention to lease the 11,000 square foot corner unit in Holland Marsh Square Plaza to relocate his business. Mr. Murphy's clientele has grown from an initial 200 people to more than 700 people, necessitating a larger space. The leasing process took until approximately May 2024, after which the applicant slowly began renovating while running his existing business operation.

The space has been stripped down completely to base drywall and the concrete floor. The applicant is undertaking a series of renovations to add electrical, lighting, plumbing, accessible bathrooms and accessible doorways, along with a remodelled interior to accommodate a modern gym. The work is subject to multiple building permits, which Mr. Murphy has taken out.

The applicant has submitted multiple quotations for the electrical work and plumbing, totalling \$46,695.00, as well as permits in the amount of \$5,000.00. Additional work is being undertaken for the interior remodelling and power doorways but are not included in this application.

More information on the Rebel Fit application is available in Attachments 1 & 2.

1.1 Rebel Fit eligibility for CIP Grant Funding:

The property at 180 Holland Street West is in the Downtown Community Improvement Project Area, making it eligible for grant consideration. This is the final application to be considered under the DCIP (2022) program, which was placed on hiatus in 2024 and is now part of a larger Community Improvement Plan strategic review already underway. As part of the program hiatus, Council authorized applications already underway to proceed, which includes this one.

Program 2: This is a 50% grant that offers a maximum amount of \$25,000.00 for interior upgrades and focuses on major retrofits to the space – particularly when such upgrades include Building or Fire Code improvements or compliance.

The applicant has submitted estimates of \$46,695.00 for interior upgrades, including \$24,820.00 to install a new electrical panel, lighting for all rooms, new power outlets throughout and cooling fans. They have also submitted \$21,875.00 in estimates for a new water heating system and plumbing throughout the facility, including two accessible bathrooms.

The work is subject to building permits for Building Code compliance. The maximum grant available for this work is \$23,347.50.

Program 3: This is a 75% grant that offers a maximum amount of \$25,000.00 for applicable fees or permits levied by the Town.

EDO-2025-1

Mr. Murphy has taken out Building Permits in the amount of \$5,000.00, for which a maximum grant of \$3,750.00 is available.

Total Program Eligibility: Total eligibility for this application is \$27,097.50.

1.2 Rebel Fit Recommendation for CIP Grant Funding:

The Office of Economic Development recommended the DCIP Evaluation Committee consider a grant of \$27,097.50 for Rebel Fit's proposed \$46,695.00 renovation. The committee agreed with the OED's recommendation, with no comments. Should Council grant the full amount, it would represent a public to total investment of 1:2.

2.0 Downtown CIP Background:

The Town of BWG established the revitalization of its downtown core as a strategic priority in its Official Plan (2002), to stimulate economic growth and create employment opportunities for a growing community. The plan authorized the creation of a Downtown Revitalization Study (completed in 2011) and a Downtown Community Improvement Plan (completed in 2012) to help achieve these goals.

The Downtown CIP was subject to a number of changes over the course of its nine-year duration, until its scheduled completion on December 31, 2021. In 2022, Council requested the Office of Economic Development develop a new Downtown CIP that reflected updated strategic development priorities, while helping to ensure an ongoing balance of urban renewal and commercial growth.

Council approved a new five-year Downtown CIP program in April 2022, with the following grant incentives:

1. Building Exterior Grant
2. Building Interior Grant
3. Fees and Permits Grant
4. Development Charge Deferral Interest Grant
5. Tax-based Redevelopment Grant
6. Commercial Property Accessibility Enhancement Grant
7. Environmental Site Assessment Grant

In December 2023, Council approved placing the Downtown CIP program on a one-year hiatus in 2024, to review the program parameters as part of the Office of Economic Development's efforts to investigate potential expansion of the program to Bond Head, the Highway 400 Employment Lands, agricultural properties and affordable housing. Applications already underway will continue to Council for approval (such as this application from Rebel Fit), while no new applications will be received.

The Downtown CIP program is designed to meet the following objectives:

- A. Encourage intensification, infill and redevelopment in the Downtown;
- B. Support a mix of new commercial/retail development in the Downtown and revitalization of existing commercial and mixed-use buildings;

EDO-2025-1

- C. Support mixed-use development in the shoulder areas to Downtown, and which takes advantage of transit opportunities and a range of services accessible on foot to residents of the Downtown neighbourhoods;
- D. Maximize the sunk investment and reinvestment in existing infrastructure and services in the Urban Area of Bradford, by bringing sites back into productive use, promoting an appropriate scale of infill and densification, and by supporting the longevity of the existing building stock, businesses and services which comprise the Downtown;
- E. Promote social, economic and physical enhancement of downtown and to improve neighbourhood amenity;
- F. Improve the overall quality of life in BWG by ensuring the vitality and viability of Downtown as well as its key anchors which comprise a range of civic, commercial, retail and institutional uses;
- G. Promote investment in the private building stock of Downtown as a complement to public investment in streetscape and other public realm, recreation, and municipal capital facilities in and around Downtown Bradford;
- H. Enable Downtown to become a destination for citizens and visitors alike, continue and enhance its role in events and festivals, and to showcase the Town as a place to invest. In so doing, create a retail and service mix that ensures its long term viability and relevance to the community, and which provides an attractive and long term investment yield for existing and prospective commercial landlords.

4. EFFECT ON TOWN FINANCES:

Council-approved projects considered under the Downtown CIP and Industrial Areas CIP can be financed through one of three options (or combination thereof):

- Internally Financed Via Operating Budget - allocated annually by Council through budget process and offered through the Office of Economic Development.
- Internally Financed Via Strategic Initiatives Reserve - comprised of unspent CIP funds from previous years, which Council may direct to other projects
- External Financing (e.g. debenture).

In terms of processing, payments for CIP programs are made via the CIP Operating Budget first, with additional amounts available through the Strategic Initiatives Reserve if required. Debentures have been reserved for large-scale projects.

Combined, these funding sources pay for new CIP applications as well as previously approved CIP applications that remain active (Legacy CIP Applications).

A list of all active CIP accounts with actual and/or forecast payments is added as Attachment 3. As of January 7 (the writing of this report), no funds have been spent on CIP applications for 2025. A total of \$131,805.60 was spent on active CIP accounts for 2024. \$30,000 is earmarked in 2025 for the mural program, Council is considering whether to continue this as a stand alone project or combine it with a public art program in any future downtown CIP program. A report is expected to come to Council in Q1 this year.

Below is a current snapshot of the funding available for CIP payments. Based on this analysis, applications on this Council agenda can be adequately funded (assuming full amounts are

EDO-2025-1

approved by Council). Following this approval, the CIP Reserve will largely be depleted – fulfilling the original program mandate, as well as keeping with Council’s decision to cease annual funding for 2024 and 2025.

Row	Item	Funds
A	Strategic Initiatives Reserve (as of Dec 31/24)	\$364,339.26
B	2025 Operating Budget	\$0.00
C	Total Internal Financing Available for 2025 (as of Jan 1/25)	\$364,339.26
D	Expected 2025 Payments for Previously Approved CIP Projects	\$291,200.99
E	Total 2025 CIP Projects Approved	\$0.00
F	Total 2025 CIP Receivables Expected	\$27,380.67
G	Total Available for 2025 (C-D-E+F)	\$100,518.94
H	Applications on this Agenda (Pending full approval)	\$27,097.50
I	Remaining Internal Financing in 2025 (G-H)	\$73,421.44

Row A: Assumes no funds removed for extraneous projects (except mural program)

Row B: Annual amount approved by Council

Row C: Total of Column A+B

Row D: Based on anticipated building and/or completion timelines

Row E: Assumes full payout in 2025

Row F: Funds repaid under interest-free loan component of Legacy DCIP Program 2.

Row G: Total potential funding for all CIP programs until year end

Row H: Assumes full payout in 2025

Row I: Remaining balance of internal CIP funds assuming approval of this project.

5. ATTACHMENTS:

Attachment 1: Rebel Fit DCIP Checklist

Attachment 2: Rebel Fit Images

Attachment 3: CIP Tracking and Forecast

Downtown Community Improvement Plan (DCIP) Application Checklist



File Number:	DCIP-2024 02	Applicant:	Adrian Murphy
Initiated:	2024-09-19	Address:	180 Holland Street West

Property Information

Building Description: The property located at 180 Holland Street West is the Holland Marsh Square Plaza, home to multiple commercial units including a pet store, convenience store, eating establishments and professional services. Multiple units along the west portion of the plaza were amalgamated and occupied by Peavy Mart (formerly TSC stores), which closed in 2023 as part of a corporate restructuring decision. Since Peavey's departure, the building owner has worked to separate the amalgamated space into several smaller commercial units and lease them separately, a lengthy process that has required the units to be fully stripped down and rebuilt.

Zoning: C1 (Core Commercial), which permits this use.

Grant Status: ELIGIBLE

Application Information

Application Type: Tenant

Adrian Murphy, owner of Rebel Fit Gym (formerly SNAP Fitness) in West Park Plaza, initially reached out to the Office of Economic Development in September 2023, outlining his intention to lease the 11,000 square foot corner unit in Holland Marsh Square Plaza to relocate his business. Mr. Murphy's clientele has grown from an initial 200 people to more than 700 people, necessitating a larger space. The leasing process took until approximately May 2024, after which the applicant slowly began renovating while running his existing business operation.

The space has been stripped down completely to base drywall and the concrete floor. The applicant is undertaking a series of renovations to add electrical, lighting, plumbing, accessible bathrooms and accessible doorways, along with a remodelled interior to accommodate a modern gym. The work is subject to multiple building permits, which Mr. Murphy has taken out.

The applicant has submitted multiple quotations for the electrical work and plumbing, totalling \$46,695.00, as well as permits in the amount of \$5,000.00. Additional work is being undertaken for the interior remodelling and power doorways but are not included in this application. Should Council grant the full amount of \$27,097.50, it would represent a public to total investment of 1:2.

Program 2: Building Interior Grant Program Eligibility

Major refits are eligible under Program 2, particularly when they include upgrades involving code compliance. Program 2 offers a grant of up to 50%, to a maximum of \$25,000.

Mr. Murphy has submitted estimates of \$46,695.00 for interior upgrades, including \$24,820.00 to install a new electrical panel, lighting for all rooms, new power outlets throughout and cooling fans. He has also submitted \$21,875.00 in estimates for a new water heating system and plumbing throughout the facility, including two accessible bathrooms. The work is subject to building permits for Building Code compliance. The maximum grant available for this work is \$23,347.50.

Value of Work	Eligible Grant Amount	Program %	Grant Maximum
\$ 46,695.00	\$ 23,347.50	50%	\$ 25,000.00

Program 3: Fees and Permits Grant Program Eligibility

Program 3 covers Planning Fees and Building permits required by the Town to undertake renovation work. The program offers a grant of up to 75%, to a maximum of \$25,000.

Mr. Murphy has taken out Building Permits in the amount of \$5,000.00, for which a maximum grant of \$3,750.00 is available.

Value of Work	Eligible Grant Amount	Program %	Grant Maximum
\$ 5,000.00	\$ 3,750.00	75%	\$ 25,000.00

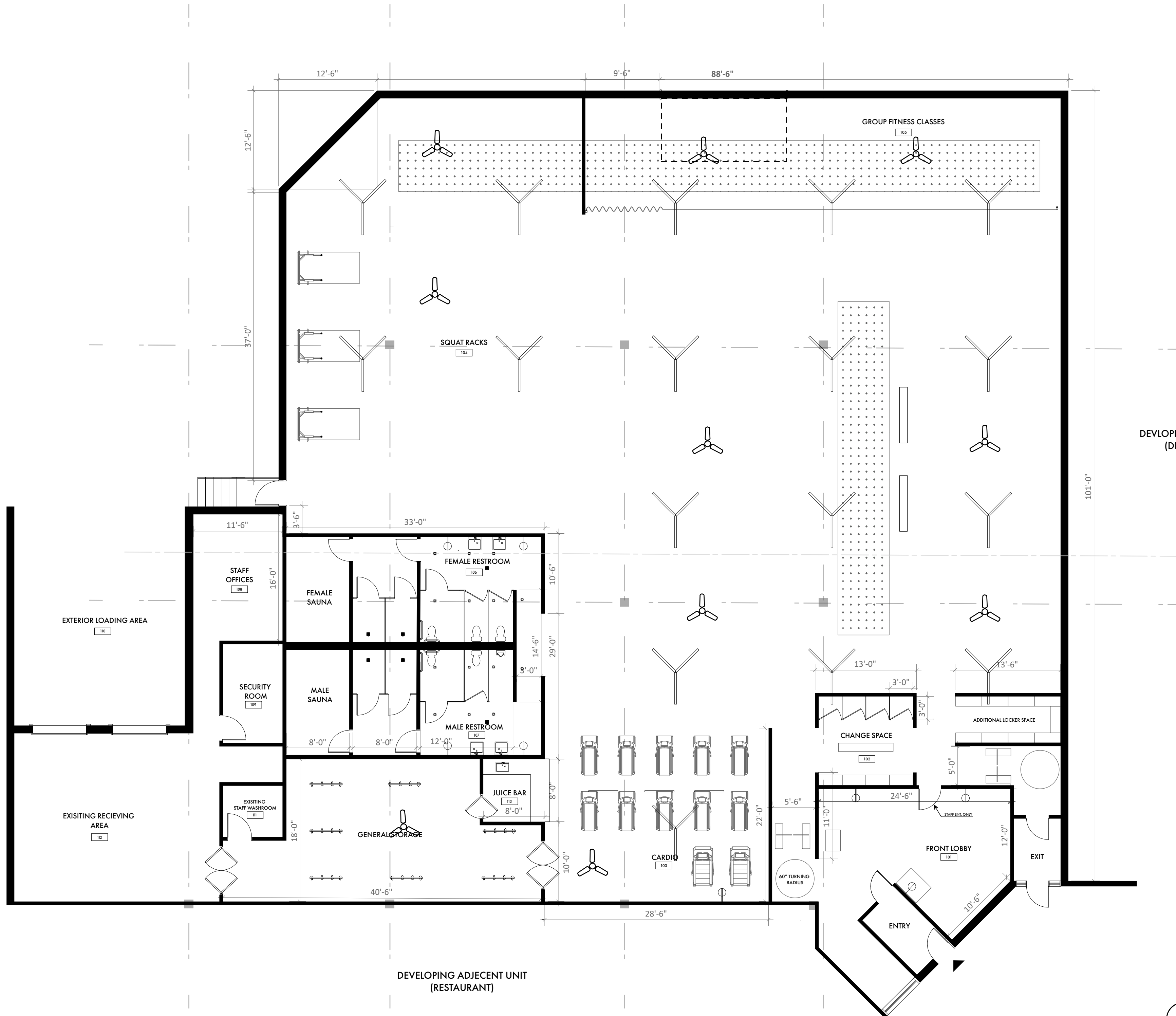
This application aligns with the following program goals and objectives:

- ✓ Encourage intensification, infill and redevelopment in the Downtown
- ✓ Maximize the sunk investment and reinvestment in existing infrastructure and services in the Urban Area of Bradford, by bringing sites back into productive use, promoting an appropriate scale of infill and densification, and by supporting the longevity of the existing building stock, businesses and services which comprise the Downtown
- ✓ Improve the overall quality of life in BWG by ensuring the vitality and viability of Downtown as well as its key anchors which comprise a range of civic, commercial, retail and institutional uses
- ✓ Enable Downtown to become a destination for citizens and visitors alike, continue and enhance its role in events and festivals, and to showcase the Town as a place to invest. In so doing, create a retail and service mix that ensures its long-term viability and relevance to the community, and which provides an attractive and long-term investment yield for existing and prospective commercial landlords.

