

Town of Oakville Council

AGENDA

Date: Monday, August 11, 2025

Time: 6:30 p.m.

Location: Council Chamber

Live streaming video is available on https://www.youtube.com/user/TownofOakvilleTV. Information regarding written submissions and requests to delegate can be found at https://www.oakville.ca/town-hall/mayor-council-administration/agendas-meetings/delegations-presentations.

Pages

- 1. O Canada
- 2. Land Acknowledgement
- 3. Regrets
- 4. Declarations of Pecuniary Interest
- 5. Confirmation of Minutes of the previous Council Meeting(s)

Item 5.2 see Confidential Agenda.

5.1 Minutes of the Regular Session of Council, July 7, 2025

8 - 18

- 5.2 Confidential Minutes of the Closed Session of Council, July 7, 2025
- 6. Public Presentation(s)

There are no public presentations listed for this agenda.

7. Committee Minutes

There are no committee minutes listed for this agenda.

8. Advisory Committee Minutes

There are no advisory committee minutes listed for this agenda.

9. Consent Item(s)

9.1 2025 By-law to Invoice Payments in Lieu of Tax on Provincial Institutions

19 - 23

Recommendation:

That by-law 2025-137, a by-law to provide for the levying of payments in lieu of taxes for the year 2025 on Halton Healthcare Services Corporation (Oakville) and the Sheridan College Institute of Technology and Advanced Learning, as attached to the report of the Finance Department dated July 29, 2025, be passed.

9.2 2026 Municipal Election Contribution Rebate Program By-law

24 - 29

Recommendation:

- 1. That a Campaign Contribution Rebate Program be implemented for the 2026 Municipal Election.
- 2. That By-law 2025-050, being a by-law to authorize the payment of rebates to eligible individuals who made contributions to candidates for office on the municipal council for the 2026 Municipal Election (Contribution Rebate By-law), be passed.

9.3 Housekeeping Amendments to Parking Administrative Penalties By-law 2015-071

30 - 38

Recommendation:

- That By-law 2025-135, a by-law to amend Parking Administrative Penalties By-law 2015-071 attached as Appendix A to the report from Municipal Enforcement Services dated July 29, 2025, be passed.
- 2. That the rates and fees schedule for the Parking Enforcement Program be updated as set out in Appendix B to the report from Municipal Enforcement Services dated July 29, 2025.

9.4 By-law 2025-145, A by-law to amend Town of Oakville Procedure By-law 2025-064

39 - 42

Recommendation:

That By-law 2025-145, a by-law to amend the Town of Oakville Procedure By-law 2025-064, be passed.

9.5 A By-law to amend Site Alteration By-law 2023-047 to Adjust Responsibilities and Provide Housekeeping Provisions For Better Functionality and Enforcement

43 - 99

Recommendation:

That By-law 2025-132, a by-law to amend Site Alteration By-law 2023-047 to change responsibilities arising from a corporate reorganization and to make changes for better functionality and enforcement, be passed.

9.6 24T-12009 – Sixth Line Corp – Partial Assumption – By-law 2025-133

100 - 104

Recommendation:

- 1. That a partial assumption of Registered Plan 20M-1186 be approved.
- That By-law 2025-133, a By-law to partially assume the completed public works within Registered Plan 20M-1186, save and except Millicent Avenue (North of Charing Cross Gate and South of 20M-1214 'Emgo Phase 1'), Carnegie Drive (between Millicent Avenue and Sixth Line), Channel/Stormwater Management Pond Blocks 409, 410, 411, and future development Block 415, be passed.

9.7 24T-18002 – Westham – Subdivision Assumption – By-law 2025-134

105 - 109

Recommendation:

- 1. That the assumption of Registered Plan 20M-1225 be approved.
- 2. That By-law 2025-134, a By-law to assume the completed public works within Registered Plan 20M-1225, be passed.

9.8 Recommendation Report, Draft Plan of Condominium 24CDM-24003/1310 – 1005 Dundas Street East

110 - 133

Recommendation:

That the Director of Planning and Development be authorized to grant draft plan approval of the Draft Plan of Condominium (24CDM-24003/1310) submitted by 1005 Dundas Street East Inc. and prepared by KRCMAR Ltd. dated March 15, 2024, subject to the conditions contained in Appendix 'A' of the Planning and Development Report dated July 29, 2025.

10. Confidential Consent Item(s)

There are no Confidential Consent Items listed for this agenda.

11. Discussion Item(s)

11.1 Bronte Paid Parking Expansion

134 - 146

Recommendation:

- That the commercial paid parking program in Bronte Village be expanded to include Sovereign Street between Bronte Road and Jones Street and Marine Drive between Jones Street and Nelson Street, under the self-funded parking program managed by Municipal Enforcement Services; and,
- That By-law 2025-131, a by-law to amend By-law 1965-10, being a by-law providing for the use of parking meters, parking pay stations and mobile parking applications, attached as Appendix A to the report from Municipal Enforcement Services dated July 29, 2025, be passed to provide new paid parking locations as identified in Schedule A to come into effect on August 11, 2025; and,
- 3. That the rates and fees schedule for the Parking Enforcement Program be updated as set out in Appendix B to the report from Municipal Enforcement Services dated July 29, 2025.

11.2 Bronte Road One-way Traffic Assessment between Lakeshore Road West and Marine Drive

147 - 227

Recommendation:

- That the report entitled "Bronte Road One-way Traffic Assessment between Lakeshore Road West and Marine Drive" be received
- 2. That the section of Bronte Road between Lakeshore Road West and Marine Drive, be maintained as a one-way southbound operation.

11.3 Council Staff Relations Policy

228 - 242

Recommendation:

- 1. That the updated Council Staff Relations Policy, attached as Appendix A, be approved.
- 2. That the Information flow and interactions between Members of Council and Staff Procedure be rescinded.

12. Confidential Discussion Item(s)

These matters may be considered in the absence of the public under Section 239(2) of the *Municipal Act* because they deal with:

- litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- a proposed or pending acquisition or disposition of land by municipality or local board.
- 12.1 Expropriation Settlement Offer
- 12.2 OEC Request August 11, 2025
- 13. Staff Memoranda (Staff Memos)
 - 13.1 Clerk's Office Corporate Policy Update Q2 2025 June 25, 2025 243 243
 - 13.2 Clerk's Office Municipal Clearance for Liquor Sales Licence July 16, 244 244 2025

14. New Business

(Notice of Motion, Emergency, Congratulatory or Condolence)

- 15. Regional Reports and Question Period Regarding Town Boards and Advisory Committees
- 16. Requests for Reports
- 17. Consideration and Reading of By-Laws

Item 17.11 see addendum to be distributed.

That the following by-law(s) be passed:

17.1 By law 2025-050

A by-law to authorize the payment of rebates to eligible individuals who made contributions to candidates for office on the municipal council for the 2026 Municipal Election (Contribution Rebate By-law). (Re: Item 9.2)

17.2 By-law 2025-129

245 - 246

A by-law to dedicate certain land as part of a public highway (Block 83, Plan M-257 – Victoria Street)

17.3 By-law 2025-130

247 - 248

A by-law to declare that certain land is not subject to part lot control (Blocks 23 and 28, Plan 20M-1275 – Arista Homes (Oakpointe) Inc.)

17.4 By-law 2025-131

A by-law to amend By-law 1965-10, being a by-law providing for the use of parking meters, parking pay stations and mobile parking applications. (Re: Item 11.1)

17.5 By-law 2025-132

A by-law to amend Site Alteration By-law 2023-047 to change responsibilities arising from a corporate reorganization and to make changes for better functionality and enforcement. (Re: Item 9.5)

17.6 By-law 2025-133

A by-law to partially assume the completed public works within Registered Plan 20M-1186, save and except Millicent Avenue (North of Charing Cross Gate and South of 20M-1214 'Emgo Phase 1'), Carnegie Drive (between Millicent Avenue and Sixth Line), Channel/Stormwater Management Pond Blocks 409, 410, 411, and future development Block 415. (Re: Item 9.6)

17.7 By-law 2025-134

A by-law to assume all completed public works within Registered Plan 20M-1225. (Re: Item 9.7)

17.8 By-law 2025-135

A by-law to amend Parking Administrative Penalties By-law 2015-071.(Re: Item 9.3)

17.9 By-law 2025-137

A by-law to provide for the levying of payments in lieu of taxes for the year 2025 on Halton Healthcare Services Corporation (Oakville) and the Sheridan College Institute of Technology and Advanced Learning. (Re:Item 9.1)

17.10 By-law 2025-145

A by-law to amend Town of Oakville Procedure By-law 2025-064. (Re: Item 9.4)

17.11 A by-law to declare that certain land is not subject to part lot control (Blocks 254 and part of Block 253, Plan 20M-1270 – Hallett JC Corporation)

17.12 By-law 2025-144

249 - 249

A by-law to confirm the proceedings of a meeting of Council.

18. Delegated Authority By-laws

The following by-law(s) was prepared under the authority of amending By-law 2023-01, as amended. - A by-law to delegate certain powers and duties under the Municipal Act, S.O. 2001 c.25, the Planning Act, R.S.O. 1990 c. P. 13, and other Acts.

18.1 By-law 2025-106

250 - 252

A by-law to remove Holding "H" Provisions on lands described as Part of Lot 24 and 25, Concession 1 NDS Graydon Banning Limited (Mattamy Development Corporation), File No. ZH 1/25

19. Adjournment



Town of Oakville

Council Minutes

Date: July 7, 2025 Time: 6:30 p.m.

Location: Council Chamber

Mayor and Council: Mayor Burton

Councillor Adams
Councillor Chisholm
Councillor Duddeck
Councillor Elgar
Councillor Gittings
Councillor Grant

Councillor Haslett-Theall

Councillor Knoll

Councillor Lishchyna Councillor McNeice Councillor Nanda Councillor Xie

Regrets: Councillor Longo

Councillor O'Meara

Staff: P. Damaso, Commissioner of Community Services

P. Fu, Commissioner of Community Infrastructure M. Mizzi, Commissioner of Community Development

S. Ayres, Commissioner of Corporate Services

J. Clarke, Director of Corporate Strategy and Government

Relations

D. Carr, Town Solicitor

A. Holland, Acting Town Clerk

N. Coric, Council and Committee Coordinator

The Town of Oakville Council met in regular session this 7th day of July, 2025 in the Council Chamber of the Oakville Municipal Building, 1225 Trafalgar Road, Oakville commencing at 6:30 p.m.

1. O Canada

2. Land Acknowledgement

3. Regrets

As noted above.

4. Declarations of Pecuniary Interest

No declarations of pecuniary interest were declared.

5. Confirmation of Minutes of the previous Council Meeting(s)

5.1 Minutes of the Regular Session of Council, June 23, 2025

Moved by Councillor Lishchyna Seconded by Councillor Xie

That the minutes of the Regular Session of Council dated June 23, 2025, be approved.

CARRIED

6. Public Presentation(s)

There were no public presentations.

7. Committee Minutes

7.1 Minutes of the Budget Committee, June 16, 2025

Moved by Councillor Lishchyna Seconded by Councillor Xie

That the minutes of the Budget Committee dated June 16, 2025, be approved.

CARRIED

8. Advisory Committee Minutes

8.1 Accessibility Advisory Committee Minutes, June 12, 2025

Moved by Councillor Lishchyna Seconded by Councillor Xie

That the minutes of the Accessibility Advisory Committee dated June 12, 2025, be approved.

CARRIED

In accordance with Section 2(8) of the Procedure By-law, the items were considered out of order.

9. Consent Item(s)

9.1 Renewal of Animal Control Contract with the Oakville & Milton Humane Society

Moved by Councillor Duddeck Seconded by Councillor Haslett-Theall

1. That the contract between the Corporation of the Town of Oakville and the Oakville & Milton Humane Society, attached as Appendix A, be executed in accordance with By-law 2013-057.

CARRIED

9.2 By-law 2025-077 to amend 1981-66 (The Fire Route By-Law)

Moved by Councillor Duddeck Seconded by Councillor Haslett-Theall

That By-Law 2025-077, a by-law to amend By-Law 1981-066 (The Fire Route By-Law) be passed.

CARRIED

9.3 By-law 2025-113 – Amendment to Parking Meter By-law 1965-10

Moved by Councillor Duddeck Seconded by Councillor Haslett-Theall

That By-law 2025-113, a by-law to amend By-law 1965-10, being a by-law to provide for the use of parking meters and parking payment machines attached as Appendix A to the report from Municipal Enforcement Services dated June 24, 2025, be passed.

CARRIED

9.5 Regulations for Sports Activities and Equipment within the Municipal Right of Way

Moved by Councillor Duddeck Seconded by Councillor Haslett-Theall

That the regulations for sports activities and equipment in the Municipal Right of Way identified in this report be passed.

CARRIED

9.4 Traffic By-law Update and Review

Moved by Councillor Duddeck Seconded by Councillor Haslett-Theall

- 1. That the final report prepared by CIMA+ on the comprehensive review and update of the Traffic By-law 1984-1 be received.
- 2. That the content of Traffic By-law 1984-001 be deleted and amending by-laws be repealed and replaced with amending By-law 2025-075, attached as Appendix E.

CARRIED

10. Confidential Consent Item(s)

10.1 Municipal access agreements-telmax

Moved by Councillor Knoll Seconded by Councillor Chisholm

That the confidential direction provided in the Legal department confidential report Re: MUNICIPAL ACCESS AGREEMENT - telMAX dated June 24, 2025 be approved.