Due Diligence has been completed for the property, and:

- ✓ All building information has been confirmed
- ✓ There are no outstanding work orders
- ✓ There are no property taxes or utilities outstanding.

Grant Recommendation			
Program	Value of Work	EDO	DCIP Committee
2	\$ 46,695.00	\$ 23,347.50	\$ 23,347.50
3	\$ 5,000.00	\$ 3,750.00	\$ 3,750.00
TOTAL	\$ 51,695.00	\$ 27,097.50	\$ 27,097.50



PROPOSED FLOOR PLAN

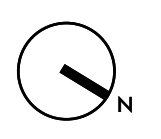
PROJECT: REBELFIT 24/7 GYM
 LOCATION: 170 HOLLAND ST W,
 BRADFORD, ON L3Z 2A9

ESTIMATED HOLDING CAPACITY:

- LEGEND:
- 101 - FRONT LOBBY
 - 102 - CHANGE SPACE
 - 103 - CARDIO AREA
 - 104 - SQUAT RACK AREA
 - 105 - GROUP FITNESS AREA
 - 106 - FEMALE RESTROOM
 - 107 - MALE RESTROOM
 - 108 - STAFF OFFICES
 - 109 - SECURITY ROOM
 - 110 - EXTERIOR LOADING DOCK
 - 111 - EXISTING STAFF RESTROOM
 - 112 - EXISTING RECEIVING AREA
 - 113 - JUICE BAR

SCALE - 1:200

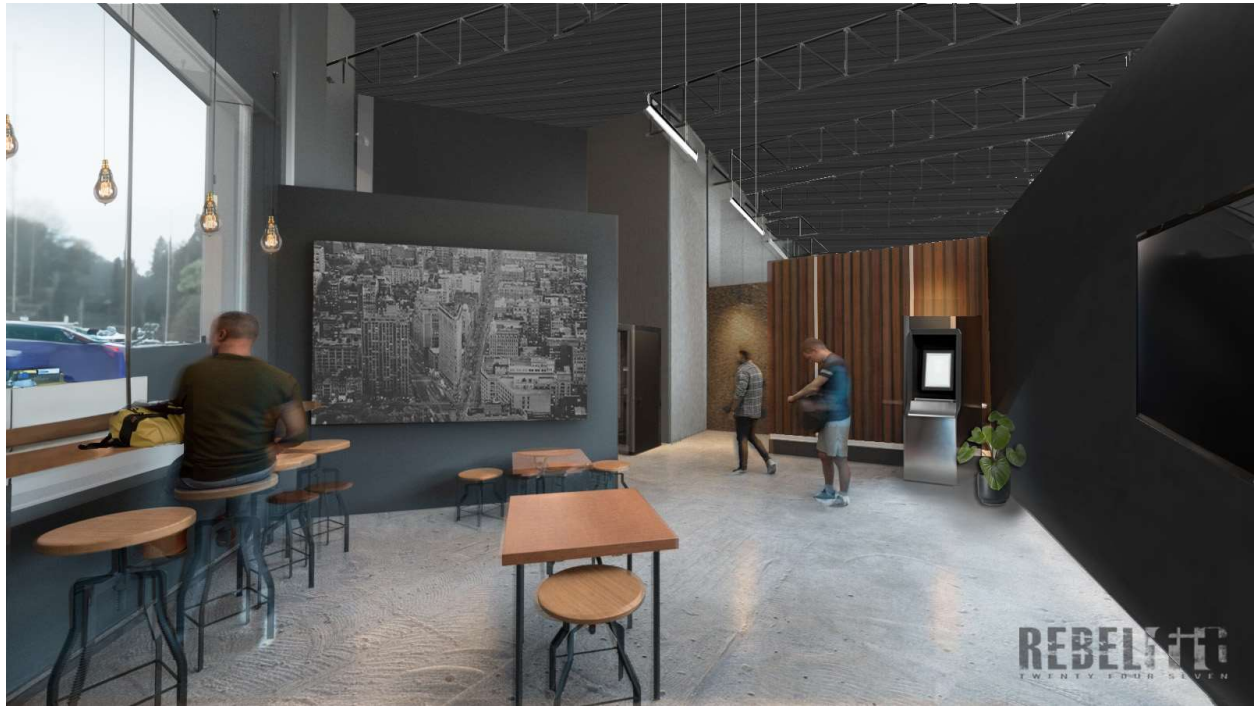
DATE: 08/07/2024



Before Images



Finished Concept



CIP Tracking and Forecast (Active Accounts)

App.	CIP	Address	Amount approved	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
				Payments	Payments	Payments	Payments	Payments	Payments	Payments	Payments	Payments	Payments	
2013-02	DCIP	30 Simcoe Rd (Skwarchuk TIG)	\$83,528.60	\$8,375.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,375.00
2016-06	DCIP	300-310 Holland St. W. (Charyk)	\$50,952.53	-\$2,500.00	-\$2,500.00	-\$2,500.00	-\$2,500.00	-\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$12,500.00
2017-13	DCIP	177 Holland St. E. (Gogou)	\$60,432.22	-\$2,043.22	-\$2,043.22	-\$2,043.22	-\$2,043.22	-\$2,043.22	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$10,216.10
2018-04	DCIP	66 Holland St. W. (Giancola Int.)	\$53,784.20	-\$2,500.00	-\$2,500.00	-\$2,500.00	-\$2,500.00	-\$2,500.00	-\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$15,000.00
2018-05	DCIP	66 Holland St. W. (D'Alessandro)	\$50,045.00	-\$2,500.00	-\$2,500.00	-\$2,500.00	-\$2,500.00	-\$2,500.00	-\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$15,000.00
2018-07	DCIP	121 Bridge St. (Pittman)	\$64,142.00	-\$1,339.20	-\$1,339.20	-\$1,339.20	-\$1,339.20	-\$1,339.20	-\$1,339.20	-\$1,339.20	-\$1,339.20	-\$1,339.20	\$0.00	-\$12,052.80
2018-08	DCIP	62 John St. W. (Barroso)	\$22,820.88	\$2,852.61	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,852.61
2019-01	IACIP	Kumi	\$205,429.44	\$18,920.30	\$18,920.30	\$18,920.30	\$18,920.30	\$18,920.30	\$18,920.30	\$0.00	\$0.00	\$0.00	\$0.00	\$113,521.80
2020-03	DCIP	157 Holland St. E. (Raj)	\$50,271.78	-\$1,498.25	-\$1,498.25	-\$1,498.25	-\$1,498.25	-\$1,498.25	-\$1,498.25	\$0.00	\$0.00	\$0.00	\$0.00	-\$8,989.50
2020-05	DCIP	26 Holland St. E. (Ibrahim)	\$55,832.50	-\$2,500.00	-\$2,500.00	-\$2,500.00	-\$2,500.00	-\$2,500.00	-\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$15,000.00
2020-07	DCIP	51 John St. W. (Bundjevevic)	\$67,340.10	-\$2,500.00	-\$2,500.00	-\$2,500.00	-\$2,500.00	-\$2,500.00	-\$2,500.00	-\$2,500.00	\$0.00	\$0.00	\$0.00	-\$17,500.00
2020-08	DCIP	200 Dissette St. (Cachet)**	\$700,000.00	\$20,000.00	\$46,629.75	\$60,000.00	\$80,000.00	\$80,000.00	\$80,000.00	\$80,000.00	\$80,000.00	\$80,000.00	\$80,000.00	\$686,629.75
2020-03	IACIP	60 Reagens (Channel)	\$55,144.98	\$55,144.98	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$55,144.98
2021-01	DCIP	160 Holland St. W. (Fabrizio)	\$78,393.38	-\$2,500.00	-\$2,500.00	-\$2,500.00	-\$2,500.00	-\$2,500.00	-\$2,500.00	-\$2,500.00	\$0.00	\$0.00	\$0.00	-\$17,500.00
2021-02	DCIP	27 John St. W. (Chatland)	\$75,000.00	-\$2,500.00	-\$2,500.00	-\$2,500.00	-\$2,500.00	-\$2,500.00	-\$2,500.00	-\$2,500.00	\$0.00	\$0.00	\$0.00	-\$17,500.00
2021-04	DCIP	80 Holland St. E (Zeinaly)	\$54,125.00	-\$2,500.00	-\$2,500.00	-\$2,500.00	-\$2,500.00	-\$2,500.00	-\$2,500.00	-\$2,500.00	-\$2,500.00	\$0.00	\$0.00	-\$20,000.00
2021-09	DCIP	16 John St. W. (Jennings)	\$20,000.00	\$17,608.64	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$17,608.64
2021-10	DCIP	66 John St. W. (Tamburro)	\$69,116.16	-\$2,500.00	-\$2,500.00	-\$2,500.00	-\$2,500.00	-\$2,500.00	-\$2,500.00	-\$2,500.00	-\$2,500.00	\$0.00	\$0.00	-\$20,000.00
2021-04	IACIP	2214 Line 9 (OBW)	\$50,125.00	\$50,125.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,125.00
2021-05	IACIP	10 Industrial Ct. (Vitinsky)	\$50,842.00	\$50,842.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,842.00
2021-06	IACIP	280 Artesian Ind. Pkwy (Lisbon)	\$57,071.60	\$5,707.16	\$5,707.16	\$5,707.16	\$5,707.16	\$5,707.16	\$5,707.16	\$5,707.16	\$5,707.16	\$5,707.16	\$0.00	\$51,364.44
2023-05B	DCIP	19 Holland St. E. (Yousif)	\$6,700.00	\$6,700.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,700.00
2023-09	DCIP	5 Holland St. W. (Greater Life)	\$54,925.30	\$54,925.30	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$54,925.30
2024-02	IACIP	285 Dissette St. (Tank Traders)	\$60,000.00											
2024-02	DCIP	180 Holland St. W. (Rebel Fit)	\$27,097.50											
Total Payable / Receivable			\$1,974,397.37	\$263,820.32	\$43,876.54	\$57,246.79	\$77,246.79	\$77,246.79	\$81,790.01	\$71,867.96	\$79,367.96	\$84,367.96	\$80,000.00	\$916,831.12
Reserve (Dec 1/24)				\$364,339.26	\$100,518.94	\$56,642.40	-\$604.39	-\$77,851.18	-\$155,097.97	-\$236,887.98	-\$308,755.94	-\$308,755.94	-\$308,755.94	
Annual CIP Budget				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total Budget & Reserve (Jan 1)				\$364,339.26	\$100,518.94	\$56,642.40	-\$604.39	-\$77,851.18	-\$155,097.97	-\$236,887.98	-\$308,755.94	-\$308,755.94	-\$308,755.94	
Remainder (Dec 31)				\$100,518.94	\$56,642.40	-\$604.39	-\$77,851.18	-\$155,097.97	-\$236,887.98	-\$308,755.94	-\$388,123.90	-\$393,123.90	-\$388,755.94	

Notes: Items in purple are pending approval.

Applications shaded in grey are CIP legacy programs (pre 2022).

**Cachet includes a TIG value that will be paid by CIP reserve until it is exhausted, then switched to another financing mechanism. Full reserve payments are illustrated here.



Report of Fire and Emergency Services

REPORT #: FIR-2025-1

DATE: 21-Jan-25

TO: Deputy Mayor and Members of Committee of the Whole

SUBJECT: **Fire Route By-Law and Traffic By-law Amendments**

PREPARED BY: Michael Rozario, Fire Chief
Brent Lee, Director of Corporate Services

1. RECOMMENDATIONS:

That Report FIR-2025-1 titled "Fire Route By-Law and Traffic By-law Amendments" be received for information; and

That the draft by-laws attached to Staff Report FIR-2025-1 be approved for enactment.

2. PREAMBLE:

Fire routes are designated areas that allow emergency vehicles to access buildings or structures quickly. Designated fire routes play a vital role in improving response times for first responders and ensuring unfettered access to water supply and other fire safety components.

The purpose of this report is to propose the enactment of a Fire Route By-Law, in an effort to standardize the process to designate fire routes, create standards for sign placement, allow for the enforcement of parking-related infractions under Administrative Monetary Penalties and to regulate the obstruction of fire routes with materials other than a motor vehicle.

3. BASIC DATA PERTAINING TO THE MATTER:

Background

During an emergency, if emergency vehicles do not have proper access to buildings and structures, it can have devastating outcomes. These accesses, commonly referred to as fire routes (or access routes) are a legislated requirement under the Building Code and Planning Act. Once a fire route has been constructed as per the legislated requirements, it may be designated as a fire route by the Chief Fire Official. The process for designating a fire route is enacted through a municipal by-law.

The principle reason for a Fire Route By-law is to designate fire routes, ensure maintenance of existing fire routes and standardize signage associated with fire routes. While fire routes are established through existing development approvals and contemplated in the Planning Act and

Building Code Act, this By-law will afford additional authorities to the Chief Fire Official to designate a fire route, receive applications for new fire routes and impose maintenance standards.

The By-law would also establish a listing of designated fire routes, which can be updated from time-to-time and can be quickly referenced by staff or the public.

Existing Regulations and Authorities

There are several pieces of legislation that govern how fire routes are constructed, identified, approved and enforced, which are:

- Planning Act
- Ontario Building Code
- Ontario Fire Code
- Municipal Act
- Fire Protection and Prevention Act

Planning Act

The Planning Act provides that as a condition to the approval of site plans, a municipality may require the owner of the land to provide to the satisfaction of and at no expense to the municipality, access driveways, including driveways for emergency vehicles.

Ontario Building Code

The Ontario Building Code includes provisions for firefighting and specifies that buildings of a certain size/use are required to have access routes for emergency vehicles. The Ontario Building Code specifically defines minimum requirements for the location and design of fire routes.

Ontario Fire Code

The Ontario Fire Code requires property owners to maintain their Fire Routes and states that signs approved by the Chief Fire Official shall be placed along the Fire Route.

Municipal Act

The Municipal Act provides the authority for municipalities to pass by-laws respecting the health, safety and well-being of persons and the protection of persons and property. It also provides Officers with the authority to enter a property, conduct an inspection and issue orders to comply, should contraventions of the by-law be observed.

Fire Protection and Prevention Act

The Fire Protection and Prevention Act provides municipalities with the authority for Council to pass a by-law designating private roads as fire routes, along which no vehicle is permitted to be parked and provides for the removal and impounding of any Vehicle parked or left along any of the Fire Routes at the expense of the registered owner. "Private road", in this context means any private road, lane, ramp or other means of vehicular access to or from a building or structure and may include part of a parking lot.

FIR-2025-1

The Fire Protection and Prevention Act also provides the Fire Chief with broad inspection authorities (which can be delegated as mentioned in the draft by-law) to ensure fire safety, including authority to order an owner or occupant of land to take measures to ensure fire safety.

Issue

Many municipalities in Ontario have a stand-alone Fire Route By-law. By adopting a stand-alone By-law, the Town would be taking steps to accomplish several objectives. These include, but are not limited to the following:

1. An application process for property owners to have an existing fire route modified or a new Fire Route designated on their property;
2. To standardize Fire Route signage requirements across BWG for new and existing buildings (i.e. size, location, spacing, etc.);
3. Establish offences for maintenance standards and obstruction of fire routes by motor vehicles and other objects/materials;
4. Accurately maintain records for existing fire routes within BWG; and
5. Improve customer service by consolidating the requirements of a fire route under a single By-law for future/public reference.

In absence of these provisions, there are inconsistencies that exist which may lead to gaps in signage, lack of maintenance, inability to address some obstructions and the processes to apply for new or to modify existing routes.