CARRIED

11. Discussion Item(s)

11.1 Establishment of a Lobbyist and Gift Registry

Moved by Councillor Duddeck Seconded by Councillor Elgar

Whereas Section 223.9 of the *Municipal Act, 2001* authorizes municipalities to establish and maintain a registry to record returns filed by individuals who lobby public office holders;

Whereas Section 223.11 of the *Municipal Act, 2001* provides for the appointment of a Registrar to manage such a registry independently;

Whereas municipalities including Toronto, Ottawa, Guelph, Burlington, Collingwood, Brampton, and Hamilton have implemented lobbyist registries and disclosure frameworks to enhance transparency and public accountability;

Whereas Lobbyist and Gift Registries help document interactions between individuals or organizations seeking to influence municipal decision-making and Members of Council or senior staff, thereby promoting transparency;

Whereas residents have a right to be informed of such interactions and to know who is attempting to influence local decisions;

Whereas transparent and responsible advocacy by stakeholders is a valuable and appropriate part of the democratic process;

Whereas public disclosure of lobbying activities and standards of conduct for lobbyists support the integrity of municipal decision-making;

And whereas transparency, accountability, and public trust are fundamental principles of good governance in the Town of Oakville;

Therefore be it resolved that the Council of the Town of Oakville requests staff to develop and report back within 180 days with a draft policy framework that includes:

- 1. Mandatory Disclosure RequirementsFor all Members of Council and staff (including the CAO, Commissioners, Directors, and Planning leadership) to disclose meetings or communications with developers, vendors, lobbyists, or their representatives regarding:
 - o any communication with a public officer holder by an individual who represents a business or financial interest with the goal of trying to influence any legislative action including development, purchasing, introduction, passage, defeat, amendment or repeal of a by-law, motion, resolution or the outcome of a decision on any matter before Council, or anticipated to be before Council a Committee of Council, or a staff member acting under delegated authority.

2. Definition of Lobbyists

Including categories such as paid lobbyists, unpaid or voluntary advocates, and self-representing individuals.

3. Standard Disclosure Process

A uniform disclosure form to be submitted within five (5) business days of any such meeting or communication, including:

- Date and time
- Names and affiliations of all participants
- Summary of topics discussed
- Method of communication (in-person, phone, email, virtual, etc.)

4. Public Registry

A searchable, publicly accessible online registry hosted on the Town's website to house all disclosures.

Scope of Application

Applies to meetings or communications initiated by either the developer/lobbyist or the municipal official/staff.

6. Monitoring and Compliance

Mechanisms for oversight and compliance, and any necessary updates to the Council Code of Conduct, municipal lobbying policies, or the procedural by-law.

7. Gifts, Hospitality, and Benefits

Proposed amendments to the Member of Council and Staff Codes of Conduct to address disclosure and limits regarding gifts and hospitality.

8. Best Practice Alignment

Consistency with leading practices in Ontario municipalities and principles of open government.

9. Implement inter-regional coordination of the public registry, should the Region of Halton adopt a registry.

Be it further resolved that staff report back to Council with the proposed policy framework, draft by-law, implementation plan, and any required policy amendments for Council consideration and approval within 180 days.

For (13): Mayor Burton, Councillor Adams, Councillor Chisholm, Councillor Duddeck, Councillor Elgar, Councillor Gittings, Councillor Grant, Councillor Haslett-Theall, Councillor Knoll, Councillor Lishchyna, Councillor McNeice, Councillor Nanda, and Councillor Xie

Absent (2): Councillor Longo, and Councillor O'Meara

CARRIED (13 to 0)

11.2 Munn's Creek - Encroachments

The following delegates spoke to this item: Djordje Calic; Konrad Kopacz; Matthew Gamble.

Moved by Councillor Adams Seconded by Councillor Elgar

CLOSED SESSION

That Council resolve into a closed meeting session in the absence of the public under Section 239(2) of the *Municipal Act, 2001*, as this matter deals with proposed or pending acquisition or disposition of land by the municipality and for advice that is subject to solicitor-client privilege,

including communications necessary for that purpose; with respect to Item 11.2 - Munn's Creek - Encroachments.

CARRIED

Council resolved into closed session at 7:45 p.m.

Council resolved back into open session at 8:08 p.m.

Information was provided to Council in closed session.

Moved by Councillor Knoll Seconded by Councillor Grant

That staff pursue sales of all or a portion of the encroached lands along Munn's Creek with the encroaching owners from 1528-1510 Elm Road at fair market value and return to Council with a public report that sets out the reason why these lands may be considered surplus to the needs of the Town in compliance with bylaw 2010-104.

For (3): Councillor Grant, Councillor Knoll, and Councillor Nanda

Against (10): Mayor Burton, Councillor Adams, Councillor Chisholm, Councillor Duddeck, Councillor Elgar, Councillor Gittings, Councillor Haslett-Theall, Councillor Lishchyna, Councillor McNeice, and Councillor Xie

Absent (2): Councillor Longo, and Councillor O'Meara LOST (3 to 10)

Moved by Councillor Adams Seconded by Councillor Chisholm

- That Council approve removal of all encroachments from Town land along Munn's Creek from 1528-1510 Elm Road (inclusive) and a Town fence be installed along the rear of these lots.
- 2. That staff enter into discussions with the homeowner at 1508 Elm Road to review opportunities to mitigate the encroachment behind this property which if removed will negatively impact the safety and functionality of the property.

3. That staff return to Council with an update report on the resolution of the encroachment at 1508 Elm Road by the 4th quarter 2025.

CARRIED

12. Confidential Discussion Item(s)

12.1 Munn's Creek - Encroachments (Confidential)

Moved by Councillor Knoll Seconded by Councillor Elgar

That staff be directed to report back to Council with an update by the end of 4th quarter of 2025.

CARRIED

13. Staff Memoranda (Staff Memos)

- 13.1 INTERNAL MEMO Transportation and Engineering RE: ASE Camera Program Operational Statistics Report June 17, 2025
- 13.2 INTERNAL MEMO Transportation & Engineering RE: Identification of School Crossing Guard Locations Procedure Review June 23, 2025
- 13.3 INTERNAL MEMO Transportation and Engineering RE: 2025 Annual School Crossing Guard Program June 23, 2025
- 13.4 INTERNAL MEMO Clerks Office RE: Municipal Clearance for Liquor Sales Licence June 24, 2025

14. New Business

Councillor McNeice on behalf of himself and Councillor O'Meara congratulated staff and everyone that was involved in Bronte's Canada Day celebration.

Councillor Knoll congratulated and thanked volunteers and friends that attended the annual Canada Day Pancake Breakfast in Ward 5. He also thanked his cohort Anita Anand for co-sponsoring the event and Councillors Grant and Lishchyna.

Councillor Haslett-Theall congratulated Matt Berry, Oakville's own for riding in the coast to coast cycling challenge that spanned 7,500 kilometers.

15. Regional Reports and Question Period Regarding Town Boards and Advisory Committees

Councillor Knoll advised Members of Council that the Halton Regional Police Services Annual Report for 2024 is available online on the HRPS website.

Mayor Burton advised Members of Council that the Regional Meeting this Wednesday is significant as it considers setting budget direction.

16. Requests for Reports

17. Consideration and Reading of By-Laws

17.1 By-law 2025-075

A by-law to amend By-law 1984-1 (The Traffic By-law)

A by-law to regulate traffic and parking on any highway under the jurisdiction of the Town of Oakville. (Re: Item 9.4)

17.2 By-law 2025-077

A by-law to Amend by-law 1981-066, a by-law to designate certain private roadways as fire routes (The Fire Route By-law) (Re: Item 9.2)

17.3 By-law 2025-113

A by-law to amend By-law 1965-10 being a by-law to provide for the use of parking meters and parking payment machines (Re: Item 9.3)

17.4 By-law 2025-125

A by-law to confirm the proceedings of a meeting of Council.

Moved by Councillor Lishchyna Seconded by Councillor Gittings

That the by-laws noted above be passed.

CARRIED

The Mayor gave written approval of the by-laws noted above that were passed during the meeting.

18. Adjournment

The Mayor adjourned the meeting at 8:23 p.m.

Andrea Holland, Acting Town Clerk



REPORT

Council

Meeting Date: August 11, 2025

FROM: Finance Department

DATE: July 29, 2025

SUBJECT: 2025 By-law to Invoice Payments in Lieu of Tax on Provincial

Institutions

LOCATION:

WARD: Town-wide Page 1

RECOMMENDATION:

That by-law 2025-137, a by-law to provide for the levying of payments in lieu of taxes for the year 2025 on Halton Healthcare Services Corporation (Oakville) and the Sheridan College Institute of Technology and Advanced Learning, as attached to the report of the Finance Department dated July 29, 2025, be passed.

KEY FACTS:

The following are key points for consideration with respect to this report:

- Provincial institutions receive special tax treatment and are not taxed using the same methodology as other properties; however, provincial institutions are obliged to pay municipalities a payment in lieu of taxes based on capacity.
- To invoice the institutions as defined by the Ministry of Municipal Affairs and Housing each year, Council is required to pass a by-law.

BACKGROUND:

As property tax on provincial institutions is limited to an annual payment in lieu of taxes, eligible institutions are not included in the annual tax levying by-law. Each year, so that the Town may invoice and collect the allowable payments in lieu of taxes on provincial institutions, Council is required to pass a separate by-law.

The 2025 payment in lieu of tax grant applies to Halton Healthcare Services Corporation (Oakville) and Sheridan College: Main Campus/Trafalgar Road Campus.

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COMMENT/OPTIONS:

The current rate payable to Ontario municipalities is \$75 per unit (person or bed), and the units associated with applicable institutions are determined each year by the Ministry of Municipal Affairs and Housing and provided to eligible municipalities by way of a grant listed under Section 323 of the *Municipal Act*, 2001.

The 2025 payment in lieu of tax amount per unit remains at \$75. The unit rate of \$75 has been in place since 1987 and there have been several municipalities and associations that have requested a rate increase from the province in the past few years, to reflect increasing costs of service delivery, infrastructure and inflation that municipalities have been experiencing.

CONSIDERATIONS:

(A) PUBLIC

NA

(B) FINANCIAL

The payment in lieu of tax grant applies to Halton Healthcare Services Corp. (Oakville) and Sheridan College – Trafalgar Road Campus. The total 2025 payment for these facilities is \$674,550, an increase of \$21,150 over the 2024 payment of \$653,400, due to a greater capacity stated at Sheridan College.

(C) IMPACT ON OTHER DEPARTMENTS & USERS

NA

(D) COUNCIL STRATEGIC PRIORITIES

This report addresses the corporate strategic goal(s) to:

- be accountable in everything we do
- be fiscally sustainable

(E) CLIMATE CHANGE/ACTION

Ensuring the Town receives the maximum revenue allowable through this payment in lieu of tax grant, assists in funding all facets of the community.

APPENDICES:

Appendix A By-law 2025-137

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Prepared by: Danielle Tummon Manager, Revenue Services & Taxation

Submitted by: Jonathan van der Heiden, Deputy Treasurer and Director of Finance



THE CORPORATION OF THE TOWN OF OAKVILLE BY-LAW NUMBER 2025-137

A by-law to provide for the levying of payments in lieu of taxes for the year 2025 on Halton Healthcare Services Corporation (Oakville) and the Sheridan College Institute of Technology and Advanced Learning.

WHEREAS Council may levy annual payments in lieu of tax on the aforementioned institutions:

COUNCIL ENACTS AS FOLLOWS:

- 1. Pursuant to the Provisions of Section 323 of the *Municipal Act*, 2001 and other authorizing statutes, there is hereby levied in 2025:
 - a) Upon Halton Healthcare Services Corporation (Oakville), a tax of \$36,600 being \$75 for each Provincially related bed based on a capacity of 488 as determined by the Minister of Health;
 - b) Upon Sheridan College, attributable to the Trafalgar Road Campus, a tax of \$637,950 being \$75 for each full-time student based on a capacity of 8,506 as determined by the Minister of Training, Colleges and Universities;
 - c) The amounts levied under this by-law shall become due and payable in full on October 13, 2025.

PASSED this 11th day of August, 2025.

OAKVILLE	By-law Number: 2025-137

MAYOR

CLERK



REPORT

Council

Meeting Date: August 11, 2025

FROM: Clerk's Department

DATE: July 29, 2025

SUBJECT: 2026 Municipal Election Contribution Rebate Program By-law

WARD: Town-wide . Page 1

RECOMMENDATION:

1. That a Campaign Contribution Rebate Program be implemented for the 2026 Municipal Election.

2. That By-law 2025-050, being a by-law to authorize the payment of rebates to eligible individuals who made contributions to candidates for office on the municipal council for the 2026 Municipal Election (Contribution Rebate Bylaw), be passed.

KEY FACTS:

The following are key points for consideration with respect to this report:

- The next municipal election is scheduled for Monday, October 26, 2026.
- The *Municipal Elections Act, 1996* authorizes, but does not require, municipalities to establish rebate programs through by-law.
- Rebate programs aim to boost candidate participation, support diversity, and increase individual contributor engagement.
- Oakville has offered a rebate program in every municipal election since 2003.
- In June 2025, Council directed staff to draft a by-law authorizing rebates for eligible contributions to 2026 municipal council candidates, aligned with previous program terms.
- The proposed rebate is 50% of eligible contributions, with a \$100 minimum contribution and a \$600 maximum rebate.
- Estimated program costs of \$100,000 will be covered through the election reserve and budget process.

BACKGROUND:

At the Council meeting of June 23, 2025, Council directed staff to report back in Q3 2025 with a draft by-law to authorize the payment of rebates to eligible individuals who made contributions to candidates for office on the municipal council for the

39-13-3

2026 Municipal Election (Contribution Rebate By-law), and that the rebate program's terms, including eligibility criteria, calculation formula, and contribution limits, align with the previous Rebate program.