Fire Route Designation – New Development

Fire routes for new development (if applicable), are considered and delineated through the site plan approval process. The proposed By-law would not modify or extend any parameters surrounding the development approval process. The Fire Route By-law will afford staff with consistent criteria to convey to applicants/developers.

Upon approval of the site plan application, staff will draft an amendment to the Fire Route By-Law for Council approval and list designated Fire Routes under Schedule “B”. This provides the benefit of a single listing (Schedule “B”) whereby staff, property owners and the public could reference designated fire routes in single and accessible document.

Fire Route Designation – Existing Development

Normally, fire routes are established during the Site Plan Approval process for the development of a site. However, a fire route may be required to facilitate a change of use permit. An example of this could be if a property owner who wishes to make an addition on an existing structure and change the location of their fire route.

In these cases, a Fire Route application would be made to the Fire Department for review and approval. Upon approval of Council, Fire will develop these forms and the necessary information for inclusion on the Town’s website.

Prior Site Plan Agreements

Any Fire Route which has been approved by the Town shall continue as a designated Fire Route as per section 3.1 of the draft By-Law. However, a property owner who changes or fails to

FIR-2025-1

maintain a designated fire route operating under a prior Site Plan Agreement will be subject to the all the provisions of the draft by-law.

Order to change Designated Fire Routes

The Chief Fire Official (or designate) may issue an order for any change to a designated Fire Route if deemed to be in the interest of the life safety requirements under the Fire Code. This can include construction or changes to a Fire Route Sign as may be necessary. The property owner shall comply within the timeframe specified in the order.

Minimum Fire Route Design Requirements (Schedule “A”)

All fire routes must be constructed in accordance with the Ontario Building Code and maintained in accordance with the Ontario Fire Code, as amended. Schedule “A” of the draft by-law sets out the physical requirements for the fire routes and associated signage.

Enforcement

Traffic Enforcement

Any Vehicles found in contravention of the Fire Route By-law will be enforced through the Town’s Administrative Monetary Penalty System. During patrols, if a Municipal Law Enforcement Officer observes a vehicle parked in a Fire Route, then a penalty notice (parking ticket) may be issued. The proposed amendment to the Town’s Administrative Monetary Penalty By-Law provides for a penalty amount of \$350.00 for “park vehicle in a designated fire route”. This Penalty Amount replicates the fine amount that has existed within the Traffic By-law since 2014. An Officer could also have the vehicle removed from the location and stored in another location at the cost of the vehicle owner. Exemptions for parking in a Fire Route are provided for a person who parks, stops, or leaves an ambulance, police, fire or other emergency vehicle in a Fire Route.

Obstruction/non-compliance of a Fire Route

The enforcement of an obstruction/non-compliance of a Fire Route will be done through the traditional court system pursuant to the Provincial Offences Act. If an obstruction is observed in a Fire Route, an order to comply may be issued to the property owner requiring them to remove the obstruction in the time set out in the order. Failure to adhere to the conditions of the order may result in the following:

1. Owner is charged pursuant to the *Provincial Offences Act*,
2. Municipality enters on to the property and completes the work outlined in an order; and
3. Costs associated with remediating the violation are collected from the property owner in the same manner as taxes.

The same process of issuing an order to comply would be followed if a Fire Route sign is observed to be interfered with, defaced, covered or removed.

Existing Fire Route Audits

From time to time, audits of existing fire routes will be conducted as required by the Chief Fire Official to ensure they have adequate signage and to ensure the Fire Route can accommodate current day fire suppression efforts. During an audit, if the Fire Route Signage is identified to be

FIR-2025-1

inadequate, then the property owner would be required to ensure adequate maintenance thereof.

4. EFFECT ON TOWN FINANCES:

The proposed Fire Route Application (for modifications or NEW Fire Routes) cost will be \$240.00. The cost breakdown is provided below and is consistent with the current fees identified in the Town's Fees and Charges By-Law.

General Administrative Fire Services:	\$100.00
Fire Inspection Fees:	\$140.00

The inspection fee of \$140 includes the final inspection, should a property require repeated inspections due to non-compliance, additional inspection fees may be required.

Enforcement of the provision within the draft Fire Route By-law can be assumed by existing Fire and Enforcement staff.

5. ATTACHMENTS:

1. Fire Route By-law (DRAFT)
2. Amendment to By-law 2014-91
3. Amendment to By-law 2022-71

The Corporation of the Town of Bradford West Gwillimbury

By-law 2025-xx

A By-law to designate and regulate Fire Routes in the Town of Bradford West Gwillimbury.

WHEREAS Section 11 (2) of the Municipal Act, 2001, confers upon municipalities broad powers to pass By-laws to protect health, safety and well-being of persons;

AND WHEREAS subsection 7.1 (1) (a) of the Fire Protection and Prevention Act, 1997, S.O. 1997, c.4 (“FPPA”), authorizes the council of a municipality to pass By-laws regulating fire prevention including the prevention of the spreading of fires.

AND WHEREAS subsection 7.1 (1) (c) of the FPPA further authorizes the council of a municipality to pass By-laws designating private roads as Fire Routes along which no parking of Vehicles shall be permitted and providing for the removal and impounding of any Vehicle parked or left along any of the Fire Routes at the expense of the owner of the vehicle;

AND WHEREAS Section 7.1 (4) of the FPPA further states that, subject to the restrictions set out therein, a municipality may appoint an officer to enter upon land and into structures at any reasonable time to inspect the land and structures to determine whether By-laws enacted in accordance with that section are complied with;

AND WHEREAS Subsections 41 (7) (a) 3 and 41 (7) (b) the Planning Act, R.S.O. 1990, c. P.13 authorize a municipality to require the owner of land to provide and maintain to the satisfaction of and at no expense to the municipality off-street vehicular access driveways, including driveways for emergency vehicles, and the surfacing of such areas and driveways;

AND WHEREAS the Building Code Act, 1992, S.O. 1992, c.23 (“BCA”), and Building Code Regulation 332/12 under it, establish standards for fire protection and public health and safety which include requirements for fire access routes and Hydrants;

AND WHEREAS the Council of the Corporation of the Town of Bradford West Gwillimbury deem it necessary to pass a By-law to designate Fire Routes including the number and proximity of water hydrants and to provide for the enforcement of such Fire Routes in order to ensure access to buildings for fire protection services;

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

1. Definitions

- 1.1. In this By-law, unless the context otherwise requires:
- a) “Administrative Fees” means any fees as set out in the Town’s Administrative Monetary Penalty By-law, as amended;
 - b) “Administrative Penalty” means a monetary penalty as set out in the Towns Administrative Monetary Penalty By-law, as amended;
 - c) “Administrative Monetary Penalty By-law” means By-law 2022-71 of the Town, as amended from time to time, or any successor thereof;
 - d) “Chief Fire Official” means the person appointed by Council to act as the Chief Fire Official for the Town as defined in the *Fire Protection and Prevention Act*, 1997, or a member or members of the Fire Department appointed by the Chief Fire Official under Article 1.1.1.2. of Division C or a person appointed by the Fire Marshal under Article 1.1.1.1. of Division C of the O. Reg. 213/07 - Fire Code, as amended, or his or her designate;
 - e) “Council” means the elected Council of the Corporation of the Town of Bradford West Gwillimbury.
 - f) “Designated Provision” means any section of this By-law designated in accordance with Section 11.4;
 - g) “Emergency Vehicle” means a Vehicle as defined in subsection 144(1) of the *Highway Traffic Act*;
 - h) “Fire Route” means a private roadway or an access route for fire department vehicles to gain access to a building or a property in response to an emergency which may be located upon a highway, public parking lot or private property where authorized signs are erected.
 - i) “Fire Route Sign(s)” means a sign, with the sign characteristics as depicted in Schedule “A” to this By-law, or as otherwise approved by the Chief Fire Official, which is to be placed or erected on or along a Fire Route for the purposes of identifying the Fire Route and/or regulating, warning or guiding traffic in relation to the Fire Route, and includes existing Fire Route Signs, where permitted by the Chief Fire Official under this By-law, and signs replacing existing Fire Route signs;
 - j) “Fire Department” means the Town of Bradford West Gwillimbury Fire and Emergency Services Department;
 - k) “Hydrant” means any apparatus for drawing water directly from a main, whether standalone or integral to a building, and which is used principally for firefighting purposes;
 - l) “Object” means, but is not limited to, any item such as gates, fences, building materials, vegetation, unlicensed motor vehicles, debris or any form of obstruction;

- m) "Officer" means a Municipal Law Enforcement Officer a Police Officer or a Chief Fire Official of the Town or their designate.
- n) "O. Reg. 333/07" means Ontario Regulation 333/07, made under the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended from time to time or any successor thereof;
- o) "Order" means an Order, or notice issued under the authority of this By-law.
- p) "Owner" means the registered owner, occupant, lessee, tenant, mortgagee in possession and/or the person in charge of any property;
- q) "Park or Parking" means the standing of a vehicle, whether occupied or not, except when standing temporarily for the purpose of and while actually engaged in loading or unloading merchandise or passengers;
- r) "Person" means an individual, business, firm, body corporate, corporation, association, or municipality;
- s) "Private Roadway" means any private road, private driveway, lane, ramp, or other means of vehicular access to or egress from a building or structure and it may include part of a parking lot;
- t) "Stop or Stopping" means any stopping of a vehicle, even momentarily, whether occupied or not, except when necessary to avoid conflict with other traffic or in compliance with the directions of a constable or other police officer or of a traffic control sign or signal;
- u) "Town" means The Corporation of the Town of Bradford West Gwillimbury;
- v) "Vehicle" includes a motor vehicle, trailer, traction engine, farm tractor, road building machine, bicycle and any vehicle drawn, propelled or driven by any kind of power, including muscular power.

2. Designation of Fire Routes

- 2.1. The Chief Fire Official may require a Private Roadway, or part thereof, in the Town to be established as a Fire Route.
- 2.2. Where a Private Roadway, or part thereof, has been declared a Fire Route by the Chief Fire Official, it is hereby immediately designated as a Fire Route.
- 2.3. Where a Fire Route has been designated, the Chief Fire Official may issue an Order requiring the property Owner to:
 - a) establish the Fire Route in accordance with the provisions of this By-law; and
 - b) erect and maintain Fire Route Signs at locations on the Fire Route

approved by the Chief Fire Official.

- 2.4. Any Fire Route which has been designated through site plan approval under Section 41 of the *Planning Act* shall continue as a designated Fire Route under this By-law.

3. Administration

- 3.1. Where an Owner of a Private Road, or part thereof, is seeking the designation or modification of an existing Fire Route, the Owner shall:
- a) complete and file with the Town's Fire Department an application package which consists of the following:
 - i. An application form; and
 - ii. a drawing indicating the proposed location of the Fire Route which shall meet the minimum requirements set out in this By-law.
 - b) pay the prescribed processing and inspection fee in accordance with the provisions of the Town's Fee By-law as enacted and passed by the Council; and
 - c) erect, at their own expense, the authorized signs in accordance with the provisions of this By-law.
- 3.2. The Chief Fire Official is delegated the authority to amend Schedule 'B' to add, remove, or modify established Fire Routes as required.

4. Maintenance

- 4.1. Every property Owner shall:
- a) maintain the Fire Route signs and Hydrants to the standards set out in Schedule "A" of this By-law; and
 - b) remove any snow, ice or other obstruction which may prevent the use of a Fire Route or Hydrant.
- 4.2. A property Owner who changes or fails to maintain a designated Fire Route set out in this By-law, shall be subject to all provisions of this By-law notwithstanding any prior agreement to the contrary.

5. General Prohibitions

- 5.1. No Person or Owner shall place an Object in a Fire Route.
- 5.2. No Person or Owner shall interfere with, deface, cover, or remove a Fire Route Sign except with the permission of the Town.
- 5.3. No Person shall Park, Stop or leave a vehicle in a Fire Route where Stopping or Parking is prohibited by Fire Route Sign.
- 5.4. Section 5.3 does not apply to a person who parks, stops, or leaves an ambulance, police, fire or other emergency vehicle.

6. Power of Entry - Inspection

- 6.1. An Officer may, at any reasonable time, enter onto property for the purpose of carrying out an inspection to determine whether or not the following are being complied:
 - a) Any provision of this By-law;
 - b) An Order issued under this By-law;
 - c) An Order made under section 431 of the *Municipal Act*, or
 - d) An approval under Section 41 of the *Planning Act*.
- 6.2. The power of entry may be exercised by an employee, Officer, or agent of the Town.

7. Obstruction

- 7.1. No person shall hinder or obstruct, or attempt to hinder or obstruct, an Officer exercising a power or performing a duty under this By-law.

8. Orders

- 8.1. If an Officer is satisfied that a contravention of this By-law has occurred, the Officer may make an order requiring the work to be done to correct the contravention.
- 8.2. An Order issued under the authority of this By-law, shall set out:
 - a) the municipal address of the property on which the contravention occurred;
 - b) the date of the contravention;

- c) the reasonable particulars of the contravention of the By-law;
- d) the date by which there must be compliance with the order;
- e) the date on which the order expires, and
- f) notice that if the work is not done in compliance with the work order by the deadline, the municipality may have the work done at the expense of the Owner and the cost of the work may be recovered in the same manner.

9. Service of Orders

9.1. An Order may be served by an Officer:

- a) personally, upon an Owner by serving it to a person on the Owner's property who is over the age of 16;
- b) by posting it in a conspicuous place upon some part of the Owner's property and by sending a copy by ordinary mail, which shall be deemed to have been served on the 5th day after mailing; or
- c) by sending it by prepaid registered mail to the Owner at their last known address, where it shall be deemed to have been served on the 5th day after mailing.

10. Work Done by the Town

10.1. If the work required by an order under the provisions of this By-law is not done within the period specified by an Order, the Town, in addition to all other remedies it may have, may do the work at the Owner's expense and may enter upon the land at any reasonable time for this purpose.

10.2. The Town may recover its costs of remedying a violation of this By-law by invoicing the Owner, by instituting court proceedings or by adding the cost, including interest, to the tax roll in the same manner as municipal taxes in accordance with section 446 of the *Municipal Act, 2001* and the exercise of any one remedy shall not preclude the exercise of any other available remedy.

10.3. If the costs for work pursuant the provisions of this By-law are not paid to the Town within 30 days of written demand thereof, the Treasurer for the Town may add the costs, including interest, to the tax roll for the lot and collect them in the same manner as municipal taxes.

11. Offence and Penalty

- 11.1. No Person shall fail to comply with an order issued pursuant to this By-law.
- 11.2. Any Person who is in contravention of any provision of this By-law, or who fails to comply with an Order issued under this By-law shall be deemed to be committing a continuing offence for each day that the Person remains in contravention or for each day that they fail to comply with the order.
- 11.3. Every Person who contravenes any provisions of this By-law, except a Designated Provision, is guilty of an offence and upon conviction is liable to a fine as provided for by the *Provincial Offences Act, R.S.O. 1990, Chapter c. P. 33*, as amended from time to time, or any successor thereof.
- 11.4. Section 5.3 of this By-law is hereby designated for the purposes of Section 3 of O. Reg. 333/07. as parts of this By-law to which the Town's Administrative Monetary Penalty By-law applies.
- 11.5. If a Vehicle has been left parked, standing or stopped in contravention Section 5.3, the owner of the Vehicle shall be in violation of this By-law and subject to a penalty notice. The owner of the Vehicle shall, upon issuance of a penalty notice in accordance with the Administrative Monetary Penalty By-law, be liable to pay an administrative penalty and any administrative fees, in accordance with the Administrative Monetary Penalty By-law.
- 11.6. The owner of a Vehicle involved in a contravention of this By-law, notwithstanding that they were not the driver of the Vehicle at the time of the contravention, is guilty of an offence and is liable to the administrative penalty and administrative fee prescribed pursuant to the Administrative Monetary Penalty By-law, unless, at the time of the contravention, the said vehicle was in the possession of some person, other than the owner, without the owner's consent.
- 11.7. An Officer who discovers a Vehicle parked in contravention of the provisions of Section 5.3 of this By-law may have the Vehicle removed, taken away, and stored in another location and all costs of removal and storage thereof shall be a lien right upon the said Vehicle and may be enforced in the manner provided for by the Repair and Storage Liens Act, RSO 1990, c R.25, as amended.
- 11.8. The Provincial Offences Act, R.S.O. 1990, c. P. 33, as amended from time to time, or any successor thereof, does not apply to a contravention of Designated Provision of this By-law.