COMMENT/OPTIONS:

The implementation of a Contribution Rebate Program for the 2026 Oakville municipal election would establish a mechanism for providing partial rebates to eligible individuals who contribute to candidates running for office on municipal council. Municipally funded rebate programs are designed to encourage greater engagement in the electoral process and promote equity among candidates by helping to offset the financial pressures associated with campaigning. Continuing to offer such a program may provide opportunities to enhance the election process, encourage candidate participation, increase the proportion of candidate contributions from individual electors, and generate more interest in municipal elections.

Participation in the contribution rebate program by candidates is voluntary. The program requires candidates to issue receipts to donors who would then apply for a rebate from the town. Rebates would only be processed after the election, and after candidates file their financial statements in compliance with the *Municipal Elections Act*, 1996 (MEA).

Staff recommend the passing of By-law 2025-050, a by-law to authorize the payment of rebates to eligible individuals who made contributions to candidates for office on the municipal council for the 2026 Municipal Election (Contribution Rebate By-law). This by-law, attached as **Appendix A**, outlines program eligibility, the calculation formula for issuing rebates, and sets out the minimum and maximum contributions eligible for rebates. Program terms in proposed By-law 2025-050, including eligibility criteria, calculation formula, and contribution limits, align with the program offered for the 2022 municipal election.

CONSIDERATIONS:

(A) PUBLIC

Effective communication strategies are essential for public outreach and education in the electoral process. Educating both eligible contributors and candidates about program rules and legal limitations is crucial for the success of the rebate program.

(B) FINANCIAL

Rebate program costs for the 2026 municipal election are estimated at approximately \$100,000, and will be covered through the election reserve and the budget process, as applicable.

(C) IMPACT ON OTHER DEPARTMENTS & USERS

Information Technology Solutions and Finance have been consulted. These departments and additional impacted departments would be involved in the implementation and administration of a rebate program.

(D) COUNCIL STRATEGIC PRIORITIES

This report addresses Council's strategic priority of Accountable Government.

(E) CLIMATE CHANGE/ACTION

This report does not impact climate change.

APPENDICES:

Appendix A – Contribution Rebate By-law 2025-050

Prepared, Recommended and Submitted by:

Andrea Coyne, Manager, Elections, Policy, Print Services



THE CORPORATION OF THE TOWN OF OAKVILLE

BY-LAW NUMBER 2025-050

A by-law to authorize the payment of rebates to eligible individuals who made contributions to candidates for office on the municipal council for the 2026 Municipal Election (Contribution Rebate By-law).

WHEREAS section 88.11 (1) of the Municipal Elections Act, 1996, as amended (MEA), permits a municipality to enact a by-law, providing for the payment of rebates to individuals who made contributions to candidates for office on the municipal council, hereafter referred to as a "contribution rebate program";

WHEREAS section 88.11 (3) of the MEA provides that the by-law shall establish the conditions under which an individual is entitled to a rebate; and

WHEREAS section 88.11 (4) of the MEA provides that the by-law may provide for the payment of different amounts to different individuals on any basis.

THEREFORE COUNCIL ENACTS AS FOLLOWS:

That a contribution rebate program providing for the payment of rebates to eligible voters in the Town of Oakville, who make contributions to candidates for an office on Oakville municipal council, for the 2026 Municipal Election is hereby authorized under the following conditions;

- 1. Participation in the contribution rebate program is optional and any candidate participating in the program shall comply with the provisions set out in this by-law.
- 2. An eligible elector (as defined in s. 17(2) of the MEA) who is a resident in the Town of Oakville, may apply to the Town Clerk for a rebate for a contribution made to a candidate for an office on Town Council within the required timelines.
- 3. Contributions must not be in the form of cash.
- 4. Only contributions made in a manner that associates the contributor's name and account with the payment or made by a money order signed by the contributor, will be eligible for a campaign contribution rebate.
- 5. Amounts charged for admission to a fundraising function are not eligible for a rebate.



DAKVILLE By-law Number: 2025-050

6. The following shall not be eligible to receive a rebate under the program;

- a. a corporation or trade union;
- b. non-resident eligible electors;
- c. in regard to their own campaign, a candidate or their family member;
- d. any individual who has been convicted of contravening section 88.9 of the MEA in connection with an act or omission with respect to a municipal election if the voting day in that election is less than eight years prior to Monday, October 26, 2026.
- 7. In this by-law,

"Family member" means a parent, spouse, or child of a member, as defined in the *Municipal Conflict of Interest Act* and shall also include a grandparent, grandchild, brother, sister, uncle, aunt, nephew or niece, whether related by blood, marriage or adoption.

- 8. An application for a rebate may be submitted to the Town Clerk upon application (herein referred to as 'receipt') from the candidate, but must be received by the Clerk on or before June 28, 2027, unless the candidate's campaign period is extended under section 88.24(1) of the *MEA*. If a candidate's campaign period is extended and a contribution is made during the extended campaign period, the application for rebate shall be submitted within 90 days after the date the receipt is issued. Only contributions for which a receipt has been issued by a participating candidate are eligible for a rebate.
- 9. The application for rebate shall:
 - a. be in the form of a receipt established for that purpose by the Clerk;
 - b. be provided to participating candidates by the Clerk;
 - c. be signed by, or on behalf of, the candidate, at the time of issuance to a contributor; and
 - d. be issued to the contributor immediately upon receipt of any eligible contribution.
- 10. A candidate for an office on the municipal council who participates in the rebate program:
 - a. shall notify their intention to participate in the program to the Clerk no later than 2 p.m. on nomination day, August 21, 2026;
 - b. shall file a financial statement in accordance with section 88.25 of the *MEA*;
 - c. shall include with the documents filed under section 88.25 of the *MEA*, as the case may be, a copy of the receipt issued for the contribution; and
 - d. shall pay any campaign surplus to the Corporation of the Town of Oakville, in accordance with s. 88.31 of the *MEA*.



DAKVILLE By-law Number: 2025-050

11. The Clerk shall compare the receipt filed by the applicant and the copy filed by the candidate to ensure consistency.

- 12. The Clerk shall pay the applicant a rebate in accordance with Section 13 of this by-law, if the following conditions are met:
 - a. the application complies with the provisions of this by-law;
 - b. the candidate has complied with the provisions of the *MEA* and this by-
 - c. the Clerk is satisfied that the receipt filed by the applicant and the copy filed by the candidate are consistent;
 - d. the Clerk is satisfied that the candidate has filed the documents required by section 88.25 of the MEA by the relevant filing date, and that no such document shows on its face that the candidate has incurred expenses exceeding what is permitted under section 88.8 of the MEA;
 - e. the Clerk is satisfied that the candidate has paid any campaign surplus to the Corporation;
 - f. in the case of a contribution made on or before December 31, 2026, the time for an application for a compliance audit under section 88.33 of the *MEA* has expired; and
 - g. in the case of a contribution made after December 31, 2026 to a candidate whose election campaign period continues beyond that date, the time for an application for a compliance audit under section 88.33 of the *MEA* has expired.
- 13. Only individual contributions of \$100 or more are eligible for a rebate. The rebate shall be calculated as 50% of the value of each eligible contribution, to a maximum rebate of \$600.

 (Under the MEA, the maximum eligible individual contribution is \$1,200 to any one candidate in an election, and a total of \$5,000 to two or more candidates for office on the same council or local board).
- 14. That past contribution rebate by-laws established for previous municipal elections, including by-elections, 2012-060, 2015-053, 2016-004, 2017-063, be repealed.

PASSED this 11th day of August, 2025	
MAYOR	CLERK



REPORT

Council

Meeting Date: August 11, 2025

FROM: Municipal Enforcement Services Department

DATE: July 29, 2025

SUBJECT: Housekeeping Amendments to Parking Administrative Penalties

By-law 2015-071

LOCATION: Town-wide

WARD: Town-wide Page 1

RECOMMENDATION:

1. That By-law 2025-135, a by-law to amend Parking Administrative Penalties By-law 2015-071 attached as Appendix A to the report from Municipal Enforcement Services dated July 29, 2025, be passed.

2. That the rates and fees schedule for the Parking Enforcement Program be updated as set out in Appendix B to the report from Municipal Enforcement Services dated July 29, 2025.

KEY FACTS:

- Parking Administrative Penalties By-law 2015-071 (the "AP By-law") came into force on November 12, 2015 and implemented an administrative penalties system for the contravention of by-laws respecting the parking, standing or stopping of vehicles
- Uniform Traffic Control By-law 1984-1 (the "Traffic By-law") was amended by Council on July 7, 2025
- Various amendments to the Traffic By-law resulted in changes to section numbers in the Traffic By-Law for existing violations and penalties included in the AP By-law
- Redundant existing violations and penalties under the Traffic By-law are proposed to be deleted and four new violations and penalties for the Traffic By-law are proposed to be added to the AP By-law

39-13-3

 By-law 2025-135 attached as Appendix A to this report sets out the updated section numbers for various violations and penalties retroactive to July 7, 2025 as well as four new violations and penalties under the Traffic By-law, effective August 11, 2025 and the deletion of redundant violations and penalties also effective August 11, 2025

 The changes to section numbers and addition of new violations must also be made to the rates and fees schedule for the Parking Enforcement Program and the new violations added to the rates and fees schedule, all as shown in Appendix B to this report

BACKGROUND:

The AP By-law came into force on November 12, 2015, thereby implementing an administrative penalties system for the contravention of by-laws respecting the parking, standing or stopping of vehicles. An administrative penalties system provides a number of benefits including:

- freeing up provincial court time for more serious matters;
- facilitating the early resolution of parking disputes;
- · local and less formal settings for parking dispute hearings; and
- the opportunity for improved cost recoveries for processing delinquent parking penalties.

The Traffic By-law regulates traffic, parking, and roadway operations in Oakville and was amended by Council on July 7, 2025. Table 1 of the AP By-law sets out penalties for non-compliance with the Traffic By-law.

COMMENT/OPTIONS:

Recent amendments to the Traffic By-law require updating section numbers for violations of the Traffic By-law in Table 1 of the AP By-law and in the rates and fees schedule. Staff also propose to add four new violations and penalties to the AP By-law and the rates and fees schedule and delete redundant violations and penalties under the Traffic By-law as they are no longer required.

By-law 2025-135 amends Table 1 of the AP By-law as follows:

- Schedule A of By-law 2025-135: updates section numbers retroactive to July 7, 2025 for various existing violations of the Uniform Traffic By-law;
- Schedule B of By-law 2025-135: adds four new violations and penalties to Table 1 effective August 11, 2025; and
- Schedule C of By-law 2025-135: deletes redundant violations currently contained in Table 1 of the AP By-law effective August 11, 2025.

-

Appendix B to this report sets out the updates to section numbers for the rates and fees schedule and lists the four new violations and penalties to be added to the rates and fees schedule.

CONSIDERATIONS:

(A) PUBLIC

The updated AP By-law and rates and fees schedule will be available on the Town's website.

(B) FINANCIAL

There is no financial impact as a result of this report other than to make effective the penalties for the violations addressed.

(C) IMPACT ON OTHER DEPARTMENTS & USERS

There is no impact to other departments as a result of amendments to the AP By-law.

(D) COUNCIL STRATEGIC PRIORITIES

This report supports the strategic priority of Accountable Government, with a focus on service delivery and responsible management of resources.

(E) CLIMATE CHANGE/ACTION

N/A

APPENDICES:

Appendix A – By-law 2025-135, a by-law to amend Parking Administrative Penalties By-law 2015-071

Appendix B – Updates to the Rates and Fees Schedule

Prepared by:

Margaret Boswell, Manager -

Enforcement Services

Submitted by:

Selena Campbell, Director, Municipal

Enforcement Services



THE CORPORATION OF THE TOWN OF OAKVILLE BY-LAW NUMBER 2025-135

A by-law to amend Parking Administrative Penalties By-law 2015-071

WHEREAS By-law 2015-071, as amended, establishes a system of administrative penalties respecting the stopping, standing or parking of vehicles in the Town of Oakville;

WHEREAS Uniform Traffic Control By-law 1984-1 regulates traffic, parking, and roadway operations in Oakville and was amended by Council on July 7, 2025;

WHEREAS it is desirable to amend Table 1 of Schedule A to By-law 2015-071 which sets out administrative penalties for contravention of Unform Traffic Control By-law 1984-1;

COUNCIL ENACTS AS FOLLOWS:

- 1. The violations contained in Table 1 "Uniform Traffic Control By-law 1984-1" of Schedule A of By-law 2015-071, shown in Schedule A to this By-law, be amended retroactive to July 7, 2025.
- 2. Table 1 "Uniform Traffic Control By-law 1984-1" of Schedule A of By-law 2015-071 be amended effective August 11, 2025 to include the violations shown in Schedule B to this By-law.
- 3. Table 1 "Uniform Traffic Control By-law 1984-1" of Schedule A of By-law 2015-071 be amended effective August 11, 2025 to delete the violations shown in Schedule C to this By-law.
- 4. That all other provisions of By-law 2015-071 hereby remain in force and effect.

PASSED this 11th day of August, 2025



OAKVILLE	By-law Number: 2025-135

MAYOR	 CLERK



KVILLE By-law Number: 2025-135

Schedule A to By-law 2025-135

Table 1 of Parking Administrative Penalty By-law 2015-071

By-Law 1984-1, as amended - Uniform Traffic Control		
By-Law	0 1	D 11
Violation	Section	Penalty
PARK UNLICENSED MOTOR VEHICLE	Part III, Section	\$65.00
	5(2)(a)(xii)	
PARK WRECKED, DISMANTLED OR INOPERABLE	Part III, Section	\$65.00
VEHICLE	5(2)(a)(xiii)	
PARK WHERE PROHIBITED BY SIGN	Part III, Section 5(3)	\$55.00
PARK LONGER THAN 3 HOURS WHERE PROHIBITED	Part III, Section 5(4)	\$55.00
PARK EXCEEDING DISPLAYED TIMES	Part III, Section 5(4)	\$55.00
STOP WITHIN 15M OF SIGNED BUS STOP	Part III, Section 5(8)(a)(vi)	\$65.00
STOP WITHIN 100M OF BRIDGE	Part III, Section	\$65.00
	5(8)(a)(vii)	
STOP IN SCHOOL BUS LOADING ZONE	Part III, Section	\$65.00
	5(8)(a)(viii)	
STOP WITHIN 3M OF RAILWAY CROSSING	Part III, Section 5(8)(a)(ix)	\$65.00
STOP WHERE PROHIBITED BY SIGN	Part III, Section 5(9)	\$65.00
PARK IN A BICYCLE LANE	Part IV, Section 11(3)	\$55.00



LLE By-law Number: 2025-135

Schedule B to By-law 2025-135

Table 1 of Parking Administrative Penalty By-law 2015-071

Service Provided	Section	Fee
Park Partly on Sidewalk, Boulevard or Public Property	Part III, Section 5(2)(a)(xv)	\$65.00
Park Where Prohibited by Sign for Restricted Time	Part III, Section 5(4)	\$55.00
Park Where Prohibited by Sign in Emergency/Special Circumstance Area	Part III, Section 5(5)(a)(i)	\$55.00
Stop Within 15m of a Speed Enforcement Camera	Part III, Section 5(8)(a)(xiii)	\$65.00



AKVILLE By-law Number: 2025-135

Schedule C to By-law 2025-135

Table 1 of Parking Administrative Penalty By-law 2015-071

Service Provided	Section	Fee
Park Obstructing Use of Parking Space Where an Authorized Sign is Displayed	Part III, Section 5(2)(a)(xiv)	\$100.00
Park Where Prohibited by Sign in SPA (in effect from May 15, 2021 up to and including September 15, 2021)	Part III, Section 5(3)(a)	\$100.00
Park Where Prohibited by Sign in SPA (in effect from September 15, 2021 up to and including October 22, 2021)	Part III, Section 5(3)(a)	\$100.00
Stop in Taxi Stand	Part III, Section 5(12)	\$60.00

APPENDIX B - UPDATES TO THE RATES AND FEES SCHEDULE

1. The section numbers for the following violations of the Uniform Traffic By-law require updating as follows:

Service Provided	Regulatory By-law	Section
Park Unlicensed Motor Vehicle	1984-1	Part III, Section 5(2)(a)(xii)
Park Wrecked, Dismantled or	1984-1	Part III, Section 5(2)(a)(xiii)
Inoperable Vehicle		
Park Where Prohibited by Sign	1984-1	Part III, Section 5(3)
Park Longer Than 3 Hours Where	1984-1	Part III, Section 5(4)
Prohibited		
Park Exceeding Displayed Times	1984-1	Part III, Section 5(4)
Stop Within 15M of Signed Bus Stop	1984-1	Part III, Section 5(8)(a)(vi)
Stop Within 100M of Bridge	1984-1	Part III, Section 5(8)(a)(vii)
Stop in School Bus Loading Zone	1984-1	Part III, Section 5(8)(a)(viii)
Stop Within 3M of Railway Crossing	1984-1	Part III, Section 5(8)(a)(ix)
Stop Where Prohibited by Sign	1984-1	Part III, Section 5(9)
Park in a Bicycle Lane	1984-1	Part IV, Section 11(3)

2. New violations and penalties for the Uniform Traffic By-law to be added to the rates and fees schedule:

Service Provided	Regulatory By-law	Section	Fee
Park Partly on Sidewalk, Boulevard or Public Property	1984-1	Part III, Section 5(2)(a)(xv)	\$65.00
Park Where Prohibited by Sign for Restricted Time	1984-1	Part III, Section 5(4)	\$55.00
Park Where Prohibited by Sign in Emergency/Special Circumstance Area	1984-1	Part III, Section 5(5)(a)(i)	\$55.00
Stop Within 15m of a Speed Enforcement Camera	1984-1	Part III, Section 5(8)(a)(xiii)	\$65.00



REPORT

Council

Meeting Date: August 11, 2025

FROM: Clerk's Department

DATE: July 29, 2025

SUBJECT: By-law 2025-145, A by-law to amend Town of Oakville Procedure

By-law 2025-064

LOCATION: Town-wide **WARD:** Town-wide

Page 1

RECOMMENDATION:

That By-law 2025-145, a by-law to amend the Town of Oakville Procedure By-law 2025-064, be passed.

KEY FACTS:

The following are key points for consideration with respect to this report:

 Staff have reviewed the Procedural By-law and recognize that this change is a house keeping amendment to remove contradictory language under Sections 13.2 (1) and 14.3.

BACKGROUND:

Section 13.2(1) of the current Procedure By-law mandates the Chair to allow Members of Council to ask questions before any motion is accepted for consideration. If Members of Council are seeking information or clarification, they should inquire with staff as per the Council Staff Relations Policy.

Section 14.3 of the current Procedure By-law outlines the Motion Process and the steps for introduction and consideration of motions.

COMMENT/OPTIONS:

Removing Section 13.2(1) will improve meeting efficiency, reduce procedural redundancies, and allow for Members to ask questions at the appropriate time once a motion has been properly moved and seconded.

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CONSIDERATIONS:

(A) PUBLIC

Notification of Council's intent to pass an amendment to the Procedure By-law has been published to the Town of Oakville website in accordance with the Public Notice and Engagement Policy.

(B) FINANCIAL

There are no financial implications associated with this report.

(C) IMPACT ON OTHER DEPARTMENTS & USERS

The Procedure By-law impacts Members of Council and staff from all departments. The Legal department has been consulted in the development of the is report.

(D) COUNCIL STRATEGIC PRIORITIES

This report addresses the corporate strategic priority of accountable government.

(E) CLIMATE CHANGE/ACTION

This matter does not impact climate change.

APPENDICES:

Appendix A - By-law 2025-145, A by-law to amend Town of Oakville Procedure By-law 2025-064

Prepared by, recommended and submitted by:

William Short Town Clerk



THE CORPORATION OF THE TOWN OF OAKVILLE BY-LAW NUMBER 2025-145

A by-law to amend Town of Oakville Procedure By-law 2025-064

WHEREAS subsection 238(2) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, ("The *Act*") requires municipalities to pass a Procedure By-law for governing the calling, place and proceedings of meetings;

WHEREAS subsection 238(2.1) of the *Municipal Act* requires the Procedure By-law to provide for public notice of meetings;

WHEREAS it is necessary and expedient that there shall be rules governing the order and proceedings of the Council and the Committees of the Council of The Corporation of the Town of Oakville;

AND WHEREAS Council desires that its governance processes and procedures facilitate, to the greatest extent possible, the understanding and participation of its citizens in the effective conduct of the Corporation's business.

COUNCIL ENACTS AS FOLLOWS:

 That section 13.2 (1) – Prior to accepting a motion the Chair shall permit questions from the members relating to the matter under consideration, be deleted.

PASSED this 11th day of August, 2025

OAKVILLE	By-law Number: 2025-145

MAYOR

Page 2

CLERK



REPORT

Council

Meeting Date: August 11, 2025

FROM: Legal Department

DATE: July 29, 2025

SUBJECT: A By-law to amend Site Alteration By-law 2023-047 to Adjust

Responsibilities and Provide Housekeeping Provisions For Better

Functionality and Enforcement

LOCATION: Town Wide

WARD: Town-wide Page 1

RECOMMENDATION:

That By-law 2025-132, a by-law to amend Site Alteration By-law 2023-047 to change responsibilities arising from a corporate reorganization and to make changes for better functionality and enforcement, be passed.

KEY FACTS:

The following are key points for consideration with respect to this report:

- In 2023, Council passed a new Site Alteration By-law 2023 047 and at that time the then Transportation and Engineering Department had responsibility for the implementation, adherence to, and enforcement of the By-law.
- In 2024, a departmental reorganization took place involving the Department
 of Planning and Development and the Department of Transportation and
 Engineering wherein the responsibility for the handling of Development
 Engineering Site Plan Approvals and Agreements and Site Alteration Permits
 and Applications was switched to the Planning and Development Department
 from the Transportation and Engineering Department.
- This Report is seeking Council Approval to amend the Site Alteration By-law to change the responsibilities under the By-law to reflect the organizational changes.
- In addition, in the implementation of the new By-law, a number of housekeeping (rather than substantive) changes have been identified of an administrative, processing and enforcement nature which will permit better functionality of the By-law, and this Report recommends those changes as well.

- Another Report will be forthcoming later this year or early next year to recommend additional changes to the By-law of a more substantive nature but those will take more time to research and provide a substantive explanation for Council's consideration.
- The administrative changes in the recommended amending By-law will provide immediate assistance with the functionality and enforcement of the By-Law as it is today.

COMMENTS

When By-law 2023 – 047 was passed in 2023, the "Director" definition included the Director of Transportation and Engineering or designate as the operative "Director". With the amending By-law 2025 – 132 the operative "Director" will be the Director of Planning and Development or designate, having assumed the responsibility for Site Alteration Permits and Applications after the reorganization in 2024. The Definition has also been expanded as a housekeeping measure to make clear that the "Director" may be another "Director" or designate for certain requirements within the Site Alteration Permits and Applications process where those requirements are under the direction of that other applicable Director. For example, one aspect of Site Alteration Permits and Applications approval is the protection, preservation and removal of trees; that falls under the Director of Parks and Open Space or designate rather than the Director of Planning and Development.

In terms of the other housekeeping changes for better functionality and enforcement those are set out in a track – changed format of Site Alteration By-law 2023 – 047 in Appendix B to this Report.

They include such things as eliminating reference to the approval of the "Region of Halton" and instead referring to "Minister of Municipal Affairs and Housing" now that the Region is no longer a municipality with planning responsibilities. There are a number of usual provisions related to enforcement that by oversight were not added to the enforcement provisions of Site Alteration By-law 2023 – 047 at the time of its passage. There are a number of administrative changes related to Heritage such as changing the term "aboriginal" to the more acceptable term "indigenous" and to reference "Heritage Easement Agreements" and "Heritage Evaluation Reports" in the consideration of the issuance of Site Alteration Permits which had been left out of the By-law when it was passed in 2023. There is clarification of the terminology of "Inspector" and "Officer" for the purposes of the enforcement of the By-law. The issue of the provision of "security" to ensure the Site Alteration Permit covenants are adhered to in the terms of the release of such "security" are clarified. There are a number of "typos" that are corrected from the passage of the By-law in 2023. The use of "Orders" and their enforcement is clarified in the Amending By-law. The issue of the revival by new owners of Site Alteration Permits which automatically expire when properties are transferred to new owners is also clarified.

CONSIDERATIONS:

(A) PUBLIC

Because the proposed amending By-law 2025 – 132 is of an administrative and processing nature. Its passage and implementation will have little if any impact on the community, so there has been no public notification or public process in bringing this Report and Amending By-law forward. The changes should be "seamless".

(B) FINANCIAL

The passage and implementation of amending By-law 2025 – 132 will not have any cost impact nor any additional staff requirements. It simply reflects the existing organizational structure and the present practices in the implementation and enforcement of the Site Alteration By-law.

(C) IMPACT ON OTHER DEPARTMENTS & USERS

The passage of amending By-law 2025 – 132 should have no effect on other departments and users. It simply provides for better functionality and enforcement.

(D) COUNCIL STRATEGIC PRIORITIES

This report addresses Council's strategic priority of Accountable Government by updating the Site Alteration By-law 2023 – 47.

(E) CLIMATE CHANGE/ACTION

N/A

APPENDICES:

Appendix A – Amending By-law 2025-132

Appendix B- Track-Changed Version Of Site Alteration By-Law 2023-047 reflecting the Administrative and Housekeeping Changes Proposed In amending By-Law 2025-132

Prepared by:

Dennis Perlin

Assistant Town Solicitor

Submitted by:

Douglas Carr

Town Solicitor



THE CORPORATION OF THE TOWN OF OAKVILLE BY-LAW NUMBER 2025-132

A by-law to amend Site Alteration By-law 2023-047 to change responsibilities arising from a corporate reorganization and to make changes for better functionality and enforcement

WHEREAS in 2023 Town Council updated and put in place a new Site Alteration By-law for the Town of Oakville;

WHEREAS since that time there has been a corporate reorganization requiring a change in responsibilities under the By-law and there has been identified a number of administrative and processing changes which would make for better functionality and enforcement of the bylaw;

COUNCIL ENACTS AS FOLLOWS:

- 1. Section 1.1 Definitions of By-law 2024-047 be amended as follows:
 - i. The word "Aboriginal" be deleted from the following definitions and replaced with the word "Indigenous":
 - (d) "Built heritage resource"
 - (g) "Cultural heritage landscape"
 - ii. That definition (k) "Development Engineering Manual" be amended by deleting "January 2011 and substituting "September 2023" therefor.
 - iii. The definition of "Director" be deleted and replaced with the following:
 - "Director" means the Director of Planning and Development, or designate unless any provision of this By-law specifically refers to another Director of the Town for the purpose of that provision;
 - iv. The definition of "Inspector" be deleted and replaced with the following:
 - (w) "Inspector" means:
 - i an employee of the Building Services Department of the Town, or any successor to that Department who is authorized to apply and/or