12. Validity and Interpretation

12.1. 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 therefrom and enacted as such as a whole. Same shall not affect the validity or enforceability of any other provisions of this By-law or of the By-law as a whole.

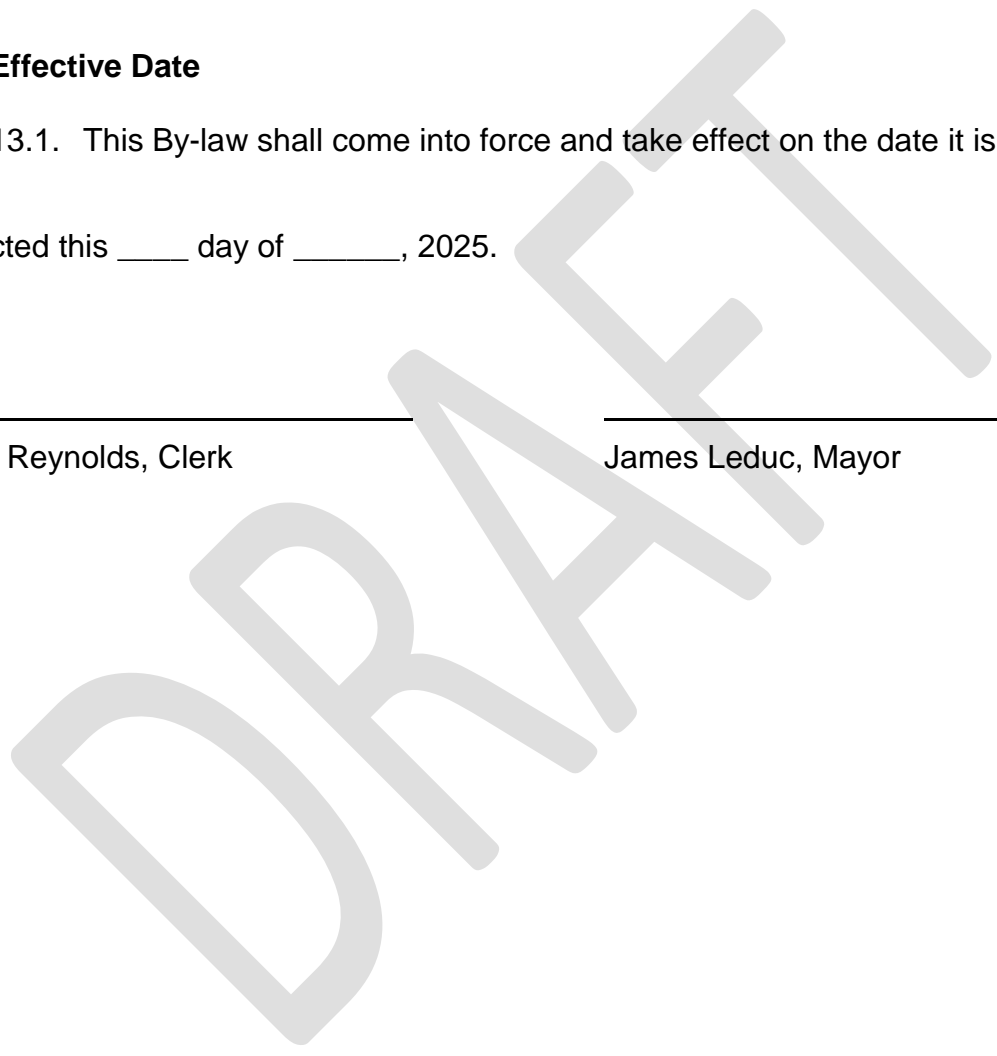
13. Effective Date

13.1. This By-law shall come into force and take effect on the date it is enacted.

Enacted this ____ day of _____, 2025.

Tara Reynolds, Clerk

James Leduc, Mayor



**SCHEDULE “A”
to
By-law 2025-XX**

Fire Route Requirements

Physical Requirements

All designated Fire Routes shall be constructed and maintained in accordance with the following requirements:

1. Be connected to a public thoroughfare by an entrance at least 6 metres in width.
2. Have a clear driving width not less than 6 metres except for a controlled access such as a fence gate which shall be not less than 4 metres.
3. Be constructed of hard surface material such as asphalt, concrete, or lockstone and be designed to support a load of not less than 13,636kg (30,000lbs) per axle.
4. Have a change in gradient of not more than 1 in 12.5 over a minimum distance of 15 metres.
5. Be located not less than 3 metres and not more than 15 metres, measured horizontally and at right angles, from the face of the building.
6. Have an overhead clearance not less than 5 metres.
7. Have a centre line radius of not less than 12 metres with respect to any change in direction of the Fire Route.
8. Have turn-around facilities for any dead-end portion of the Fire Route exceeding 90 metres.
9. Be designed to provide access to the building face that contains the principle entrance when only one building face is accessible.
10. Be located to provide access to the rear yard of residential occupancies such as townhouses at not more than 90 metre intervals.
11. Be located not more than 45 metres measured horizontally from a principle entrance of each portion of a building which is completely cut off from the remainder of the building which is served by the Fire Route.
12. The control of entry to a Fire Route may be provided with a chain barrier (chain

links size not to exceed 3/8"). The chains shall be connected to posts on either side of the Fire Route and suitable signs shall be posted.

13. Unloading and loading zones in forming part of a designated route access shall be approved through the Chief Fire Official. These zones shall be clearly identified, signed and maintained in the site plan approval drawings.
14. Hydrant protection shall be provided for all buildings in accordance with the following standards:
 - a) Private hydrants shall be located adjacent to any Fire Access Route and placed around the perimeter of the building so that no point on the building face required to face a street, is no more than 90 metres from a Hydrant.
 - b) All standpipe system and sprinkler system fire department connections shall be located not more than 45 metres from a Hydrant.
 - c) Wall Hydrants will not be accepted and water mains supplying Hydrants shall not pass through or under buildings.
 - d) Hydrants shall be installed in accordance with National Fire Protection Association 24 Standard, as amended and located as per applicable site development agreements.

Authorized Sign Design Requirements

Fire Route Signage must adhere to the following requirements:

1. All Fire Route Signs shall be printed on a 30 cm by 45 cm sign blank and shall display a similar format as illustrated in Figure A below.
2. Authorized signs shall be placed at each limit of a designated fire route and shall display double headed arrows (Figure A) pointing in the direction of such designated fire route and installed according to this Schedule.
3. A Fire Route Sign shall be posted every 20 meters, or less, along the length of the Fire Route;
4. A Fire Route Sign shall not be set back more than 3 metres from the edge of a Fire Route;
5. Every Fire Route Sign shall be posted such that the bottom of the sign is a minimum of 2.4 metres above grade and the top of the sign is no more than a maximum of 3 metres above grade;
6. Signs shall be installed at an angle of 45-60 degrees in relation to the edge of the

- travelled portion of the designated route facing approaching traffic.
7. Every Fire Route Sign shall be maintained free of obstructions and shall be readable and clearly visible; and
 8. Every Fire Route Sign shall be permanently affixed to an immovable object, such as a post or building wall, or such other object as may be approved by the Chief Fire Official.
 9. The Chief Fire Official may require additional Fire Route Signs be posted along the Fire Route.

Figure A - Example of a Fire Route Sign

Item	Colour
"P"	Black
Circle and Slash	Red
Background	White
Directional Arrow(s)	Black



**SCHEDULE “B”
to
By-law 2024-XX**

Location and Description of Fire Routes

	Name/ID of Area	Municipal Address	Location of the Route	Signs (locations)
1.				
2.				
3.				
4.				
5.				
6.				
7.				

The Corporation of the Town of Bradford West Gwillimbury

By-law Number 2025-XX

Being a By-law to amend By-law 2014-91, a by-law to regulate traffic and govern and control the parking of vehicles in the Town of Bradford West Gwillimbury.

WHEREAS Section 11 of the Municipal Act 2001, S.O. 2001, c.25, as amended, the "Municipal Act" authorizes municipalities to pass by-laws prohibiting or regulating parking on highways and on properties other than highways;

AND WHEREAS the Municipal Act provides that fines may be charged for breaches of by-laws passed pursuant to the powers set out therein and further provides for the removal, impounding or restraining or immobilizing of any vehicle parked on a highway or on municipal property in contravention of a by-law or of the Highway Traffic Act, R.S.O 1990, c.H.8, as amended;

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

1. That Section 1.1 (n) of By-law 2014-91 is hereby deleted.
2. That Section 3.1 (b) of By-law 2014-91 is hereby deleted.
3. That Section 9 of By-Law 2014-91 is hereby amended by adding the following:
 - 9.7 In addition to any other penalties provided for in this By-Law, an Officer upon discovery of any vehicle parked or standing in contravention of this By-law may cause it to be moved or taken to and placed or stored in a suitable place, at the owner's expense, and all costs and charges for removing, care and storage thereof, if any, are a lien upon the vehicle, which may be enforced in the manner provided by the *Repair and Storage Liens Act, as amended*.

Enacted this XX day of Month, Year.

Tara Reynolds, Clerk

James Leduc, Mayor

The Corporation of the Town of Bradford West Gwillimbury

By-law Number 2025-XX

Being a By-law to amend By-law 2022-71, to designate certain provisions for the purposes of Section 3 of O. Reg 333/07 as provisions to which administrative monetary penalties shall apply.

WHEREAS Section 102.1 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended (the "*Municipal Act, 2001*") and O. Reg. 333/07, as amended, authorize The Corporation of the Town of Bradford West Gwillimbury to establish an administrative monetary penalty system requiring a person to pay an administrative penalty for a contravention of any designated by-law;

AND WHEREAS the Town wishes to enact By-Law 2025-_____ to designate certain provisions for the purposes of section 3 of O. Reg. 333/07 as provisions to which administrative monetary penalties shall apply;

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

1. That Schedule "A" of By-Law 2022-56 is hereby amended by adding the following:

SCHEDULE "A" BY-LAW 2022-71					
COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6
By-Law # / Title	Item #	Designated Provision	Short Form Wording	Voluntary Administrative Penalty Amount	Administrative Penalty Amount
Fire Route Designation By-Law 2024-_____	43	5.3	Park vehicle in designated fire route	\$300.00	\$350.00

Enacted this XX day of Month, Year.

Tara Reynolds, Clerk

James Leduc, Mayor



Report of Office of the CAO

REPORT #: CAO-2025-1

DATE: 21-Jan-25

TO: Deputy Mayor and Members of Committee of the Whole

SUBJECT: **Review and Updates to the Special Events By-law**

PREPARED BY: Geoff McKnight, CAO

1. RECOMMENDATIONS:

That Report CAO-2025-1 titled "Review and Updates to the Special Events By-law" be received;

That revisions to the Special Events By-law and Fees & Charges By-law as detailed herein be endorsed; and,

That Staff be directed to bring the necessary by-laws forward to Council for approval once finalized.

2. PREAMBLE:

The following resolution was passed at the October 1, 2024, meeting of Council:

Resolution 2024-318

Moved by: Councillor Giordano

Seconded by: Councillor Ferragine

"That staff be requested to provide information pertaining to key parameters and special event permits for organizing a public led mega event."

This request has led to a review of Special Event By-law 2008-013, which is the town's tool for considering applications from parties proposing to hold events in Bradford West Gwillimbury for more than 2,000 people.

The purpose of this report is to respond to Resolution 2024-318 and recommend revisions to the town's Special Event By-law.

3. BASIC DATA PERTAINING TO THE MATTER:

Background:

Community-led events, festivals and gatherings create local opportunities for people to come together, enjoy the activity and celebrate. To ensure such activities are managed in a positive and safe manner, council approved a Special Event By-law in 2008. This by-law is among the tools employed by the town such as street-party and facility rental permits to allow for the safe delivery of events managed by parties other than the municipality.

Special Event By-law 20028-013 (see Attachment #1), regulates permissions and the delivery of events planned to attract more than 2,000 people within the town. As defined in the by-law, “special events” include a very broad range of gatherings such as parades, recreational events, carnivals, festivals, races, concerts, religious and cultural assemblies. All such events are subject to council approval.

Among its provisions, the By-law sets out:

- submission deadlines, which are intended to ensure adequate time for the review and approval process;
- the departments and external agencies involved in the review process;
- requirements for event details and supportive documents including site plans, safety plans, site restoration plans, and any other requirements stipulated by partners involved in application review;
- guidance on approval considerations; and,
- fees, securities, insurance requirements, and other administrative matters.

With respect to the evaluation of applications, section 6.1 states:

“6.1 A Permit may be issued upon receipt and review of a complete application for a Permit if, in the opinion of Council, the following conditions have been met:

- a) there is a demonstrated benefit to the businesses, residents and visitors of the Town by allowing the Special Event;*
- b) any proposed use of public property, right of way, or facilities will not unreasonably interfere with the normal use of the property, right of way or facility by the Town or general public;*
- c) the Special Event does not present a safety or health risk to participants, spectators or the public;*
- d) the Special Event is compatible with the surrounding area or neighbourhood with due consideration to acceptable increases in noise, traffic, crowd and other municipal concerns;*
- e) all comments/recommendations from pertinent municipal and governing operating departments and agencies...”*

This section provides the context for staff’s review of the application package submitted in support of the proposed event. The by-law does not currently set a cap on attendance, nor does it stipulate where special events can or cannot occur.

CAO-2025-1

Section 6.1(e) refers to town departments and external agencies involved in the review of applications. Key among those partners are emergency service providers and the Simcoe Muskoka District Health Unit, which regulates food handling, water supply, sanitary facilities, and wastewater disposal at the events.

It is staff's expectation that the level of detail and sophistication of an application will be commensurate with the scale of the proposed event. Following the review of the application's plans and reports, staff assemble all comments and present a report to council. If comments are supportive, staff recommend a conditional approval of the event, subject to whatever conditions are applicable (typically consisting of final sign-off of refined reports and plans, inspections and certifications).

If council endorses the conditional approval, the applicant proceeds with whatever effort is required to satisfy the conditions. Upon meeting all requirements, staff issue the Special Event permit.

Since 2008, council has approved eight special event permits. The events consisted of "Rib Fests" (2013, 2015, 2016, 2017), "Chili Fest" (2015), "Food Truck Fest" (2016), and AMJ's "Jalsa Salana" (2022, 2024).

Discussion:

In responding to council's request for information on the town's process for permitting special events, staff have identified the need for updates to the Special Event By-law. Attachment #2 sets out recommended amendments to the by-law, all of which are highlighted in the attached document.