AKVILLE By-law Number: 2025-132

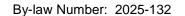
- enforce this by-law and who is appointed by the Town as an inspector to do so; and
- any employee of the Forestry Section of the Parks and Open Space Department of the Town, or any successor to that Section/Department who is appointed by the Town as an inspector for the purpose of applying and enforcing the provisions of this bylaw relating to the injury or destruction of trees;
- v. The definition of "Officer" be deleted and replaced with the following:
 - (aa) "Officer" means any person authorized by the Corporation of the Town of Oakville to enforce the by-laws of the Town and includes Inspectors, Mobile Compliance Officers, Municipal Standards Investigators, Municipal Law Enforcement Officers provincial offences officers and Halton Regional Police Officers;
- vi. The definition of "Protected Heritage Property" be deleted and replaced with the following:
 - (kk) "Protected Heritage Property" means real property in the Town including all buildings, structures and other features thereon, that:
 - i. has been designated under Part IV of the *Ontario Heritage Act*;
 - ii. has been designated under Part V of the Ontario Heritage Act;
 - iii is subject to a notice of intention to designate under section 29 of Part IV of the *Ontario Heritage Act* for having cultural heritage value or interest; or
 - iv. is subject to a Heritage Easement Agreement under section 37 of the Ontario Heritage Act;
- 2. Subsection 5.1(h) Application for Permits of By-law 2023-047 be deleted and replaced with the following:
 - 5.1 (h) in the case of protected heritage property, a heritage impact assessment and/or a cultural heritage evaluation report prepared in accordance with Town requirements.
- 3. Subsection 6.1(f) Criteria for Issuing a Permit of By-law 2023-047 be deleted and replaced with the following:



AKVILLE By-law Number: 2025-132

6.1(f) the Director has received confirmation from the Building Services
Department that the site alteration is for a purpose permitted by the
applicable zoning by-law of The Corporation of the Town of Oakville;

- 4. Subsection 6.1(g) and 6.1(h) Criteria for Issuing a Permit of By-law 2023-047 be amended by deleting the word "proposed".
- 5. Subsection 6.1(i) Criteria for Issuing a Permit of By-law 2023-047 be amended by deleting the word "will" and substituting the word "can" therefor.
- 6. Subsection 6.1(j) Criteria for Issuing a Permit of By-law 2023-047 be amended by deleting "Regional Municipality of Halton" and substituting "the Minister of Municipal Affairs and Housing, and" therefor.
- 7. Section 6.2 Criteria for Issuing a Permit of By-law 2023-047 be amended by deleting the words "in the Town's Official Plan".
- 8. Subsection 6.2(a) Criteria for Issuing a Permit of By-law 2023-047 be amended by deleting the word "proposed".
- 9. Section 7.1 Conditions imposed at discretion of Director of By-law 2023-047 be amended by adding new subsection (h) as follows:
 - 7.1(h) requiring the applicant to post security with the Town to ensure the site alteration is carried out in accordance with the Site Alteration Permit and Plan, the Site Alteration Agreement, and conditions imposed on receipt of the Permit and the provisions of this by-law.
- 10. Subsection 8.3(I) General Regulations and Conditions Applicable to All Permits of By-law 2023-047 be amended by deleting "Regional Municipality of Halton" and substituting "the Minister of Municipal Affairs and Housing" therefor.
- 11. Subsection 8.3(m) General Regulations and Conditions Applicable to All Permits of By-law 2023-047 be amended by adding "of Building Services or designate;" after the word "Director".
- 12. Section 9.6 Expiry, Renewal, Revocation and Transfer of Permits of By-law 2023-047 be amended by deleting ",within 30 days of the transfer date".
- 13. Subsection 9.6(f) Expiry, Renewal, Revocation and Transfer of Permits of By-law 2023-047 deleted and replaced with the following:





- 9.6(f) the Owner and Permit Holder, if not the Owner, agreeing that no new permit on other properties within the Town will be granted to the Owner and/or said Permit Holder until all other permits of the Owner and/or said Permit Holder have been closed, unless otherwise permitted by the Director; and
- 14. Sections 10.1, 10.2, 10.3 and 10.4 Enforcement and Inspection of By-law 2023-047 be deleted and replaced with the following:
 - 10.1 The Director of Planning and Development or designate, or the Director of Building Services or designate or the Director of Municipal Enforcement Services or designate or the Director of Parks and Open Space or designate, Inspectors, and Officers are hereby authorized to enforce this by-law and the provisions of the Site Alteration Agreement.
 - 10.2 The Director of Planning and Development or designate, or the Director of Building Services or designate or the Director of Municipal Enforcement Services or designate or the Director of Parks and Open Space or Designate may delegate any of his or her or their duties under this by-law to an Inspector or Officer or other Town employee.
 - 10.3 Inspectors and Officers or other Town employees may at any reasonable time, enter and inspect any land to determine whether the provisions of this by-law, an order issued under this By-law, a condition of a permit issued under this by-law or a provision of the Site Alteration Agreement have been complied with. This power of entry does not allow the Inspector or Officer or any other Town employee to enter any dwelling.
 - 10.4 Any person who obstructs or permits the obstruction of an entry or inspection is guilty of an offence.
- 15. By-law 2023-047 be amended by adding new Sections 10.5 and 10.6 as follows:
 - 10.5 For the purposes of an inspection pursuant to section 10.3 of this Bylaw, an Inspector or Officer may:
 - (a) require the production for inspection of documents or things relevant to the inspection;
 - (b) inspect and remove documents or things relevant to the inspection for the purpose of making copies or extracts;





- (c) require information from any person concerning a matter related to the inspection; and
- (d) alone or in conjunction with a person possessing special or expert knowledge, make examinations or take tests, samples or photographs necessary for the purposes of the inspection.
- 10.6 Every person who refuses to provide identification when requested to do so by an Inspector or Officer is considered to be in obstruction of the Inspector or Officer, and is guilty of an offence under this By-law.
- 16. Sections 13.2, 13.4 and 13.6 Administrative Penalties of By-law 223-047 be deleted and replaced with the following:
 - 13.2 Each person who has been issued a penalty notice for the first time shall, upon issuance of the penalty notice, be liable to pay an administrative penalty to the Town in the amount set out in the Town's Annual Rates and Fees schedule for such a penalty notice.
 - 13.4 Upon the issuance of the second penalty notice, the person shall be liable to pay an administrative penalty to the Town in the amount set out in the Town's Annual Rates and Fees schedule for such a second penalty notice.
 - 13.6 Upon the issuance of a third or subsequent penalty notice, the person shall be liable to pay an administrative penalty to the Town in the amount set out in the Town's Annual Rates and Fees schedule for such a third or subsequent penalty notice.
- 17. Subsection 15.1(a) Penalty and Offence of By-law 2023-047 be deleted and replaced with the following:
 - 15.1(a) For contraventions of Section 8.1, 8.2, 8.3 other than 8.3(f) or 8.4 of this by-law, to a fine of not more than as prescribed by the *Provincial Offences Act*, R.S.O. 1990, c. P.33, as amended from time to time,
- 18. By-law 2023-047 be amended by adding the following new sections 15.3, 15.4 and 15.5:
 - 15.3 If Fill has been placed at a Site in contravention of any provision of this By-law, and the contravention has not been corrected, the contravention of the provision shall be deemed to be a continuing





- offence for each day or part of a day that the contravention remains uncorrected.
- 15.4 If an Order has been issued under this By-law and the Order has not been complied with, the contravention of the Order shall be deemed to be a continuing offence for each day or part of a day that the Order is not complied with.
- 15.5 In addition to any fine or any other penalty, and Person who is convicted of contravening a provision of this By-law, the terms and conditions of a Permit issued pursuant to this By-law, the terms and conditions of a Site Alteration Agreement, or an Order issued pursuant to this By-law and Section 444(1) or 445(1) of the Municipal Act, 2001, may be ordered by a court of competent jurisdiction at the expense of the Person to:
 - (a) rehabilitate the Site;
 - (b) remove the Fill placed or dumped;
 - (c) restore the Grade of the Site to its original condition; and
 - (d) replace any dead, damaged or destroyed trees.
- 19. Paragraph one of Schedule A to By-law 2023-047 be amended by deleting "Regional Municipality of Halton" and substituting "Minister of Municipal Affairs and Housing" therefor.
- 20. Schedule C to By-law 2024-047 be amended to add the title "FEES AND SECURITIES" after "SCHEDULE C";
- 21. Subsection 6(b), Section 9 and Section 10 of Schedule C to By-law 2023-047 be deleted and replaced with the following:
 - 6(b) the completion or rectification of work required under the Permit or Site Alteration Permit Agreement;
 - 9. When the provisions of paragraph 3 of this by-law and all work required under the Permit, the Site Alteration Permit Agreement or any order has been fully complied with to the satisfaction of the Director, and the Permit closed, the Director shall release the applicant's general security.
 - 10. Security held for the protection of trees shall be held until the Director of Parks and Open Space is satisfied that no tree was injured or destroyed





as a result of the site alteration in accordance with applicable Town policies for the protection of trees.

- 22. Section 13 of Schedule D to By-law 2023-047 be amended by adding "of Parks and Open Space or designate" after the work "Director".
- 23. Paragraph 1 of Schedule F of By-law 2023-047 be amended by adding "of Parks and Open Space or designate" after the word "Director.
- 24. Section 1 of Schedule F of By-law 2023-047 be deleted and replaced with the following:

1. Application of Tree Protection Policies

Tree protection measures are required for all Trees. The injury or destruction of Trees is regulated or prohibited under the Oakville Private Tree Protection By-law 2017-038 as amended from time to time and the Oakville Town Tree Protection By-law 2009-025 as amended from time to time which by-laws are administered by the Manager of Forestry Services. Permits granted under this By-law do not exempt the permit holder from the provisions of those Tree By-laws.

For the purpose of clarity all tree protection measures apply to all Town and Private Trees including Border Line and Boundary Trees except as may be authorized in writing by the Director of Parks and Open Space or designate in accordance with the provisions of this Schedule.

Tree protection measures are encouraged for all trees and may be required by the Director of Parks and Open Space or designate for trees other than municipal trees, boundary trees, and border line trees where the protection of the tree is required as a condition of any municipal approval or by-law or where required to protect public safety.

- 25. Section 2 of Schedule F to By-law 2023-047 be amended by adding "of Parks and Open Space or designate" after the word "Director" in the title and paragraph 1 of the section.
- 26. Paragraph 2 of Section 2 of Schedule F to By-law 2023-047 amended by:
 - i. adding "of Parks and Open Space or designate" after the word "Director":
 - ii. deleting "Town Forester" and substituting "Manager of Forestry Services" therefor; and



AKVILLE By-law Number: 2025-132

iii. deleting the word "these" before "tree protection policies" in line 3 of the paragraph.

- 27. Paragraph 1 of section 4 of Schedule F to By-law 2023-047 be deleted and replaced with the following:
 - "The following activities are prohibited within a Tree Protection Zone for Municipal Trees and all other trees protected as a condition of a permit issued under this By-law:"
- 28. Paragraph 2 and paragraph 3 of section 4 of Schedule F to By-law 2023-047 be amended by adding "of Parks and Open Space or designate" after the word "Director".
- 29. Paragraph 1 of section 5 of Schedule F to By-law 2023-047 be amended by adding the word "private" before the word "tree" in line 2 of the paragraph.
- 30. Paragraph 1 of section 6 of Schedule F to By-law 2023-047 be amended by adding "of Parks and Open Space or designate" after the word "Director" in lines 1 and 5 of the paragraph.
- 31. Paragraph 2 of section 6 of Schedule F to By-law 2023-047 be deleted and replaced with the following:
 - "Security for Tree Protection shall be held by the Director of Parks and Open Space or designate for twenty-four (24) months after the date of final inspection of the site alteration or such longer or shorter time as the said Director or designate deems necessary to satisfy the said Director or designate that the tree has not been injured or destroyed as a result of the site alteration. Applicants applying for the early release of the site alteration security shall produce a report of a qualified tree consultant certifying that the tree has not been injured or destroyed as a result of the site alteration.
- 32. Recital 2 of Schedule G of By-law 2023-047 be amended to delete "Development Engineering" and substitute "Planning and Development or designate" therefor.
- 33. Section 9 of Schedule G of By-law 2023-047 be deleted and replaced with the following:
 - 9. Despite Section 8 above, the then expired permit may be revived by the new owner at the sole discretion of the Director, or designate, if the new



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Owner provides the Town with a written undertaking to be bound by the provisions of this Agreement, comply with this Agreement and comply with all the conditions under which the expired permit was issued and the new owner provides any necessary securities as determined by the Director or designate to the Town.

- 34. The signature block for The Corporation of the Town of Oakville of Schedule G of By-law 2023-047 be amended by deleting "Transportation and Engineering" and substituting "Planning and Development or Designate" therefor.
- 35. The notice of collection of personal information of Schedule H of By-law 2023-047 be amended by deleting "Transportation and Engineering" and substituting "Planning and Development" therefor.
- 36. That all other provisions of By-law 2023-047 hereby remain in force and effect.

PASSED this 11th day o	f August, 2025	
	MAYOR	 CLERK

APPENDIX B



OAKVILLE THE CORPORATION OF THE TOWN OF OAKVILLE

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BY-LAW NUMBER 2023-047

A by-law to regulate site alterations within the Town of Oakville and to repeal By-law Number 2003-021 as amended.