Recommended changes to the by-law include:

- edits to reflect the current names of town departments and divisions;
- reassignment of managing Special Event permit applications from the Manager of Parks & Facilities to the Director of Growth Services. Given that a primary focus of application evaluation is on potential impacts of the event on the subject lands, town infrastructure and neighbouring lands, the Growth Services team possesses the best breadth of skills and experience for reviews of this nature;
- ensuring the owner of the subject lands is accountable for the event;
- requiring pre-submission consultation with staff for all events with a planned attendance of greater than 5,000 people;
- requiring a public information meeting for all events with a planned attendance of greater than 10,000 people;
- greater discretion for requiring increased insurance coverage depending on the specifics of the event;
- clearer terms for security deposit requirements to ensure performance and compliance with the terms of the permit. A formal post-event debrief meeting will be required prior to the release of any security;
- Schedules 'A' – "Application Form" and 'B' – "Fee Schedule" have been deleted so that they can be updated over time without the need to amend this by-law.

CAO-2025-1

As per the current fee schedule, required fees range from \$250 for events of 2,000 – 3,000 people to \$750 for events of 10,000+ people. These fees do not reflect the town's current cost to deliver the application review and inspection service.

There is a reasonable parallel between the town's effort to evaluate development applications and Special Event Permit applications – particularly the larger events for 10,000+ people. On that basis, staff recommend the permit fee be set at the same value as a Temporary Use Zoning By-law amendment application, which is \$13,240. For events planned for less than 10,000 people, staff recommend a fee of \$6,500. Deposits will continue to be required to fund any external costs incurred such as legal fees, peer reviews, etc.

The recommended changes to the Special Event and Fees and Charges by-laws will strengthen the town's oversight of the events, improve accountability and more fully recover the town's costs in administering the by-law.

Following council's approval of an updated by-law, staff will develop a user guide to assist potential applicants through the special event permitting process.

4. EFFECT ON TOWN FINANCES:

Given the low volume of special event permit applications received yearly, approving the above recommendations will not have an appreciable impact on the town's finances. Nonetheless, the increased application fees will provide for a much better recovery of the town's cost to administer the by-law.

5. ATTACHMENTS:

Attachment #1 – Special Event By-law 2008-013

Attachment #2 – Recommended Revisions to Special Event By-law 2008-013

THE CORPORATION OF THE TOWN OF BRADFORD WEST GWILLIMBURY

BY-LAW NO. 2008-013

Being a By-law to establish a system with respect to the issuance of special event permits in the Town of Bradford West Gwillimbury

WHEREAS Sections 8, 9 and 11 of the *Municipal Act, 2001*, S.O. 2001, c. 25, confer broad powers on municipal councils to govern their affairs as they deem appropriate and to enact by-laws for broad purposes;

AND WHEREAS pursuant to Section 126 of the *Municipal Act, 2001*, Council may pass by-laws to regulate cultural and recreational events, including public fairs;

AND WHEREAS pursuant to Section 425 of the *Municipal Act, 2001*, Council may pass by-laws providing that a person who contravenes a by-law is guilty of an offence

AND WHEREAS pursuant to Section 429 of the *Municipal Act, 2001*, Council may establish fines for offences under its by-laws;

AND WHEREAS the Council of The Corporation of the Town of Bradford West Gwillimbury seeks to regulate the holding of special events in the Town of Bradford West Gwillimbury and deems it necessary and expedient to enact a by-law to govern the holding of special events on public or private property;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF BRADFORD WEST GWILLIMBURY ENACTS AS FOLLOWS:

1. DEFINITIONS

1.1 In this By-law:

- (a) **"Applicant"** means the person or entity submitting, filing or making an application for a Permit;
- (b) **"Council"** means the Council of The Corporation of the Town of Bradford West Gwillimbury;
- (c) **"Life Safety Plan"** means a written plan to mitigate any emergencies or risks, which may occur on scene and outlines the procedures or safeguards to react to those situations, along with a plan to advise and train anyone who is assisting with the event in those procedures;
- (d) **"Permit"** means any permit issued in accordance with the provision of this By-law;
- (e) **"Person"** includes a corporation, business entity or group;
- (f) **"Private Property"** means any lands that are not a Town or Public Facility;
- (g) **"Security Plan"** means a plan to address property and equipment security before, during and after the event.
- (h) **"Site Plan"** means a drawing or sketch of the subject area indicating the details of the event that shall include but not limited to booths, entrances/exits and any other structure that is to be accompanied by a map displaying the size and location of the event;
- (i) **"Special Event"** means an activity, exhibition, event, or function, more particularly described in Section 2.1, held within the boundaries of the Town that attracts more than 2,000 persons who participate or attend, or both;
- (j) **"Town"** means The Corporation of the Town of Bradford West Gwillimbury;

- (k) "Town or Public Facility" means road allowances, parks, property or buildings controlled by the Town or other government agencies.
- (l) "Town Departments" means any department within the Corporation of the Town of Bradford West Gwillimbury.

2. SPECIAL EVENTS FOR WHICH PERMIT IS REQUIRED

- 2.1 No person shall hold, organize or sponsor any of the following events or activities on Town property or other public facilities, or on private property which attract more than 2,000 persons who participate or attend, or both, unless the Town has granted a Permit for such event or activity ("Special Event"):
- (a) parades, processions, marathons, bicycle races, recreational events, animal shows, car/automobile shows and other events utilizing the sidewalks or vehicular travel portion of municipal streets, highways, parking lots or properties, including facilities operated by the Town;
 - (b) carnivals, bazaars, gatherings and similar events which offer such activities as amusement rides or devices, games of skill, animal rides or exhibitions, food concessions or live entertainment;
 - (c) outdoor festivals offering live or recorded music or entertainment for public or private audiences;
 - (d) organized scheduled contests and exhibitions;
 - (e) marine events, including any prescheduled organized concentration of watercraft, involving participants and/or spectators, of a competitive or non-competitive nature;
 - (f) scheduled races, exhibitions or other events involving the operation of motorized vehicles or any type;
 - (g) activities or events requiring a variance from the regulations of any municipal department;
 - (h) Outdoor assemblies for religious and/or cultural purposes;
 - (i) the showing of feature films, television commercials, documentaries, educational films, television films, television network programs, music videos and commercial still photography.

3. EVENTS FOR WHICH PERMIT MAY BE REQUIRED

- 3.1 Any events or activities taking place or occurring on Town property or other public facilities that are not a Special Event may require a Permit if, in the opinion of the Manager of Facilities and Parks, acting reasonably, such a Permit is necessary to ensure the safety of persons and the protection of persons and of property in the Town.

4. APPLICATION: CONTENTS AND FEE

- 4.1 A complete application for a Permit under this By-law shall be made to the Manager of Recreation or his or her designate submitted in the form appended in Schedule "A" accompanied by an application fee and working deposit in accordance with Schedule "B".
- 4.2 A complete application for a Special Event shall be filed not less than 120 calendar days before the first date of the Special Event or 180 calendar days in advance of a Special Event with a planned for attendance of 10,000+ . Application forms can be obtained from the Recreation Department.

5. APPLICATION: SUBMISSION AND PROCESSING REQUIREMENT

- 5.1 A complete application shall be granted, granted with conditions or denied by Council. The Applicant may be required to attend a pre-scheduled meeting to discuss the Special Event with the Manager of Recreation.

- 5.2 If an application is submitted after the filing deadline set forth in Section 4.2 above, Council may, in its sole and absolute discretion, upon receipt of a complete written submission from the Applicant outlining the reasons why the time limits could not be met, amend the time limits set out in Section 4.2 above.

6. **PERMIT APPROVAL PROCESS**

- 6.1 A Permit may be issued upon receipt and review of a complete application for a Permit if, in the opinion of Council, the following conditions have been met:

- (a) there is a demonstrated benefit to the businesses, residents and visitors of the Town by allowing the Special Event;
- (b) any proposed use of public property, right of way, or facilities will not unreasonably interfere with the normal use of the property, right of way or facility by the Town or general public;
- (c) the Special Event does not present a safety or health risk to participants, spectators or the public;
- (d) the Special Event is compatible with the surrounding area or neighbourhood with due consideration to acceptable increases in noise, traffic, crowd and other municipal concerns;
- (e) all comments/recommendations from pertinent municipal and governing operating departments and agencies;

Bradford West Gwillimbury Fire Department,

Bradford West Gwillimbury Public Works Department,

Bradford West Gwillimbury Facilities and Parks Department,

Bradford West Gwillimbury Planning and Development Department,

Bradford West Gwillimbury Water/Waste Water Departments;

Lake Simcoe Region Conservation Authority,

South Simcoe Police Services,

Simcoe County Paramedic Services,

Simcoe Muskoka District Health Unit,

Ministry of Environment,

Electrical Safety Authority and

Liquor Licence Board of Ontario,

And others (at the discretion of the Manager of Recreation),

Have been received and are in support of the Special Event in written form or any concerns of these entities have been met to the satisfaction of the Manager of Recreation.

- 6.2 The Applicant must submit a certificate of insurance evidencing public liability insurance coverage, in the amount of Two Million Dollars (\$2,000,000.00), for the Special Event. If the Special Event involves the use and/or sale of alcohol, the amount of insurance required is Five Million Dollars (\$5,000,000.00). The insurance policy will name the Town as additional insured on both policies.
- 6.3 The Applicant must agree in writing to indemnify the Town and hold harmless against any damages, suits, claims or losses that may arise as a direct or indirect result of the Special Event.

7. PERMIT REQUIREMENTS

- 7.1 Council may impose, as conditions to the granting of a Permit, such further requirements and restrictions as will, in the sole discretion of Council, protect the health, safety and welfare of the general public and protect property, based on the recommendations of Bradford West Gwillimbury staff, Lake Simcoe Region Conservation Authority, South Simcoe Police Services, Simcoe County Paramedic Services, Simcoe Muskoka District Health Unit, Electrical Safety Authority, Ministry of Environment and Liquor Licence Board of Ontario. Such conditions may include, but are expressly not limited to:
- (a) the payment of a fee or charge for the use or allocation of Town property and equipment not exceeding the actual costs incurred by the Town in connection with the proposed activity;
 - (b) the posting of security in the form of a performance bond, an irrevocable letter of credit up to ninety (90) days after the conclusion of the Special Event, or other surety securing payment of the fee or charge referenced in Subsection 7.1(a);
 - (c) the provision of adequate crowd control and traffic control, security, fire protection, food handling, washroom facilities, parking control, waste and refuse disposal, and noise restrictions;
 - (d) Consenting to and/or supplying the Town with a criminal record check if the Applicant is an individual or of its officers and directors if the Applicant is a corporation.

8. COMPLETE APPLICATION

- 8.1 A complete application shall consist of a duly executed Application Form attached hereto as Schedule "A", written documentation of support from the other municipal and government departments/agencies together with payment of the application fee.
- 8.2 In addition to any other requirements of this By-law, an application for a Permit shall include copies of approvals from any of the following entities that may have an interest in the Special Event, including but not limited to the following:
- (a) Ministry of the Environment for sewage disposal approvals on daily design flow rates exceeding 10,000 litres per day and written confirmation from the provider of the disposal services. Where the design flow rates do not exceed 10,000 litres, the Applicant will apply to the Town and provide the name of the supplier providing sewage services and any related documents regarding designs and costs and number of washroom units.;
 - (b) Simcoe Muskoka District Health Unit for food services, water supply, sanitary facilities and wastewater disposal;
 - (c) Electrical Safety Authority for all electrical safety and construction issues; and
 - (d) Liquor Licence Board of Ontario for any alcohol related or licensed events.
 - (e) South Simcoe Police Services
 - (f) Simcoe County Paramedic Services
 - (g) Lake Simcoe Conservation Authority
 - (h) Bradford West Gwillimbury Fire Department,
 - (i) Bradford West Gwillimbury Public Works Department,
 - (j) Bradford West Gwillimbury Facilities and Parks Department,
 - (k) Bradford West Gwillimbury Planning and Development Department,

(l) Bradford West Gwillimbury Water/Waste Water Departments;

8.3 In addition to any other requirements of this By-law, an application for a Permit shall include the following:

- (a) Site Plan;
- (b) Emergency Life Safety Plan;
- (c) Security Plan; and
- (d) Advertising and Promotion Plan
- (e) Location of where Signs will be placed on Property
- (f) End of Event Plan – time line for the clean up and equipment removal from property.

9. STAFF SUPPORT

9.1 The Manager of Recreation is the main contact for Special Events in the Town.

Permit applications involving property owned by the Lake Simcoe Region Conservation Authority will be required to coordinate activities with Conservation Authority staff, if required.

10. OTHER REQUIREMENTS

10.1 The granting of a Permit under this By-law does not eliminate any requirement for any business licence; any other permit(s) which may be prescribed by any other municipal by-laws, rules and regulations or other governmental agencies. The Applicant will still be required to obtain such approvals as may be required from any other federal, provincial or municipal government or agency in order to carry out its Special Event in full compliance of all laws. These requirements would need to be confirmed in writing from the appropriate agency prior to the Town of Bradford West Gwillimbury awarding the permit for Special Event.

11. COMPLIANCE AND REFUSAL

11.1 If an Applicant fails to comply with any of the provisions of this By-law, and any provisions of the Permit or any other by-laws of the Town, in addition to any other penalty, the Permit may be revoked at any time without notice.

11.2 If an application for a Permit under this By-law is denied, the application may be reconsidered at a subsequent occasion upon the Applicant addressing, to the satisfaction of Council, the reasons given for the initial denial of the application.

12. OFFENCE

12.1 Every person who contravenes a provision of this By-law is guilty of an offence and upon conviction is liable to a fine Five Thousand Dollars (\$5,000.00) exclusive of costs.

12.2 An offence under this By-law constitutes a continuing offence and for each day or part of a day that the offence continues, the minimum fine shall be Five Hundred Dollars (\$500.00) and the maximum fine shall be Ten Thousand Dollars (\$10,000.00).

13. SHORT TITLE

13.1 This By-law may be referred to as the Special Events By-law.

14. ADMINISTRATION

14.1 The following schedules shall form part of this By-law:

- (a) Schedule "A" – Application Form.

Process Steps

- i – consultation with Manager of Recreation – assign file number, name of event and name of main contact
- ii – applicant obtains necessary documentation to complete application prior to submission for approval.
- iii – applicant submits individual agency/department requests for approval quoting file number and name.
- iv – applicant returns completed items to Manager of Recreation for review. Applicant must include insurance certificate/letter of intent from insurer (in case Council denies request). Town of Bradford West Gwillimbury would then place a sign on the property advising when the event is proposed and when it will be discussed before Town Council.
- v – Manager of Recreation completes staff report for Council/Committee of the Whole for consideration.
- vi – Council approves or denies application.

(b) Schedule "B" – Fee Schedule

14.2 Where a court of competent jurisdiction declares any section or part of a section of this By-law to be invalid, the remainder of this By-law shall continue in force unless the court makes an order to the contrary.

15. **INTERPRETATION & VALIDITY**

15.1 Any reference to a statute, regulation or other legislation in this By-law shall include such statute, regulation or other legislation or provision thereof as amended, revised, re-enacted and/or consolidated from time to time and any predecessor or succession legislation thereto.

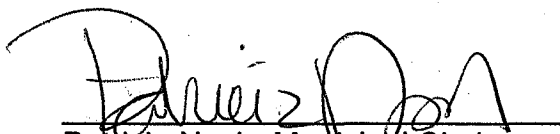
15.2 Words importing the singular number shall include the plural, and words importing the masculine gender shall include the feminine, and the converse of the foregoing also applies, unless the context of the by-law otherwise requires.