WHEREAS Section 142 of the *Municipal Act, 2001*, S.O. 2001, c.25 as amended authorizes local municipalities to pass by-laws prohibiting or regulating the placing or dumping of fill, the removal of topsoil; and the alteration of the grade of land;

AND WHEREAS Section 135(1) of the *Municipal Act, 2001* authorizes local municipalities to pass by-laws to prohibit or regulate the destruction or injuring of trees;

AND WHEREAS Section 128(1) of the *Municipal Act, 2001* authorizes local municipalities to prohibit and regulate with respect to public nuisances, including matters that in the opinion of council, are or could become or cause public nuisances;

AND WHEREAS Section 129(1) of the *Municipal Act, 2001* authorizes local municipalities to prohibit and regulate with respect to noise, vibration, and dust;

AND WHEREAS Section 11(3) of the *Municipal Act, 2001* authorizes local municipalities to pass by-laws respecting matters within the sphere of jurisdiction for culture, parks, recreation, and heritage;

AND WHEREAS Part 12 Section 391 of the *Municipal Act, 2001* authorizes a municipality to impose fees or charges on persons for services or activities done by or on behalf of it;

AND WHEREAS the Council for The Corporation of the Town of Oakville, consistent with provincial law and policy, deems it desirable to ensure that, in the event of conflict between a provision of this by-law and a provision in any other by-law passed by Council, the provision that ensures that cultural heritage resources are conserved shall prevail, subject to the greater paramountcy of provisions that protect the health or safety of persons;

THEREFORE COUNCIL OF THE CORPORATION OF THE TOWN OF OAKVILLE ENACTS AS FOLLOWS:



DEFINITIONS

- 1.1 In this by-law:
 - (a) "Administrative Penalties for Non-Parking Violations and Orders By-law" means By-law 2021-038, or successor by-laws;
 - (b) "Body of Water" includes any brook, creek, stream, river, lake, pond, waterway, watercourse, canal, swale, wetland or other land area containing or capable of containing flowing or standing water;
 - (c) "Building Code Act" means the Building Code Act, 1992, S.O. 1992, c. 23, as amended:
 - (d) "Built heritage resource" means a building, structure, monument, installation or any manufactured remnant that contributes to a property's cultural heritage value or interest as identified by a community, including an Indigenous community. Built heritage resources are generally located on property that has been designated under Parts IV or V of the Ontario Heritage Act, or included on local, provincial and/or federal registers;
 - (e) "Conserved" (or "conserve") means the identification, protection, management and use of built heritage resources, cultural heritage landscapes and archaeological resources in a manner that ensures their cultural heritage value or interest is retained under the Ontario Heritage Act. This may be achieved by the implementation of recommendations set out in a conservation plan, archaeological assessment, and/or heritage impact assessment. Mitigative measures and/or alternative development approaches can be included in these plans and assessments:
 - (f) "Council" means the Council of The Corporation of the Town of Oakville;
 - (g) "Cultural heritage landscape" means a defined geographical area that may have been modified by human activity and is identified as having cultural heritage value or interest by a community, including an Indigenous community. The area may involve features such as structures, spaces, archaeological sites, or natural elements that are valued together for their interrelationship, meaning or association. Examples may include, but are not limited to, heritage conservation districts designated under the Ontario Heritage Act; villages, parks, gardens, battlefields, mainstreets and other streets of special interest,

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golf courses, farmscapes, neighbourhoods, cemeteries, historic roads and trailways, viewsheds, natural areas and industrial complexes of heritage significance; and areas recognized by federal or international designation authorities (e.g. a National Historic Site or District designation, or a UNESCO World Heritage Site);

- (h) "Cultural heritage landscape conservation plan" or "CHL conservation plan" means, for a cultural heritage landscape contained or included in a protected heritage property, a conservation plan approved by the Town;
- (i) "Cultural heritage resources" means built heritage resources, cultural heritage landscapes and archaeological resources that have been determined to have cultural heritage value or interest for the important contribution they make to our understanding of the history of a place, an event, or a people. While some cultural heritage resources may already be identified and inventoried by official sources, the significance of others can only be determined after evaluation;
- (j) "Cultural heritage value or interest" means:
 - In the case of a protected heritage property created on or after April 28, 2005, the cultural heritage value or interest stated in applicable notices, by-laws, designations, or orders under the Ontario Heritage Act; or
 - ii. In the case of a protected heritage property created before April 28, 2005, the cultural heritage value or interest that is set out in, or can be reasonably inferred from, applicable notices, by-laws, supporting documentation for a by-law, designations, or orders under the *Ontario Heritage Act*;
- (k) "Development Engineering Manual" means the Town Development Engineering Manual dated <u>September 2023</u>and as amended from time to time.

 "Director" means the Director of Planning and Development or designate unless any provision of this By-Law specifically refers to another Director of the Town for the purpose of that provision;

- (m) "Drainage" means the movement of stormwater, whether by way of the natural characteristics of the ground surface or by artificial means;
- (n) "Dump" or "Dumping" means the depositing of fill in a location other than the location from which the fill was obtained and includes the movement or depositing of fill from one location to another on the same property;

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- (o) "Engineer" means a Professional Engineer currently licensed to practice in the Province of Ontario;
- (p) "Erosion" means the detachment and movement of soil, sediment or rock fragments by water, wind, ice, or gravity;
- (q) "Feature" means, in relation to a cultural heritage landscape, a built heritage resource, a circulation system, a spatial organization, a visible sign of past or continuing land use or pattern of land use, an archaeological site, a space, a natural element, a visual relationship, a view or a vista that has culture heritage value or interest or contributes to the cultural heritage value or interest or heritage attributes of the landscape;
- (r) "Fill" means any type of material deposited or placed on land and includes but is not limited to soil, earth, topsoil, stone, aggregate, asphalt, sod, turf or any combination thereof;
- (s) "Grade" at any point on the land means the elevation of the ground surface of the land; and
 - "Existing Grade" means the grade as it existed prior to any site alteration;
 - ii. "Finished Grade" means the actual grade after a site alteration;
 - iii. "Proposed Grade" means the grade proposed by an applicant for a site alteration permit;
- (t) "Heritage attributes" means the principal features or elements that contribute to a protected heritage property's cultural heritage value or interest, and may include the property's built or manufactured elements, as well as natural landforms, vegetation, water features, and its visual setting (including significant views or vistas to or from a protected heritage property), as identified:
 - In the case of a protected heritage property created on or after November 26, 2002, are described in applicable notices, bylaws, designations or orders under the *Ontario Heritage Act*, or
 - ii. In the case of a protected heritage property created before November 26, 2002, are described in, or can be reasonably inferred from, applicable notices, by-laws, supporting documentation for a by-law, designations or orders under the Ontario Heritage Act;
- (u) "Heritage Oakville Advisory Committee" means a municipal advisory committee which reviews heritage permits and other



heritage-related matters. The Committee is constituted under Section 28 of the *Ontario Heritage Act*;

- "Impervious Surface" means paved area or hardscaping such as asphalt, concrete, bricks, paver stones, or other water-resistant materials;
- (w) "Inspector" means:
 - i. an employee of the Building Services Department of the Town, or any successor to that Department who is authorized to apply and/or enforce this by- law andwho is appointed by the Town as an inspector to do so, and
 - ii. any employee of the Forestry Section of the Parks and Open Space. Department of the Town, or any successor to that Section/Department who is appointed by the Town as an inspector for the purpose of applying and enforcing the provisions of this by-law relating to the injury or destruction of trees;
- (x) "Municipal Stormwater System" includes, but is not limited to, swales, ditches, storm sewers, and overland flow routes (right-of-ways and remnant channel) that move storm water across lots and stormwater management ponds,
- "Natural element" means soil, rock, water and vegetation, and includes a landform, hill, mound, berm, watercourse, water body, ditch, spring, wetland or forest, whether designed or otherwise;
- (z) "Negatively Impacts drainage on another property" includes, but is not limited to, ponding, flooding, and lack of outlet for surface drainage.
- (aa) "Officer" means any person authorized by the Corporation of the Town of Oakville to enforce the by-laws of the Town and includes Inspectors

 Mobile Compliance Officers, Municipal Standards Investigators

 provincial offences officers and Halton Regional Police Officers;
- (bb) "Ontario Heritage Act" means the Ontario Heritage Act, R. S.O. 1990, c.O.18, as amended;
- (cc) "Owner" means the registered owner(s) of the Site;
- (dd) "Penalty Notice" means a notice issued pursuant to the provisions of the Administrative Penalties for Non-Parking Violations and Orders Bylaw:

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- (ee) "Permit" means a permit issued under this by-law;
- (ff) "Person" means an individual, firm, corporation, sole proprietorship, association or partnership and includes an applicant for a permit under this By- law as the context requires;
- (gg) "Ponding" means the accumulation of surface water;
- (hh) "Pool" means any body of water, which is:
 - i. located outdoors on private property;
 - ii. wholly or partially contained by artificial means; and
 - iii. capable of holding water in excess of 0.61m (2 feet) in depth at any point,
 - iv. an open exposed water surface of at least lm2 (10.7 ft2);

and includes a hot tub or landscape pond meeting the above criteria, but for purposes of this by-law does not include any pool which is:

- [1] a pond or reservoir to be utilized for farming purposes or as part of a golf course,
- [2] a pool owned by any public or governmental body, agency or authority, or
- [3] an existing natural body of water or stream;
- [4] a privately owned stormwater management facility;
- "Pool Enclosure" a fence, wall or other structure, or combination thereof, including any door or gate, surrounding a pool and restricting access thereto;
- (jj) "Property Line" means the boundary line of the site;
- (kk) "Protected Heritage Property" means real property in the Town, including all buildings, structures and other features thereon, that:
 - i. has been designated under Part IV of the *Ontario Heritage*Act
 - ii. has been designated under Part V of the Ontario Heritage Act,
 - js subject to a notice of intention to designate under section
 29 of Part IV of the Ontario Heritage Act for having cultural heritage value or interest; or
 - iv. <u>is subject to a Heritage Easement Agreement under section</u> 37 of the *Ontario Heritage Act*
- (II) "Public Nuisance" means an activity or activities, intentional or negligent in origin, which have a detrimental impact on the use and enjoyment of properties in the vicinity of the premises;

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- (mm) "Qualified Tree Consultant" means an arborist certified by the International Society of Arboriculture who has a diploma (minimum) in arboriculture or urban forestry;
- (nn) "Remnant Channel" means a watercourse or channel that is not regulated by the Conservation Authority. In general, they provide the function of an overland flow route.
- (oo) "Retaining Wall" means a wall designed to contain and support fill which has a finished grade higher than that of adjacent lands;
- (pp) "Site" means the lot or lots altered or proposed to be altered by means of a site alteration;
- (qq) "Site alteration" means the placement or dumping of fill on land, the removal or excavation of soil/topsoil from land, or the alteration of the grade of land by any means including the removal of vegetative cover, the compaction of soil or the creation of impervious surfaces, or any combination of these activities;
- (rr) "Site Alteration Agreement" means the agreement in form and content set out in Schedule "G" to this By-law.
- (ss) "Stormwater Master Plan" means the Town Stormwater Master Plan dated August 19, 2019, and as amended from time to time.
- (tt) "Structure" means a building or other manufactured thing erected on land by humans that is distinct in visual form and materials from the land itself and natural elements and includes any structure designated under the Building Code, as amended, a building permit for which has been issued under the authority of the Building Code Act;
- (uu) "Topsoil" means those horizons in a soil profile, commonly known as the "0" and the "A" horizons, containing organic material and includes deposits of partially decomposed organic matter such as peat;
- (x) "Town" means The Corporation of the Town of Oakville or the territory under its jurisdiction as the context requires;
- (ww) "Tree" means any species of woody perennial plant, including its root system which has reached or can reach a height of at least 4.5 metres (1 5 feet) at physiological maturity; and



- i. "Municipal tree" means a tree, the trunk of which is located entirely or substantially on municipal property including any road allowance, boulevard, park or natural area; and
- "Border Line tree" means a tree located near a property line, but has roots or branches that extend over a property line;
- iii. "Boundary tree" means a tree or any part of whose trunk is going across one or more property lines.
- (xx) "Tree Protection Zone" or "TPZ" means the area around a tree described in Schedule "F" to this by-law;
- (yy) "Watercourse" means a natural or man-made channel or swale in which a flow of water occurs, either continuously or intermittently with some degree of regularity. Watercourse includes Remnant Channels.
- (zz) For the purposes of Section 5.1,
 - EIR means an Environmental Implementation Report as referred to in the relevant secondary plan of the Town's Official Plan:
 - ii. **FSS** means a Functional Servicing Study as referred to in relevant secondary plan of the Town's Official Plan;
 - NOCSS means the North Oakville Creeks Subwatershed Study.

GENERAL

2.1 This By-law is a Designated By-law under the Administrative Penalties for Non-Parking Violations and Orders By-law.

GENERAL PROHIBITIONS

- 3.1 Subject to Section 3.4, and except if exempted by Schedule B of this By-Law, no person shall cause, permit or perform a site alteration on land within the Town without a permit issued under this bylaw.
- 3.2 No person shall cause, permit or perform a site alteration on land within the Town other than in conformity with the terms and conditions of any permit issued under this by-law and the regulations prescribed in this by-law.
- 3.3 No person shall fail to comply with an order issued under Section 11.1 or 11.2 of this bylaw.
- 3.4 No person shall cause, permit or perform a site alteration within the area specified in Schedule "A" to this by-law.



- 3.5 No person, in the performance of a site alteration, shall injure or destroy a municipal tree or other tree which is subject to tree protection measures as a condition of a permit issued under this by-law except to the extent that such injury or destruction is specifically authorized in writing in accordance with the provisions of this by-law and any other applicable by-laws of the Town or the Regional Municipality of Halton for the protection of trees.
- 3.6 No person shall alter the existing grade of a property in a way that negatively impacts drainage on another property.
- 3.7 No person shall perform or cause any unauthorized activities within the tree protection zone which are contrary to the Town Tree Protection By-law, Private Tree Protection By-law or any conditions imposed and set out by Town staff pertaining to the protection of any tree located on the subject site, boundary tree, border line tree and/or tree on Town property.

EXCLUSIONS

- 4.1 This by-law does not apply to:
 - (a) activities or matters undertaken by a municipality or a local board of a municipality;
 - (b) activities or matters prescribed in Section 135(12), 142(5) or 142(6) of the Municipal Act, 2001; and
 - (c) areas which are the subject of a regulation made under Section 28 of the Conservation Authorities Act respecting the placing or dumping of fill, removal or topsoil or alteration of grade of land;
 - (d) the physical alteration of property that is incidental to a Town approval to demolish buildings or structures on the property.
- 4.2 Notwithstanding Section 3.1 of this By-law, no permit is required for the site alterations set out in Schedule "B" to this by-law.
- 4.3 Notwithstanding Section 4.2, the site alterations set out in Schedule "B" remain subject to the provisions of Sections 3.3 to 3.7 inclusive, Sections 8.1 to 8.4 inclusive, and Sections 10.1 to 18 inclusive of this by-law.