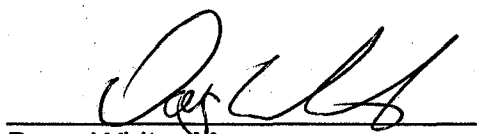
15.3 If a court of competent jurisdiction declares any provisions or part of a provision of this By-law to be invalid or to be of no force and effect, it is the intention of Council in enacting this By-law that the remainder of this By-law shall continue in force and be applied and enforced in accordance with its terms to the fullest extent possible according to law.

16. **EFFECTIVE DATE OF BY-LAW**

16.1 This By-law shall come into force and take effect on the day of the passing thereof.

READ A FIRST, SECOND AND THIRD TIME AND ENACTED this 12th day of February 2008.


 Patricia Nash, Municipal Clerk


 Doug White, Mayor

SCHEDULE "A"

Town of Bradford West Gwillimbury

Special Event (ref By-Law 2008-013)

Application Form

- 1) DATE: _____
NAME OF APPLICANT: _____
ADDRESS: _____

PHONE NUMBER: _____
TYPE OF EVENT APPLIED FOR - LIST EVENTS: _____

DATE OF EVENT: _____
TIME/HOURS: _____

- 2) PROOF OF INSURANCE, ACCORDING TO SECTION 6.2 OF BY-LAW NUMBER 2008-_____

GENERAL LIABILITY AND PROPERTY DAMAGE, ACCEPTABLE TO THE TOWN, BUT NOT LESS THAN TWO MILLION DOLLARS (\$2,000,000.00). IF THIS SPECIAL EVENT INVOLVES THE USE AND/OR SALE OF ALCOHOL, THE AMOUNT OF INSURANCE REQUIRED IS FIVE MILLION DOLLARS (\$5,000,000.00). THE TOWN OF BRADFORD WEST GWILLIMBURY MUST BE NAMED AS CO-INSURED ON THE APPLICANT'S CERTIFICATE.

NAME OF INSURANCE COMPANY AGENT AND POLICY NUMBER.

- 3) FOOD AND BEVERAGE TO BE SOLD (please describe):

4) IS SECURITY CONFIRMED AS PROPOSED IN SECTION 7.1(c)?

5) CHECKLIST OF THE RESOURCES YOUR GROUP IS GOING TO HAVE:

6) LETTER OF COMPLIANCE (to be filed with the application) AND ITEMS TO BE INCLUDED AS FOLLOWS:

TOWN OF BRADFORD WG FIRE CHIEF: _____

TOWN OF BRADFORD WG PUBLIC WORKS/ENGINEERING DIRECTOR _____

TOWN OF BRADFORD WG FACILITIES & PARKS MANAGER _____

TOWN OF BRADFORD WG PLANNING & DEVELOPMENT DIRECTOR _____

LAKE SIMCOE CONSERVATION AUTHORITY _____

INSURANCE: _____

SIMCOE COUNTY PARAMEDIC SERVICES _____

SOUTH SIMCOE POLICE SERVICES: _____

SIMCOE MUSKOKA DISTRICT HEALTH UNIT _____

MINISTRY OF ENVIRONMENT _____

ELECTRICAL SAFETY AUTHORITY _____

LIQUOR LICENCE BOARD OF ONTARIO _____

WRITTEN APPROVAL OF (PRIVATE PROPERTY OWNER/MUNICIPAL)

PROVIDE A SITE PLAN WHICH WILL INCLUDE THE FOLLOWING:

a) LOCATION AND SIZE OF EVENT - PROVIDE A SCALED MAP _____

b) DRAWING OF SITE OF EVENT - SHOWING LOCATION OF EMERGENCY ENTRANCES/EXITS, BOOTHS, ETC. _____

c) WASHROOM FACILITIES, WATER STATIONS, FIRST AID _____

d) PARKING CONTROL, GARBAGE DISPOSAL PLAN _____

NOTIFICATION IN WRITING OF ROAD AUTHORITY: _____

7) FEE: (cheque to be included with application) _____

A registered Charitable Organization may submit a written request to have the Fee waived.

8) SPONSORS OF THE EVENT: _____

9) DISCLAIMER:

NO WORKER (at this Event) SHALL BE CONSIDERED AN EMPLOYEE OF THE TOWN.

10) DECLARATION

As the applicant as named herein, I hereby make this application and confirm that I have read the By-law Number 2008-___ and agree to abide by and post same at event location.

DATED THIS _____ DAY OF _____, 20__

APPLICANT/SPONSOR
(1 copy to applicant, 1 copy to Town)

THIS LICENCE IS HEREBY GRANTED
AND IS IN EFFECT FOR THE PERIOD

I agree to allow the Town of Bradford West Gwillimbury, its employees and agents to enter upon the subject property for the purposes of conducting a survey, inspection and test that may be necessary to this application.

I also agree to pay the Application Non-Refundable Fee and Working Deposit as established by Schedule "B" at the time of filing this application and any costs which exceed this deposit. I understand that no assurance is given that the payment of the deposit will result in approval of the application.

CLERK/LICENCING OFFICER

SCHEDULE "B"

Town of Bradford West Gwillimbury

Special Event (ref By-Law 2008-013)

Fee Schedule

The fees outlined in Schedule "B" are for the Town of Bradford West Gwillimbury purposes only. The applicant may be required to pay other municipal/governmental fees to obtain written support/confirmation from those specific agencies that is required for the application.

<u>EVENT TYPE</u>	<u>APPLICATION FEE</u>	<u>WORKING DEPOSIT REQUIRED</u> (in addition to application fee)
2,000-5,000 attendees	\$250.00	\$1,000.00
5,001-10,000 attendees	\$500.00	\$2,500.00
10,000 + attendees	\$750.00	\$5,000.00

Note: The working deposit shall be used as a working fund to cover ongoing external legal, planning, engineering costs etc., and internal administrative costs incurred by the municipality in the processing of this application. A Special Event Permit will not be issued until all external costs have been paid. Any remaining funds in the Working Deposit will be returned to the applicant following issuance of the permit.

**THE CORPORATION OF THE TOWN OF BRADFORD WEST GWILLIMBURY
BY-LAW NO. ~~2008-043~~XXX**

Being a By-law to establish a system with respect to the issuance of special event permits in the Town of Bradford West Gwillimbury

WHEREAS Sections 8, 9 and 11 of the *Municipal Act, 2001*, S.O. 2001, c. 25, confer broad powers on municipal councils to govern their affairs as they deem appropriate and to enact by-laws for broad purposes;

AND WHEREAS pursuant to Section 126 of the *Municipal Act, 2001*, Council may pass by-laws to regulate cultural and recreational events, including public fairs;

AND WHEREAS pursuant to Section 425 of the *Municipal Act, 2001*, Council may pass by-laws providing that a person who contravenes a by-law is guilty of an offence;

AND WHEREAS pursuant to Section 429 of the *Municipal Act, 2001*, Council may establish fines for offences under its by-laws;

AND WHEREAS the Council of The Corporation of the Town of Bradford West Gwillimbury seeks to regulate the holding of special events in the Town of Bradford West Gwillimbury and deems it necessary and expedient to enact a by-law to govern the holding of special events on public or private property;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF BRADFORD WEST GWILLIMBURY ENACTS AS FOLLOWS:

1. DEFINITIONS

1.1 In this By-law:

- a) "Applicant" means the person or entity submitting, filing or making an application for a Permit;
- b) "Council" means the Council of The Corporation of the Town of Bradford West Gwillimbury;
- c) "**Fire** Life Safety Plan" means a written plan to mitigate any emergencies or risks, which may occur on scene and outlines the procedures or safeguards to react to those situations, along with a plan to advise and train anyone who is assisting with the event in those procedures;
- d) "Permit" means any permit issued in accordance with the provision of this By-law;
- e) "Person" includes a corporation, business entity or group;
- f) "Private Property" means any lands that are not a Town or Public Facility;
- g) "Security Plan" means a plan to address property and equipment security before, during and after the event.
- h) "Site Plan" means a drawing or sketch of the subject area indicating the details of the event that shall include but not limited to booths, entrances/exits and any other structure that is to be accompanied by a map displaying the size and location of the event;
- i) "Special Event" means an activity, exhibition, event, or function, more particularly described in Section 2.1, held within the boundaries of the Town that attracts more than 2,000 persons who participate or attend, or both;
- j) "Town" means The Corporation of the Town of Bradford West Gwillimbury;
- k) "Town or Public Facility" means road allowances, parks, property or buildings controlled by the Town or other government agencies.
- l) "Town Departments" means any department within the Corporation of the Town of Bradford West Gwillimbury.

2. SPECIAL EVENTS FOR WHICH PERMIT IS REQUIRED

- 2.1 No person shall hold, organize or sponsor any of the following events or activities on Town property or other public facilities, or on private property which attract more than 2,000 persons who participate or attend, or both,

unless the Town has granted a Permit for such event or activity ("Special Event"):

- a) parades, processions, marathons, bicycle races, recreational events, animal shows, car/automobile shows and other events utilizing the sidewalks or vehicular travel portion of municipal streets, highways, parking lots or properties, including facilities operated by the Town;
- b) carnivals, bazaars, gatherings and similar events which offer such activities as amusement rides or devices, games of skill, animal rides or exhibitions, food concessions or live entertainment;
- c) outdoor festivals offering live or recorded music or entertainment for public or private audiences;
- d) organized scheduled contests and exhibitions;
- e) marine events, including any prescheduled organized concentration of watercraft, involving participants and/or spectators, of a competitive or non-competitive nature;
- f) scheduled races, exhibitions or other events involving the operation of motorized vehicles or any type;
- g) activities or events requiring a variance from the regulations of any municipal department;
- h) Outdoor assemblies for religious and/or cultural purposes;
- i) the showing of feature films, television commercials, documentaries, educational films, television films, television network programs, music videos and commercial still photography.

3. **EVENTS FOR WHICH PERMIT MAY BE REQUIRED**

3.1 Any events or activities taking place or occurring on Town property or other public facilities that are not a Special Event as set out in section 2.1 may require a Permit if, in the opinion of the ~~Manager of Facilities and Parks,~~Director of Growth Services acting reasonably, such a Permit is necessary to ensure the safety of persons and the protection of persons and of property in the Town.

3.2 Special Events managed by the Town or in partnership with the Town are exempt from the requirements of this By-law.

4. **APPLICATION: CONTENTS AND FEE**

4.1 A complete application for a Permit under this By-law shall be made to the ~~Manager of Recreation,~~Director of Growth Services or ~~his or her~~ designate ~~submitted in the form appended in Schedule "A"~~ accompanied by an application fee and working deposit in accordance with the Town's Fee By-law~~Schedule "B"~~.

4.2 A complete application for a Special Event shall be filed not less than 120 calendar days before the first date of the Special Event or 180 calendar days in advance of a Special Event with a planned attendance of greater than 10,000 people~~+~~. Application forms can be obtained from the ~~Recreation Department~~Growth Services department.

4.3 The Applicant must be the owner of the subject lands or obtain the written authorization of the owner including an acknowledgement that the owner will be held responsible for complying with any terms and conditions of an approved permit.

5. **APPLICATION: SUBMISSION AND PROCESSING REQUIREMENT**

5.1 A complete application shall be granted, granted with conditions or denied by Council. The Applicant may be required to attend a ~~pre-scheduled submission~~ meeting to discuss the Special Event with the ~~Manager of Recreation,~~Director of Growth Services. Presubmission meetings are mandatory for a Special Event with a planned attendance of greater than 5,000 people.

5.2 If an application is submitted after the filing deadline set forth in Section 4.2 above, Council may, in its sole and absolute discretion, upon receipt of a complete written submission from the Applicant

outlining the reasons why the time limits could not be met, amend the time limits set out in Section 4.2 above.

6. PUBLIC CONSULTATION

6.1 Public consultation will be required for Special Events with a planned attendance of greater than 10,000 people. The consultation will include a Public Information Meeting convened by the Town in a manner consistent with its approach to satisfying the statutory requirements of the *Planning Act* for public meetings. The Public Information Meeting will be held prior to Council considering the application.

6.7. PERMIT APPROVAL PROCESS

6.7.1 A Permit may be issued upon receipt and review of a complete application for a Permit if, in the opinion of Council, the following conditions have been met:

- a) there is a demonstrated benefit to the businesses, residents and visitors of the Town by allowing the Special Event;
- b) any proposed use of public property, right of way, or facilities will not unreasonably interfere with the normal use of the property, right of way or facility by the Town or general public;
- c) the Special Event does not present a safety or health risk to participants, spectators or the public;
- d) the Special Event is compatible with the surrounding area or neighbourhood with due consideration to acceptable increases in noise, traffic, crowd and other municipal concerns;
- e) all comments/recommendations from pertinent municipal and governing operating departments and agencies;
 - i. ~~Bradford West Gwillimbury Fire & Emergency Services Department~~department,
 - ii. ~~Bradford West Gwillimbury Public Works Department~~Transportation Services division,
 - iii. ~~Bradford West Gwillimbury Facilities and Parks Department~~Recreation & Cultural Services department,
 - iv. ~~Bradford West Gwillimbury Planning and Development~~Growth Services d-Department,
 - v. ~~Bradford West Gwillimbury Water/Waste Water Departments~~divisions;
 - vi. ~~Lake Simcoe Region~~Relevant Conservation Authority,
 - vii. South Simcoe Police Services,
 - viii. Simcoe County Paramedic Services,
 - ix. Simcoe Muskoka District Health Unit,
 - x. Ministry of Environment (if applicable),
 - xi. Electrical Safety Authority (if applicable), and
 - xii. Liquor ~~Licence~~License Board of Ontario (if applicable),
 - xiii. And others (at the discretion of the ~~Manager of Recreation~~Director of Growth Services)

Have been received and are in support of the Special Event in written form or any concerns of these entities have been met to the satisfaction of the ~~Manager of Recreation~~Director of Growth Services.

6.7.2 The Applicant must submit a certificate of insurance evidencing public liability insurance coverage, in the amount of Two Million Dollars (\$2,000,000.00), for the Special Event. If the Special Event involves the use and/or sale of alcohol, the amount of insurance required is Five Million Dollars (\$5,000,000.00). The insurance policy will name the Town as additional insured on both policies.

6.7.3 The Applicant must agree in writing to indemnify the Town and hold harmless against any damages, suits, claims or losses that may arise as a direct or indirect result of the Special Event.

7.4 Depending on the circumstances of the proposed Special Event, the Town reserves the right to require additional coverage value, terms and conditions.

78. PERMIT REQUIREMENTS

78.1 Council may impose, as conditions to the granting of a Permit, such further requirements and restrictions as will, in the sole discretion of Council, protect the health, safety and welfare of the general public and protect property, based on the recommendations of Bradford West Gwillimbury staff, ~~Lake Simcoe Region~~ Conservation Authority, South Simcoe Police Services, Simcoe County Paramedic Services, Simcoe Muskoka District Health Unit, Electrical Safety Authority, Ministry of Environment and Liquor License Board of Ontario. Such conditions may include, but are expressly not limited to:

- (a) the payment of a fee or charge for the use or allocation of Town property and equipment not exceeding the actual costs incurred by the Town in connection with the proposed activity;
- ~~(b) the posting of security in the form of a performance bond, an irrevocable letter of credit up to ninety (90) days after the conclusion of the Special Event, or other surety securing payment of the fee or charge referenced in Subsection 7.1(a);~~
- (eb) the provision of adequate crowd control and traffic control, security, fire protection, food handling, washroom facilities, parking control, waste and refuse disposal, and noise restrictions;
- (ec) Consenting to and/or supplying the Town with a criminal record check if the Applicant is an individual or of its officers and directors if the Applicant is a corporation.

89. COMPLETE APPLICATION

89.1 A complete application shall consist of a duly executed Application Form, ~~attached hereto as Schedule "A"~~, written documentation of support from the other municipal and government departments/agencies together with payment of the application fee.