APPLICATION FOR PERMITS

- 5.1 A person applying for a permit shall submit the following to the Director:
 - (a) a completed application in the form prescribed by the Director;



- (b) the applicable permit fee calculated in accordance with Schedule "C" to this by-law;
- (c) a Site Alteration Plan for the site meeting the standards and containing the information prescribed in Schedule "D" to this bylaw;
- (d) security in a form and amount to be determined by the Director in accordance with Schedule "C" to secure performance of the work for which the permit was obtained and compliance with any conditions of granting the permit;
- (e) a plan of any proposed or required retaining wall, bearing the signature and stamp of an Engineer, showing design details, to proper scale and the size, type and location of all material to be used in the construction of the retaining wall;
- (f) proof of any permit or consent that may be required from the Town or any external agency or person for the completion of work associated with the site alteration;
- (g) a copy of the Site Alteration Agreement completed and executed by both the Applicant and the Owner; and
- (h) in the case of protected heritage property, a heritage impact assessment and/or a cultural heritage evaluation report prepared in accordance with Town requirements.
- 5.2 Notwithstanding Sections 3.1. and 5.1 and the Schedules to this by-law, the Director may, in writing, waive the requirement for an application for a site alteration permit or any part thereof and/or may reduce the fee for a permit under this By-law in appropriate cases, after taking into consideration the nature and scale of the proposed works and the anticipated impact on the Site and the surrounding environment. This Section does not permit the Director to grant permits or waive the requirement for permits for site alterations which do not otherwise meet the requirements of Sections 6.1 and 6.2 of this by-law.

CRITERIA FOR ISSUING A PERMIT

- 6.1 The Director may issue a permit for a site alteration in accordance with an approved Site Alteration Plan if:
 - the applicant has fulfilled all of the requirements of Section 5.1 of this bylaw;
 - (b) the Director is satisfied that the site which is subject to the application for a permit is not within an area where site alteration is prohibited in Schedule "A" to this by-law, or otherwise prohibited by law;



- (c) the Director is satisfied that the proposed grade and resulting drainage pattern, the design of any retaining wall, the type of fill to be used and the methods of performing the site alteration are all in accordance with prevailing Town of Oakville design standards, Development Engineering Manual, Stormwater Master Plan, and proper engineering practice;
- (d) the Director is satisfied that the site alteration will not result in:
 - i. soil erosion;
 - ii. blockage of a watercourse;
 - iii. siltation in a watercourse;
 - iv. pollution of a watercourse;
 - flooding or ponding caused by a watercourse overflowing its banks:
 - vi. a detrimental effect on the municipal stormwater system;
 - vii. a detrimental effect on the natural environment of the area;
 - viii. unauthorized injury or destruction of municipal trees or other trees protected under by-laws of the Town of Oakville or the Regional Municipality of Halton;
 - ix. injury or destruction of other trees, which in the opinion of the Director, could reasonably be avoided;
 - x. flooding or ponding on neighbouring properties;
 - xi. public safety concerns, including impacts on existing pool enclosures on abutting properties.
- (e) the applicant and the Owner, have entered into the Site Alteration Agreement referred to in Section 5.1(g) and Schedule G of this by-law;
- (f) the Director has received confirmation from the Building Services

 Department that, the site alteration is for a purpose permitted by the applicable zoning by-law of The Corporation of the Town of Oakville;

(g) the Director is satisfied that the <u>site alteration</u> is consistent with any applicable site plan approval or approval of a plan of subdivision;

(h) if the site alteration is for the excavation for a pool, the Director is satisfied that the provisions of any by-law of the Town regulating pool enclosures have or will be complied with;

 the Director is satisfied that the land <u>can be rehabilitated to the same</u> or better condition than it was prior to the site alteration;

(j) if the property is within any Study Area designated under an Official Plan or any amendment to an Official Plan that has been approved by the

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Council of the Town of Oakville or the Minister of Municipal Affairs and Housing, and the Director is satisfied that approval of the site alteration is not premature pending the results of the Study;

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- (k) for a protected heritage property that is subject to this By-law, the Director is satisfied that:
 - the site alteration is not likely to impact the heritage attributes of the property; or
 - ii. the site alteration is likely to affect the heritage attributes of the property, but, following consultation with the Town's Heritage Advisory Committee, the Town has consented to an alteration of the property in accordance with section 33 of the Ontario Heritage Act.
- 6.2 Notwithstanding Section 6.1 (g) of this by-law, the Director may issue permits for site alterations within the area covered by the North Oakville East Secondary Plan, or the North Oakville West Secondary Plan provided the Director is satisfied that:

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- (a) the work covered by the site alteration permit is in furtherance of the designated use for the site under the relevant Secondary Plan:
- (b) an EIS and FSS have been submitted and reviewed by the relevant agencies, and the work complies with all relevant provisions of the NOCSS, EIR, FSS;
- (c) the work does not include works within or which adversely impact the Natural Heritage System provided for in the relevant Secondary Plan;
- (d) the work does not prejudice or predetermine any condition of subdivision approval, including the location of roads;
- (e) the location of any stormwater management pond within any catchment area relevant to the proposed work has been determined to the satisfaction of the Director through the EIR and FIS in consultation with the relevant agencies with a degree of certainty appropriate to the type of work proposed; and
- (f) the application has been circulated to staff at the Regional Municipality of Halton, the Halton Conservation Authority, and any comments from those agencies have been addressed to the satisfaction of the Director.

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CONDITIONS AND REGULATIONS

Conditions imposed at discretion of Director

- 7.1 The Director may issue the permit subject to such conditions as are, in the opinion of the Director, necessary to meet the criteria of approval set out in Sections 6.1 and 6.2 of this by-law, to protect public safety or to prevent the creation of a public nuisance, including, without limiting the generality of the foregoing, conditions:
 - (a) requiring the construction of a retaining wall;
 - (b) restricting the location of access routes or staging and storage areas:
 - (c) prescribing erosion, siltation or construction control measures in compliance with and/or beyond the control measures specified in Schedule "E";
 - (d) prescribing tree protection measures in compliance with and/or beyond the tree protection measures specified in Schedule "F";
 - (e) requiring the work covered by the permit to be completed, inspected and approved all in accordance with the terms and conditions of the permit prior to permit expiry and if not so completed inspected and approved all in accordance with the terms and conditions of the permit prior to permit expiry then the Permit Holder or the Owner shall pay to the Town immediately on demand liquidated damages in an amount determined by the Director as the difference being necessary between the remaining securities deposit and the estimated cost to pay for the completion and rectification of any outstanding work over and above the securities held by or forfeited to the Town;
 - (f) requiring the applicant and owner, prior to the actual issuance of the permit, if not already submitted with the Application for the permit, to enter into the Site Alteration Agreement in Schedule "G" with the Town containing such other provisions as the Director deems advisable.
 - (g) requiring the applicant to provide proof of liability insurance coverage to the satisfaction of the Director.
 - (h) requiring the applicant to post security with the Town to ensure the site alteration is carried out in accordance with the Site Alteration Permit and Plan, the Site Alteration Agreement, any conditions imposed on receipt of the Permit and the provisions of this by-law.

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General Regulations and Conditions Applicable to All Permits

8.1 No person shall perform a site alteration or permit the performance of a site alteration without the consent of the owner of the site.



- 8.2 No person shall perform a site alteration or permit the performance of a site alteration:
 - (a) between the hours of 7:00 p.m. and 7:00 a.m., Monday thru Saturday, without the prior written consent of the Director. No work is to be performed on Sundays or statutory holidays;
 - (b) during any period in which a wind warning for the area in which the site is located has been issued by Environment Canada.
- 8.3 Every person who performs a site alteration shall:
 - (a) notify an inspector in writing within 48 hours of commencing any work;
 - (b) notify an inspector in writing of the completion of any control measures within fourteen (14) days after their installation (as required under Schedules "E" and "F");
 - obtain the permission of the Director in writing prior to modifying the Site Alteration Plan;
 - (d) install and maintain all control measures as identified in Schedule "E",
 Section 7.1(c) and the approved Site Alteration Plan;
 - (e) inspect the control measures at least once per week and after each rainfall of at least 1 centimeter and make needed repairs;
 - (f) install all tree protection measures required by Schedule "F", Section7.1(d) and the approved Site Alteration Plan prior to commencing any work and maintain these tree protection measures throughout the entire duration of the work;
 - (g) maintain all road drainage systems, stormwater drainage systems, control measures and other facilities identified in the approved Site Alteration Plan:
 - (h) repair any siltation or erosion damage to adjoining surfaces and drainage ways resulting from the site alteration or land disturbing activities;
 - (i) maintain a copy of any approved Site Alteration Plan on site;
 - ensure that the finished grade surface is protected by sod, turf, seeding for grass, greenery, asphalt, concrete or other means, either singly or in combination;



- (k) ensure that all fill is reasonably clean and free from garbage;
- (I) ensure that all fill meets standards prescribed by the Ministry of the Environment for any current land use and any future land use for the lands as designated under an Official Plan or amendment to an Official Plan approved by Council of the Town of Oakville or the Minister of Municipal Affairs and Housing;

(m) ensure that fill shall not be placed around the perimeter of any existing building to an elevation higher than 150 millimeters below the ground floor level of such a building, unless such building and its foundation walls are raised in a manner satisfactory to the Director of Building Services or designate;

 ensure that no mud is tracked onto municipal roadways and that these roadways are clear of construction debris.

8.4 No person shall alter the grade or cause to be graded any land or cause any fill to be placed or dumped on any site for any purpose, including storage, unless such use, including the storage of fill on the land, is permitted under the applicable zoning by-law of The Corporation of the Town of Oakville.

Expiry, Renewal, Revocation and Transfer of Permits

- 9.1 A permit issued under this by-law shall be valid for a two (2) year period from the date of issuance after which it is deemed expired and securities forfeited to the Town unless the permit is renewed prior to expiry. If renewed prior to expiry, renewals are valid for a one year period, after which the permit is deemed expired and the securities forfeited to the town, unless renewed again prior to expiry.
- 9.2 Notwithstanding Section 9.1, permits issued under this by-law shall expire six (6) months after the date of issuance of the permit if no work is commenced under the permit by that six month date, and any securities being held by the Town for such permits shall be returned to the Owner, or Permit Holder, if not the Owner, depending who has deposited the securities.
- 9.3 A permit which has expired may be renewed once at the sole discretion of the Director within a six month period from the date of expiry for one-year upon the making of written application to the Director and payment of the fee prescribed in Schedule "C" to this by-law. If the work is not complete at the time of expiry of the renewed permit, then a new permit will be required to complete the work.
- 9.4 Where it is revealed or discovered that a permit was issued based on false or misleading information, the Director shall revoke the permit, and the then current owner and permit holder, jointly and severally, shall ensure that all work that was the subject of the revoked permit ceases and the site returned to the condition it was in as near as may be reasonably possible before the work was undertaken..

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9.5 If title to the site for which a permit has been issued is transferred while the permit remains in effect, the permit shall be deemed expired as of the date of transfer, securities forfeited to the Town and permit closed within 30 days.

9.6 Despite Section 9.5, the then expired permit may be renewed by the new owner at the sole discretion of the Director, or designate if the new Owner provides the Town with a written undertaking to comply with all the conditions under which the expired permit was issued, provides any necessary securities as determined by the Director or designate and agrees to be bound by and comply with the applicable Site Alteration Agreement including but not limited to:

 the covenant to meet and/or address all the criteria set out for issuance of the permit in Sections 6.1 and 6.2 of this by-law in carrying out the work under the permit;

- (b) the covenant to comply with all General Regulations and Conditions in this by-law including Sections, 8.1, 8.2, 8.3, 8.4, and all the Schedules of this by-law and the Conditions on the permit, in carrying out the work under the permit;
- (c) the provision of security for the owner's obligations under this by-law, as the Director considers necessary to ensure that the site alteration is done in accordance with the prevailing Town of Oakville design standards, proper engineering principles and the requirements of this bylaw;
- (d) the Owner and Permit Holder, if not the Owner, agreeing that any security(ies) posted under the permit is/are forfeited to the Town if the site is transferred to another owner before the site alteration under the permit is completed and the permit is closed;
- the Owner and Permit Holder, if not the Owner, agreeing that any security(ies) posted under the permit is/are forfeited to the Town if the permit is not closed or renewed prior to expiry;
- (f) the Owner and Permit Holder, if not the Owner, agreeing that no new permit on other properties within the Town will be granted to the Owner_and/or_said Permit Holder until all other permits of the Owner_and/or_said Permit Holder have been closed; unless otherwise permitted by the Director; and
- (g) the Owner and Permit Holder, if not the Owner agreeing the work covered by the permit is to be completed, inspected and approved all in accordance with the terms and conditions of the permit and if not so completed inspected and approved all in accordance with the terms and

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conditions of the permit then the Owner and Permit Holder, if not the Owner, shall pay to the Town immediately on demand liquidated damages in an amount determined by the Director as being necessary to pay for the completion and rectification of any outstanding work in addition to any securities held by or forfeited to the Town and further agreeing that such payment is liquidated damages and not a penalty and the similar covenants for continuing failure;

9.7 Subject to Section 9.4, if a permit has expired or been cancelled or revoked after work has commenced and prior to the completion of the site alteration, the then current Owner shall forthwith restore the site to its original condition or stabilize the site to the satisfaction of the Director in a manner that will prevent adverse impacts on abutting properties and the environment.