89.2 In addition to any other requirements of this By-law, an application for a Permit shall include copies of approvals from any of the following entities that may have an interest in the Special Event, including but not limited to the following:

- ~~a) Ministry of the Environment for sewage disposal approvals on daily design flow rates exceeding 10,000 litres per day and written confirmation from the provider of the disposal services. Where the design flow rates do not exceed 10,000 litres, the Applicant will apply to the Town and provide the name of the supplier providing sewage services and any related documents regarding designs and costs and number of washroom units.;~~
- b)a) Simcoe Muskoka District Health Unit for food services, water supply, sanitary facilities and wastewater disposal;
- e)b) Electrical Safety Authority for all electrical safety and construction issues; and
- d)c) Liquor License Board of Ontario for any alcohol related or licensed events.;
- e)d) South Simcoe Police Services.;
- f)e) Simcoe County Paramedic Services.;
- g)f) ~~Lake Simcoe~~Relevant Conservation Authority;
- g) Fire & Emergency Services department.;
- h) Transportation Services division.;
- i) Recreation & Cultural Services department.;
- j) Growth Services department.;
- k) Water/Waste Water divisions.;

- ~~h) Bradford West Gwillimbury Fire Department.;~~
- ~~i) Bradford West Gwillimbury Public Works Department.;~~
- ~~j) Bradford West Gwillimbury Facilities and Parks Department.;~~
- ~~k) Bradford West Gwillimbury Planning and Development Department.;~~
- ~~l) Bradford West Gwillimbury Water/Waste Water Departments.;~~

89.3 In addition to any other requirements of this By-law, an application for a Permit shall include the following:

- a) Site Plan;

Formatted: Indent: Left: 1.63", Hanging: 0.38"

Formatted: Font: +Body CS (Arial), 12 pt, Font color: Custom Color(1,3,2)

Formatted: Normal, No bullets or numbering

Formatted: Normal, Right: 0", No bullets or numbering, Tab stops: Not at 2"

- b) ~~Emergency-Fire and~~ Life Safety Plan;
- c) ~~Security Plan;~~
- ~~e)d) Traffic Management Plan; and~~
- ~~e)e) Advertising and Promotion Plan;~~
- ~~e)f) Location of where Signs will be placed on Property; and~~
- ~~f)g) End of Event Plan – time line for the clean up and equipment removal from property.~~

910. STAFF SUPPORT CONTACT

~~910.1 The Manager of RecreationDirector of Growth Services is the main contact for Special Events in the Town. Permit applications involving property owned by public agencies other than the Town the Lake Simcoe Region Conservation Authority will be required to coordinate activities with Conservation Authority staff, if requiredthe agency.~~

110. OTHER REQUIREMENTS

~~110.1~~ The granting of a Permit under this By-law does not eliminate any requirement for any business ~~licence~~license; any other permit(s) which may be prescribed by any other municipal by-laws, rules and regulations or other governmental agencies. The Applicant will still be required to obtain such approvals as may be required from any other federal, provincial or municipal government or agency in order to carry out its Special Event in full compliance of all laws. These requirements would need to be confirmed in writing from the appropriate agency prior to the Town of Bradford West Gwillimbury awarding the permit for Special Event.

4412. COMPLIANCE AND REFUSAL

~~4412.1~~ If an Applicant fails to comply with any of the provisions of this By-law, and any provisions of the Permit or any other by-laws of the Town, in addition to any other penalty, the Permit may be revoked at any time without notice.

~~12.2~~ The Applicant will be required to post security in the form of a performance bond or irrevocable letter of credit with value and terms as set by the Town. The Town will be entitled to draw on the security if the Town incurs any costs as a result of lack of compliance with the terms and conditions of a Permit. Should the Town incur costs in excess of the required security, the excess costs shall be collected in full from the Applicant as permitted though the related provisions of the Municipal Act, up to and including adding the outstanding balances to the tax roll to be collected in the same manner as municipal taxes.

~~12.3~~ Prior to the release of any securities held in accordance with section 12.2, the Town will host a post-event debrief meeting with the Applicant and relevant external agencies to review the performance of the event and restoration of the subject lands. Release of the security will be at the sole discretion of the Town.

~~4412.2-4~~ If an application for a Permit under this By-law is denied, the application may be reconsidered at a subsequent occasion upon the Applicant addressing, to the satisfaction of Council, the reasons given for the initial denial of the application.

4213. OFFENCE

~~4213.1~~ Every person who contravenes a provision of this By-law is guilty of an offence and upon conviction is liable to a fine Five Thousand Dollars (\$5,000.00) exclusive of costs.

~~4213.2~~ An offence under this By-law constitutes a continuing offence and for each day or part of a day that the offence continues, the minimum fine shall be Five Hundred Dollars (\$500.00) and the maximum fine shall be Ten Thousand Dollars (\$10,000.00).

4314. SHORT TITLE

~~4314.1~~ This By-law may be referred to as the Special Events By-law.

~~4415.~~ **ADMINISTRATION**

~~44.1~~ ~~The following schedules shall form part of this By-law:~~

~~4516.~~ **INTERPRETATION & VALIDITY**

~~4516.1~~ Any reference to a statute, regulation or other legislation in this By-law shall include such statute, regulation or other legislation or provision thereof as amended, revised, re-enacted and/or consolidated from time to time and any predecessor or succession legislation thereto.

~~4516.2~~ Words importing the singular number shall include the plural, and words importing the masculine gender shall include the feminine, and the converse of the foregoing also applies, unless the context of the by-law otherwise requires.

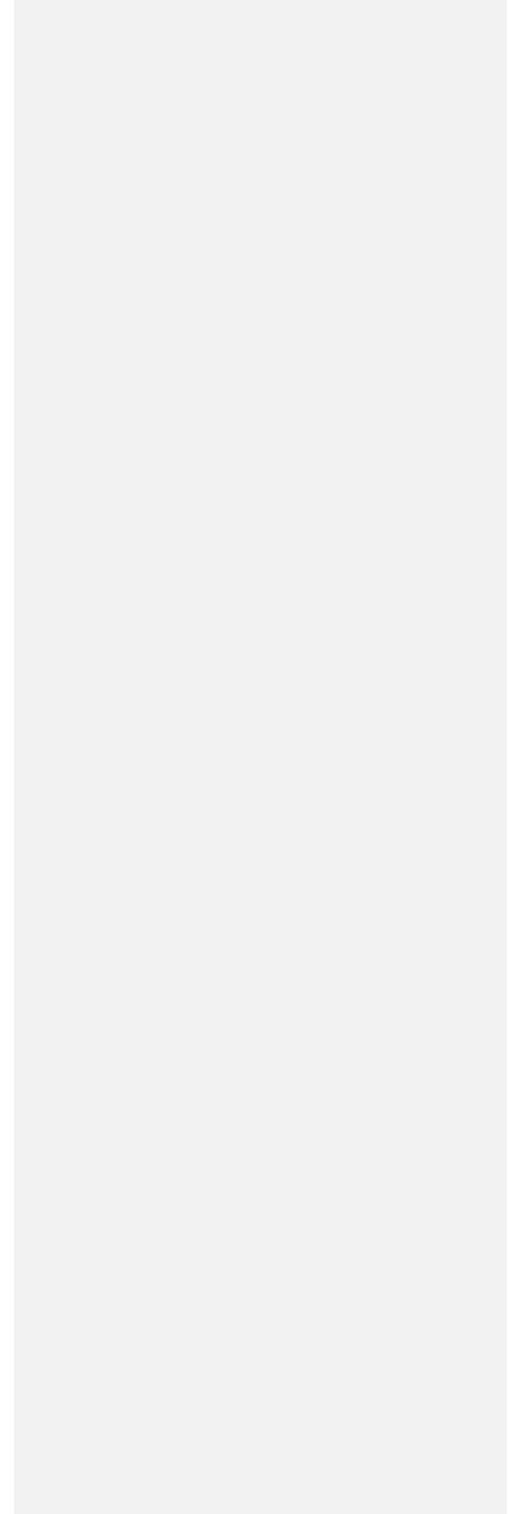
~~4516.3~~ If a court of competent jurisdiction declares any provisions or part of a provision of this By-law to be invalid or to be of no force and effect, it is the intention of Council in enacting this By-law that the remainder of this By-law shall continue in force and be applied and enforced in accordance with its terms to the fullest extent possible according to law.

~~4617.~~ **EFFECTIVE DATE OF BY-LAW**

~~4617.1~~ This By-law shall come into force and take effect on the day of the passing thereof.

READ A FIRST, SECOND AND THIRD TIME AND ENACTED this ~~42th-XXX~~ day of ~~February-XXX, 2008~~2025.

~~Patricia Nash~~Tara Reynolds , Municipal Clerk ~~Doug White~~James Leduc, Mayor





Accessibility Advisory Committee Minutes

January 13, 2025, 7:00 p.m.
Zima Room, Library & Cultural Centre
425 Holland Street West, Bradford

Members Present: Peter Dykie, Councillor
Meade Helman
Karla Pilozo
Lexi Tokhi
Lynn Woods

Regrets: Cheraldean Duhaney, Councillor
Tracey Doncses
Olivia Khan

Staff Present: Nina Cunniff - Deputy CEO of Library
Mahesh Ramdeo, Deputy CAO
Karin McKenna, Accessibility & Committee Coordinator

1. Call to Order

The Chair called the meeting to order at 7:14 p.m. and the Land Acknowledgement was read.

2. Adoption of Agenda

Resolution AA-2025- 1

Moved By Lynn Woods

Seconded By Meade Helman

That the Committee Agenda dated January 13, 2025 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**

There were no participants for Open Forum.

6. **Adoption of Minutes**

Resolution AA-2025- 2

Moved By Karla Pilozo

Seconded By Meade Helman

That the minutes of the September 9, 2024 meeting be adopted as printed.

CARRIED

7. **Correspondence**

There was no correspondence.

8. **Business**

8.1 On Demand Transit Service

Mahesh Ramdeo, Deputy CAO, provided an overview of the upcoming On-Demand Transit Pilot Program, aiming for a spring launch. The program will offer accessible, affordable, and convenient door-to-door transit within Bradford's urban area through an app-based system similar to Uber but designed for public transit. Electric vehicles will align with environmental goals and accommodate passengers with mobility needs. The one-year pilot will evaluate the service's impact on traffic, integration with existing transit, and accessibility improvements. While the program will operate within a defined area and schedule, efforts are underway to address rural service gaps through increased bus frequencies in collaboration with the County. The Committee had the opportunity to ask questions and provide feedback on the program, specifically regarding accessibility features, such as wheelchair capacity, driver training, and support for individuals with disabilities.

8.2 Civic Centre Update

Karin McKenna, Committee Coordinator, reported that the Civic Centre design is currently at 30%, allowing ample time for future review and feedback from the

Accessibility Advisory Committee. Design consultants have been instructed to exceed Ontario Building Code (OBC) requirements, incorporating recent updates that enhance accessibility. Accessibility will also be prioritized during the Design Build team procurement as a value-add or supplemental pricing component. Chair Dykie provided additional details about the overall project, and the Committee had the opportunity to ask questions.

8.3 Leisure Centre Accessibility Update

Karin McKenna, Committee Coordinator, provided an update on behalf of the Leisure Services department. The custom manufacturing of the staircase component for the chair lift is underway, with completion expected in 7-8 weeks. Installation and required inspections will follow, aiming for operational readiness by the end of February. Additionally, three evacuation chairs have been purchased, with two installed in the Leisure Centre and the third set for installation in the Library. Staff training on the use of the evacuation chairs has been completed.

8.4 Accessibility Impedances

Karin McKenna, Committee Coordinator, addressed concerns regarding sidewalk closures, vehicles obstructing sidewalks, and snow being placed in accessible parking spots, outlining how the town is managing these issues. Residents are encouraged to report such infractions to the appropriate service department to ensure they are promptly addressed.

8.5 Community Awareness Days 2025

The Committee had a robust discussion pertaining to community awareness days they would like to promote during 2025. The Committee will have additional discussions pertaining to their annual event for National AccessAbility during their March meeting.

Proposed community awareness dates:

- February 28, 2025 = Rare Disease Awareness Day
- March 26, 2025 - "Purple Day" Epilepsy Awareness Day
- April 2, 2025 - World Autism Awareness Day
- May - Mental Health Awareness Month
- May 25 to May 31, 2025 - National AccessAbility Week
- May 28, 2025 - "Red Shirt Day" of Action for Accessibility and Inclusion
- June - Deafblind Awareness Month

- September - Accessible Education Awareness
- October 19-25, 2025 - Invisible Disabilities Week (IDW)
- November - Caregivers Month- highlighting local programs supporting caregivers of people with disabilities
- December 3, 2025 - International Day of Persons with Disabilities

Resolution AA-2025- 3

Moved By Meade Helman

Seconded By Karla Pilozo

That the Accessibility Advisory Committee request Council to receive the Committee's proposed list of awareness dates for 2025 and request staff to proceed with issuing proclamations on the Town's social media feeds

CARRIED

8.6 Workplan Review

Karin McKenna, Committee Coordinator, reviewed the Committee's 2023-2026 work plan goals, followed by a discussion on potential future initiatives for the Committee to prioritize.

9. **New Business**

10. **Site Plan Reviews**

11. **Announcements**

12. **Next Meeting**

12.1 Meeting Date - Monday, March 10, 2025.

12.2 Agenda Items

13. **Adjourn**

Resolution AA-2025- 4

Moved By Karla Pilozo

Seconded By Meade Helman

That the meeting is hereby adjourned at 8:35pm.

CARRIED

Peter Dykie, Chair

The Corporation of the Town of Bradford West Gwillimbury

By-law 2025-01

A By-law to confirm Final Assumption of the Aboveground and Underground Works within Plan 51M-1051, National Homes (Bradford) Inc. Phase 1 Remaining Lots, 82 to 29 and 103 to 108.

WHEREAS the Subdivision Agreement between the Town of Bradford West Gwillimbury and National homes (Bradford Inc). provides for the installation of certain municipal services in Registered Plan 51M-1051 (the "Subdivision Agreement");

AND WHEREAS the Manager, Development Engineering has received certification and all necessary documentation that the municipal services in Registered Plan 51M-1051, Lots 82 to 29 and 103 to 108 have been constructed and installed in accordance with the requirements of the Subdivision Agreement;

AND WHEREAS the Manager, Development Engineering recommended Final Assumption of the aboveground and underground works within Plan 51M-1051 including lots 82 to 89 and 103 to 108 by means of Report ENG-2024-5 authorized at the Committee of the Whole meeting held December 17, 2024;

AND WHEREAS The Corporation of the Town of Bradford West Gwillimbury deems it expedient to accept the above and underground works for Final Assumption in Plan 51M-1051 for the remaining lots including 82 to 89 and 103 to 108;

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

1. All of the municipal services constructed and installed in accordance with the Subdivision Agreement for Registered Plan 51M-1051 are hereby assumed.
2. All public highways within Registered Plan 51M-1051 being, Stevenson Crescent are hereby assumed as part of the public highway system of the Town of Bradford West Gwillimbury.
3. This By-law shall come into force and take effect on the date it is enacted.

Enacted this January 21, 2025.

Tara Reynolds, Clerk

James Leduc, Mayor

The Corporation of the Town of Bradford West Gwillimbury

By-law 2025-02

A By-law to confirm Final Assumption of the Aboveground and Underground Works within Plan 51M-1185, National Homes (Bradford) Inc. Phase 2, Lots 1 to 35.

WHEREAS the Subdivision Agreement between the Town of Bradford West Gwillimbury and National homes (Bradford Inc). provides for the installation of certain municipal services in Registered Plan 51M-1185 (the “Subdivision Agreement”);

AND WHEREAS the Manager, Development Engineering has received certification and all necessary documentation that the municipal services in Registered Plan 51M-1185 have been constructed and installed in accordance with the requirements of the Subdivision Agreement;

AND WHEREAS the Manager, Development Engineering recommended Final Assumption of the aboveground and underground works within Plan 51M-1185, Lots 1 to 35 by means of Report ENG-2024-6 authorized at the Committee of the Whole meeting held December 17, 2024;

AND WHEREAS The Corporation of the Town of Bradford West Gwillimbury deems it expedient to accept the above and underground works for Final Assumption in Plan 51M-1185 including Lots 1 to 35;

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

1. All of the municipal services constructed and installed in accordance with the Subdivision Agreement for Registered Plan 51M-1185, Lots 1 to 35 are hereby assumed.
2. All public highways within Registered Plan 51M-1185 being, Stevenson Crescent are hereby assumed as part of the public highway system of the Town of Bradford West Gwillimbury.
3. This By-law shall come into force and take effect on the date it is enacted.

Enacted this January 21, 2025.

Tara Reynolds, Clerk

James Leduc, Mayor

The Corporation of the Town of Bradford West Gwillimbury

By-law 2025-03

A by-law to amend Community Safety Zones By-law 2013-58.

WHEREAS the Town of Bradford West Gwillimbury enacted Community Safety Zones By-law 2013-58 on May 21, 2013;

AND WHEREAS on December 17, 2024, Council passed Resolution 2024-450 approving the Strategic Initiatives Committee recommendation for the addition and expansion of Community Safety Zones on portions of Britannia Avenue, Dissette Street, Holland Street West, Sideroad 10, Blue Dasher Boulevard, Colborne Street and West Park Avenue;

AND WHEREAS Council deems it expedient and advisable in the public interest to enact this By-law;

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 2013-58 is amended by adding the following locations as Community Safety Zones:

HIGHWAY	FROM	TO	PERIOD
Britannia Avenue	Barrie Street	150 metres east of Colborne Street	Anytime
Dissette Street	Holland Street East	150 metres north of Holland Street East	Anytime
Holland Street West	150 metres west of Smart Centre	150 metres east of Smart Centres	Anytime
Sideroad 10	150 metres north of Line 8	350 metres south of Line 8	Anytime

2. That Schedule "A" of By-law 2013-58 is amended by extending the following locations of Community Safety Zones:

HIGHWAY	FROM	TO	PERIOD
Blue Dasher	100 metres west of West Park	West Park Avenue	Anytime
Colborne Street	Gordon Court	Evans Avenue	Anytime

By-law 2025-03

By-law to amend Community Safety Zones By-law 2013-58

Page 2

West Park Avenue	100 metres north of Miller Park	Holland Street West	Anytime
------------------	------------------------------------	---------------------	---------

3. This By-law shall come into force and take effect on the date it is enacted.

Enacted January 21, 2025.

Tara Reynolds, Clerk

James Leduc, Mayor

The Corporation of the Town of Bradford West Gwillimbury

By-law 2025-04

A by-law to amend By-law 2024-94, The Fees and Charges By-law to update fees relating to special events processes and fees.

WHEREAS Section 391 of the Municipal Act, 2001 , S.O. 2001 , c. 25, as amended, provides that Sections 9, 10 and 11 of this Act authorize a municipality to impose fees or charges on persons,

1. for services or activities provided or done by or on behalf of it;
2. for costs payable by it for services or activities provided or done by or on behalf of any other municipality or local board; and
3. for the use of its property including property under its control.

AND WHEREAS the Council for The Corporation of the Town of Bradford West Gwillimbury passed the Fees and Charges By-law on December 3, 2024;

AND WHEREAS on December 17, 2024, Council passed Resolutions 2024-442 and 2024-443, approving an increase to the 2025 vendor booth rental fees for Carrot Fest and Other Events;

AND WHEREAS on December 17, Council passed Resolution 2024-445 approving an increase to the 2025 Celebration Square rental fees;

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 2024-94 is hereby amended by replacing the existing Special Events rental fees with the following updated descriptions and fees:

Carrot Fest	Current Fee	Revised Fee
Friday Local Vendor Booth Rental (10' x 10') per day	\$40.00	\$50.00
Friday Non-Local Vendor Booth Rental (10' x 10') per day	\$60.00	\$75.00
Saturday Local Vendor Booth Rental (10' x 10') per day	\$70.00	\$90.00
Saturday Non-Local Vendor Booth Rental (10' x 10') per day	\$95.00	\$250.00

By-law 2025-04

By-law to amend The Fees and Charges By-law 2024-94

Page 2

Local vendor booth rental for other events:	Current Fee	Revised Fee
Music/Movies Local Food Vendor Booth Rental (10' x 10') per day	\$10.00	\$10.00
Pumpkin Fest Local Food Vendor Booth Rental (10' x 10') per day	\$20.00	\$25.00
Canada Day Local Food Vendor Booth Rental (10' x 10') per day	\$50.00	\$75.00

Celebration Square rental fees:	Current Fee	Revised Fee
Celebration Square - Private/Commercial, Half Day 8-hour Rental	\$950.00	\$1,500.00
Celebration Square - Private/Commercial, Full Day 12-hour Rental	\$1,650.00	\$2,250.00

2. This By-law shall come into force and take effect on the date it is enacted.

Enacted January 21, 2025.

Tara Reynolds, Clerk

James Leduc, Mayor

The Corporation of the Town of Bradford West Gwillimbury

By-Law 2025-05

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 Zones 	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 Zones, 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 three, 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

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

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

6. 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.
7. 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 January 21, 2025.

Tara Reynolds, Clerk

James Leduc, Mayor

The Corporation of the Town of Bradford West Gwillimbury

By-law 2025-06

A by-law to appoint a By-law Enforcement Officer/MLEO II – Rachel Vigilanti

WHEREAS the Municipal Act, Statutes of Ontario 2001, Chapter 25, authorizes the Council of a municipality to appoint such officers as are deemed necessary for the purposes of the municipality;

AND WHEREAS, the Council of The Corporation of the Town of Bradford West Gwillimbury, in fulfilling these duties, wishes to assign specific responsibility for the administration, enforcement and the regulations made thereunder of municipal by-law enforcement matters;

AND WHEREAS Section 15(1) of the Police Services Act, Revised Statutes of Ontario 1990, Chapter P.15, as amended, provides that a municipal council may appoint persons to enforce the By-Laws of the municipality;

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

1. Rachel Vigilanti is hereby appointed as By-Law Enforcement Officer for the purpose of enforcement of municipal by-laws within the Town of Bradford West and shall hold said position while in the employ, and subject to the by-laws of the Town of Bradford West Gwillimbury and shall with respect to the enforcement of Town of Bradford West Gwillimbury by-laws, exercise all the authority, powers and rights, and shall perform all the duties and obligations which by statute or by-laws are or may be conferred or imposed upon them.
2. Rachel Vigilanti shall carry out the duties of By-Law Enforcement Officer in accordance with provincial legislation and policies, and in accordance with the contract with the Town of Bradford West Gwillimbury.
3. 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 of enforceability of any other provisions of the By-law as a whole or part thereof and all other sections 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 there from and enacted as such.
4. 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

By-law 2025-06

By-law Enforcement Officer Appointment – Rachel Vigilanti

2

subsequent amendments to such statute and all successor legislation to such statute.

5. This By-Law shall come into force and take effect on the date it is enacted.

Enacted this January 21, 2025.

Tara Reynolds, Clerk

James Leduc, Mayor

The Corporation of the Town of Bradford West Gwillimbury

By-law 2025-07

A By-law to amend Zoning By-law 2010-050 to remove the Holding (H1) symbol from the Neighbourhood Commercial Exception Hold "C2*6*1(H1)" Zone, affecting lands legally described as Part of Lot 12, Concession 6.

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, as amended by By-law 2022-38, zones the lands Neighbourhood Commercial Exception Hold "C2*6*1(H1)"

AND WHEREAS By-law 2010-050, as amended by By-law 2022-38, includes a provision that the Holding (H1) symbol will not be removed until a Site Plan Agreement has been executed;

AND WHEREAS the Council of The Corporation of the Town of Bradford West Gwillimbury deems it appropriate to amend By-law 2010-050, as amended by By-law 2022-38, to remove the Holding (H1) symbol from the Neighbourhood Commercial Exception Hold "C2*6*1(H1)" Zone, affecting the lands legally described as Part of Lot 12, Concession 6.

AND WHEREAS authority is granted under Sections 34 and 36 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:

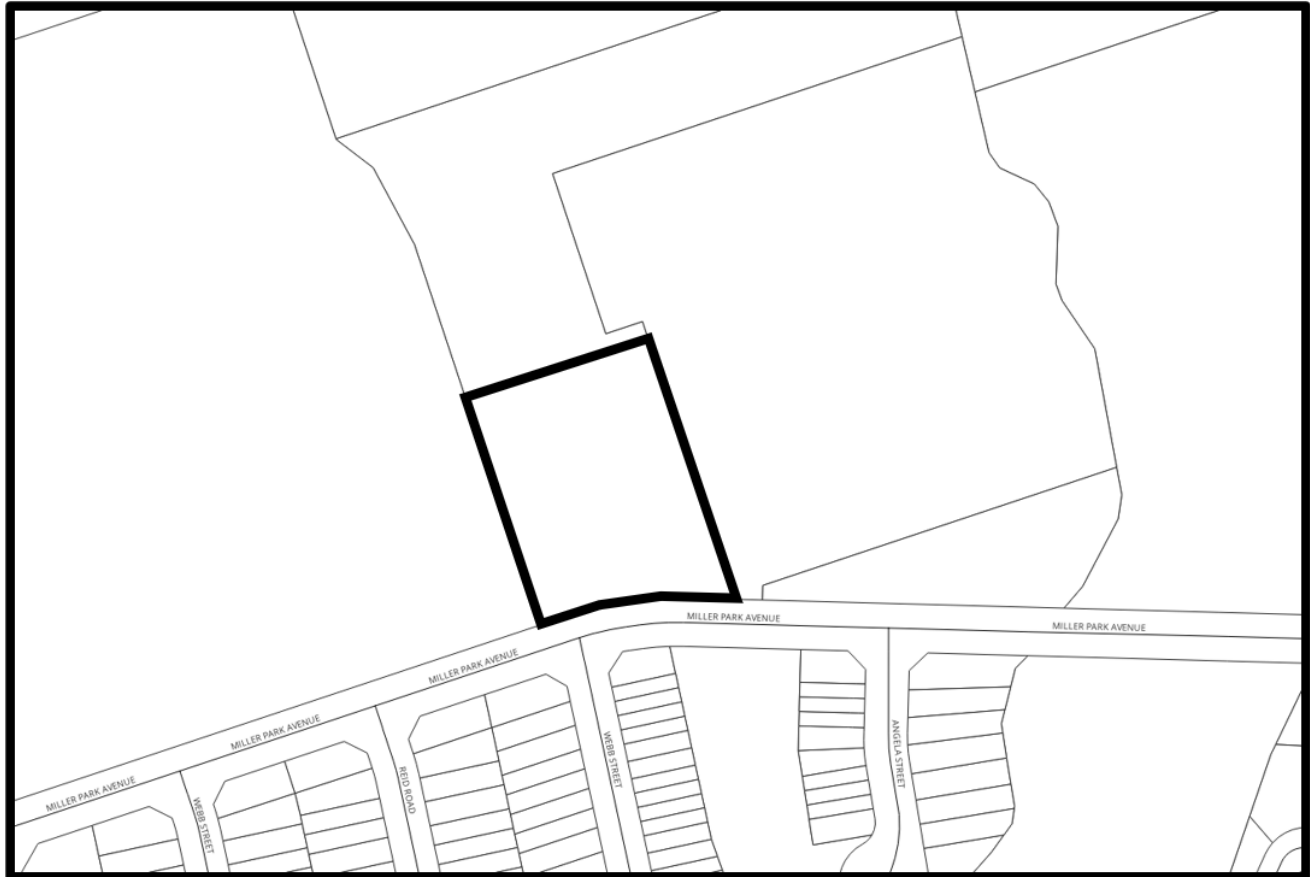
1. That By-law 2010-050, as amended by By-law 2022-38, including Schedule 'A' thereto is hereby further amended by removing the Holding (H1) symbol from the Neighbourhood Commercial Exception Hold "C2*6*1(H1)" Zone, affecting the lands legally described as Part of Lot 12, Concession 6 as shown on Schedule "A" attached hereto and forming part of this By-law.
2. That this By-law shall not come into force and effect until execution of the Site Plan Agreement for the above-noted lands occurs.

Enacted January 21, 2025.

Tara Reynolds, Clerk

James Leduc, Mayor

TOWN OF BRADFORD WEST GWILLIMBURY
Schedule "A"
By-law 2025-07



Lands rezoned from the Neighbourhood Commercial Exception Hold "C2*6*1(H1)" Zone to the Neighbourhood Commercial Exception "C2*6*1" Zone.

The Corporation of the Town of Bradford West Gwillimbury

By-law 2025-08

A By-law to authorize the execution of an Ontario Transfer Payment Agreement with His Majesty the King in right of Ontario as represented by the Solicitor General, Office of the Fire Marshal for the provision of the Fire Protection Grant.

WHEREAS municipalities have the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the *Municipal Act, S.O. 2001, c. 25* pursuant to Section 9 of that Act;

AND WHEREAS the Council of The Corporation of the Town of Bradford West Gwillimbury deems it appropriate to enter into an Ontario Transfer Payment Agreement with the province for the provision of funding under the Fire Protection Grant in the amount of \$8,230.45;

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

1. The Mayor and Clerk are hereby authorized and instructed to execute an agreement with His Majesty the King in right of Ontario as represented by the Solicitor General, Office of the Fire Marshal for the provision of grant payment to the municipality and affix the corporate seal.
2. That the Mayor and Clerk are authorized to execute any and all required or subsequent documentation on behalf of the Corporation as required by the agreement.
3. This By-law shall come into force and take effect on the day it is passed.

Enacted this January 15, 2025.

Tara Reynolds, Clerk

James Leduc, Mayor

The Corporation of the Town of Bradford West Gwillimbury

By-law 2025-09

A By-law to authorize the execution of a Temporary Access Agreement with The Corporation of the County of Simcoe respecting 3217 Yonge Street.

WHEREAS municipalities have the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the *Municipal Act, S.O. 2001, c. 25* pursuant to Section 9 of that Act.

AND WHEREAS the Council of The Corporation of the Town of Bradford West Gwillimbury deems it appropriate to enter into a Temporary Access Agreement with The Corporation of the County of Simcoe to permit temporary access to the lands at 3217 Yonge Street to complete work required for road widening purposes.

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

1. The Mayor and Clerk are hereby authorized and instructed to execute a Temporary Access Agreement with The Corporation of the County of Simcoe for the lands located at 3217 Yonge Street and affix the corporate seal.
2. That the Mayor and Clerk are authorized to execute any and all required or subsequent documentation on behalf of the Corporation as required by the agreement.
3. This By-law shall come into force and take effect on the day it is passed.

Enacted this January 15, 2025.

Tara Reynolds, Clerk

James Leduc, Mayor

The Corporation of the Town of Bradford West Gwillimbury

By-law 2025-10

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 January 21, 2025.

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 January 21, 2025 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 January 21, 2025.

Tara Reynolds, Clerk

James Leduc, Mayor