ENFORCEMENT AND INSPECTION

- 10.1 The Director of Planning and Development or designate, or the Director of Building Services or designate or the Director of Municipal Enforcement Services or designate or Director of Parks and Open Space or Designate, Inspectors, and Officers are hereby authorized to enforce this by- law and the provisions of the Site Alteration Agreement.
- 10.2 The Director of Planning and Development or designate, or the Director of Building Services or designate or the Director of Municipal Enforcement Services or designate or Director of Parks and Open Space or Designate may delegate any of his or her or their duties under this by-law to an Inspector or Officer or other Town employee.
- 10.3 Inspectors and Officers or other Town employees may, at any reasonable time, enter and inspect any land to determine whether the provisions of this by-law, an order issued under this By- law, a condition of a permit issued under this by-law or a provision of the Site Alteration Agreement have been complied with. This power of entry does not allow the Inspector or Officer or any other Town employee to enter anydwelling.
- 10.4 Any person who obstructs or permits the obstruction of an entry or inspection is guilty of an offence.
- 10.5 For the purposes of an inspection pursuant to section 10.3 of this By-law, an Inspector or Officer may:
- (a) require the production for inspection of documents or things relevant to the inspection;
 - (b) inspect and remove documents or things relevant to the inspection for the purpose of making copies or extracts;
- (c) require information from any person concerning a matter related to the inspection; and
 - (d) alone or in conjunction with a person possessing special or expert knowledge, make examinations or take tests, samples or photographs necessary for the purposes of the inspection.

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10.6 Every person who refuses to provide identification when requested to do so by an Inspector or Officer is considered to be in obstruction of the Inspector or Officer, and is guilty of an offence under this By-law.

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ORDERS

- 11.1 Where an Officer has reasonable grounds to believe that a contravention of this By-law has occurred or a breach of the Conditions of a permit has occurred or a breach of the provisions of the Site Alteration Agreement have occurred, the Officer may issue an order to the person contravening this By-law or Permit Conditions or Site Alteration Agreement in accordance with the provisions of the Administrative Penalties for Non-Parking Violations and Orders By-law.
- 11.2 Without limiting the generality of an order issued pursuant to the Administrative Penalties for Non-Parking Violations and Orders By-law, an Officer may issue an order:



- requiring that fill dumped or placed contrary to this by-law be removed by the person who dumped or placed it or who caused or permitted it to be dumped or placed;
- requiring the rehabilitation of land from which topsoil has been removed contrary to this by-law or a permit issued under this bylaw;
- (c) requiring that the grade of the land altered contrary to this by-law be restored to its original condition by the person who altered it or who caused or permitted it to be altered, and/or
- (d) requiring that the owner of the land on which a site alteration has been performed or the permit holder provide drawings stamped by a professional engineer or land surveyor licensed to practice in Ontario and/or the opinion of said professional engineer regarding the site alteration or any recommended remedial work.

WORK DONE BY MUNICIPALITY

12.1 If the work required by an order under Section 11.1 or Section 11.2 of this by-law is not done within the specified period, the Town, in addition to all other remedies it may have, may do the work at the owner's expense and may enter upon land, at any reasonable time, for this purpose in accordance with the provisions of the Municipal Act, 2001.

ADMINISTRATIVE PENALITIES

- 13.1 An Officer who finds or has reasonable cause to believe that a person has contravened any provision of this By-law, including the Permit Conditions, the Site Alteration Agreement or any Schedules, may issue a penalty notice to the person in accordance with the provisions of the Administrative Penalties for Non-Parking Violations and Orders By-law.
- 13.2 Each person who has been issued a penalty notice for the first time shall, upon issuance of the penalty notice, be liable to pay an administrative penalty to the Town in the amount set out in the Town's Annual Rates and Fees schedule for such a penalty notice.
- 13.3 If an Officer has issued a penalty notice under subsection 13.1of this By- law and has reasonable cause to believe that the same person has contravened the same provisions of this By-law, including the Permit Conditions, the Site Alteration Agreement or any Schedules, for a second time within twenty-four (24) months of the date the first penalty notice is deemed to be served, the Officer may issue a second penalty notice to the person.
- 13.4 Upon issuance of the second penalty notice, the person shall be liable to pay an administrative penalty to the Town in the amount <u>set out in the Town's Annual</u>
 Rates and Fees Schedule for such a second penalty notice.

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- 13.5 If an Officer has issued a penalty notice under subsection 13.1 of this By- law and has reasonable cause to believe that the same person has contravened the same provision of this By-law, including the Permit Conditions, the Site Alteration Agreement or any Schedules, for a third or subsequent time within twenty-four (24) months of the date the second penalty notice is deemed to be served, the Officer may issue a third or subsequent penalty notice to the person.
- 13.6 Upon issuance of a third or subsequent penalty notice, the person shall be liable to pay an administrative penalty to the Town in the amount <u>set out in the Town's Annual Rates and Ffees Schedule for such a third or subsequent penalty notice</u>.

13.7 A person who has been issued a penalty notice under this By-law may request a review of the penalty notice in accordance with the Administrative Penalties for Non-Parking Violations and Orders By-law.

SERVICE OF ORDERS, PENALTY NOTICES, NOTICES

14.1 Service of any penalty notice, order, or any other notice may be given as specified in the Administrative Penalties for Non-Parking Violations and Orders By-law.

PENALTY AND OFFENCE

- 15.1 Every person who contravenes this by-law is guilty of an offence and on conviction is liable,
 - (a) For contraventions of Section 8.1, 8.2, 8.3 other than 8.3 (f) or 8.4 of this by-law, to a fine of not more than as prescribed by the *Provincial Offences Act*, R.S.O. 1990, c. P.33. as amended from time to time
 - For contraventions of Section 3.3 or 8.3(f) of this by-law or orders issued under Section 11.1 to stop the injuring or destruction of trees,
 - i. on a first conviction, to a fine of not more than \$10,000.00 or \$1,000.00 per tree, whichever is greater;
 - ii. on any subsequent conviction, to a fine of not more than \$25,000.00 or \$2,500.00 per tree whichever is greater as prescribed by Section 135 of the *Municipal Act*, 2001, S.O. 2001, c. 25;
 - (c) For contraventions of other provisions of this by-law,

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i. on a first conviction, to a fine of not more than \$10,000.00 (ii) on any subsequent conviction, to a fine of not more than \$25,000.00 as prescribed by Section 144(16) of the *Municipal Act*, 2001, S.O. 200 1, c. 25;

15.2 If a person is convicted of an offence for contravening Section 3.5, 8.3(f) or an order under Section 11.1 to stop the injuring or destruction of trees the court in which the conviction has been entered, or any court of competent jurisdiction thereafter, may order the person to rehabilitate the land or plant or replant trees in such manner and within such period as the court considers appropriate, including any silvicultural treatment necessary to reestablish the trees. (s. 138(2), Municipal Act, 2001)

15.3 If Fill has been placed at a Site in contravention of any provision of this By-law, and the contravention has not been corrected, the contravention of the provision shall be deemed to be a continuing offence for each day or part of a day that the contravention remains uncorrected.

15.4 If an Order has been issued under this By-law, and the Order has not been complied with, the contravention of the Order shall be deemed to a continuing offence for each day or part of a day that the Order is not complied with.

15.5 In addition to any fine or any other penalty, any Person who is convicted of contravening a provision of this By-law, the terms and conditions of a Permit issued pursuant to this By-law, the terms and conditions of a Site Alteration Agreement, or an Order issued pursuant to this By-law and Section 444(1) or 445(1) of the Municipal Act, 2001, may be ordered by a court of competent jurisdiction at the expense of the Person to:

a) rehabilitate the Site;

b) remove the Fill placed or dumped;

c) restore the Grade of the Site to its original condition; and

d) replace any dead, damaged or destroyed trees;

SEVERABILITY

16.1 In the event that any particular provision or part of a provision of this bylaw is found to be invalid or unenforceable for any reason whatsoever, then the particular provision or provisions or part of the provision shall be deemed to be severed from the remainder of this by-law and all other provisions shall remain in full force and shall be valid and enforceable to the fullest extent permitted by law.

APPLICATION OF OTHER LAWS

17.1 The issuance of a permit by the Director does not relieve the applicant of the responsibility of obtaining all other approvals that may be required by the Town of Oakville or any other level of government and agencies thereof or from

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compliance with any other by-law, legislation or obligation.

- 17.2 In the event of a conflict between any of the provisions of this By- law, the provision that ensures that cultural heritage resources are conserved shall prevail, subject to the greater paramountcy of any provision authorizing action to protect the health or safety of persons.
- 17.3 Where a provision of this by-law conflicts with a provision of any other by-law in force in the Town, the provision that ensures that cultural heritage resources are conserved shall prevail, subject to the greater paramountcy of any provision authorizing action to protect the health or safety of persons.

SCHEDULES

18.1 All Schedules attached to this by-law form part of this by-law.



TRANSITION

- 19.1 Any Site Alteration Permit issued pursuant to By-law 2003-021 as amended that has not yet expired as of the date of passage of this new by-law shall upon the passage of this by-law be governed by this new by-law.
- 19.2 Any Site Alteration Permit issued pursuant to By-law 2003-021 as amended that has expired, but has not yet been closed, as of the date of passage of this new by-law shall upon the passage of this by-law continue to be governed by By-law 2003-021 as amended.

SHORT NAME

PASSED this 29th day of May, 2023.

20.1 This by-law may be referred to as the "Site Alteration By-law".

REPEAL

21.1 By-laws 2003-021, 2008-124, 2010-090, and 2018-044 are hereby repealed. By-law 2009-149 is hereby amended to remove Schedule "C". By-law 2011-137 is hereby amended to remove Schedule "C". By-law 2019-030 is hereby amended to remove Schedule "A". By-law 2021-038 is hereby amended to remove Schedule "B". By-law 2022-031 is hereby amended to remove Schedule "B".

Rob Burton	Mayor	Vicki Tytaneck	Town Clerk



SCHEDULE A

Areas in which no Site Alteration is Permitted

No site alteration shall be permitted within any area designated as an "Environmentally Sensitive Area" or similar designation under the Town's Official Plan, the Region of Halton's Official Plan, or any amendment to the Town's Official Plan or Region of Halton's Official Plan which has been approved by the Council of the Corporation of the Town of Oakville or the Minsiter of Municipal Affairs and Housing respectively.

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SCHEDULE B

Exemptions to Requirement for Permit

Notwithstanding Section 3.1 of this By-Law, no site alteration permit shall be required for:

- 1. Emergency repair work performed in consultation with the Town, subject to any requirement from the Director to obtain a permit for the continuation of such work;
- 2. Topdressing of lawns with topsoil;
- Cultivation or tilling of garden beds so long as such work does not have an adverse effect on drainage patterns on another property;
- 4. The removal of topsoil from a lot the area of which is less than one half (1/2) hectare in size, unless the site includes or is adjacent to a body of water;
- Excavation of soil involving an area of less than nine square meters and a
 depth of less than 0.5 meters having no impact on trees, ground cover, vegetation,
 watercourses, or storm swales and not altering or creating a slope at greater than
 10%
- The removal of topsoil incidental to a normal agricultural practice including such removal as an incidental part of sod-farming, greenhouse operations and nurseries for horticultural products.
- 7. A Site Alteration which is at least 0.3 metres from any property line and does not impact drainage patterns on another property.
- 8. Resurfacing of driveways without changing any grades.

THE EXEMPTION FROM THE PERMIT REQUIREMENTS UNDER THIS BY-LAW GRANTED UNDER THIS SCHEDULE B TO SITE ALTERATIONS LISTED IN THIS SCHEDULE DO NOT PROVIDE AN EXEMPTION FROM OTHER APPLICABLE REGULATIONS AND CONDITIONS UNDER THIS BY-LAW. ALL SUCH SITE ALTERATIONS SHALL BE PERFORMED IN COMPLIANCE WITH THE GENERAL REGULATIONS, CONDITIONS, AND SCHEDULES AS MAY BE REASONABLE IN THE APPLICABLE CIRCUMSTANCES TO PREVENT ANY DETRIMENTAL IMPACT ON THE USE AND ENJOYMENT OF NEIGHBOURING PROPERTIES AND OTHER PROPERTIES IN THE VICINITY OF THE SITE AND THE ENVIRONMENT.



SCHEDULE C

FEES AND SECURITIES

The fee established as part of the annual Budget process shall be paid to The Corporation of the Town of Oakville for permits issued for the following activities related to permits issued under the Site Alteration By-law:

Activity

RESIDENTIAL

- · Infill lots Residential
- Grading property adjacent to or including a watercourse or shoreline
- Grading property containing a drainage easement or catch-basin
- Construction of in-ground pool or pond
- Other site alterations to individual residential lots (grading associated with additions to buildings, removing/filling of pools, demolitions, etc.).

COMMERCIAL/INDUSTRIAL

- · Extension to existing parking lot and/or building
- · Construction within an un-assumed industrial/commercial subdivision
- Other site alterations to commercial/industrial property (gas stations, excavations, etc.)

NORTH OAKVILLE DEVELOPMENT

- · Topsoil removal and stockpiling
- · Cut, fill, balancing

OTHER TYPES OF SITE ALTERATION NOT INCLUDED ABOVE

(Including site alterations outside the subdivisions process)

CANCELLATION FEE

AMENDMENT OR APPLICATION

(not resulting in a change in category of application)

SECURITY FOR SITE CONTROL MEASURES

- Where required, security in the form of cash, certified cheque or a letter of credit in a form acceptable to the Town.
- 2. Any letter of credit must remain in effect for the full duration of the permit.
- 3. Any letter of credit and its subsequent renewal forms shall contain a clause stating that thirty (30) days written notice must be given to the Town prior to its expiry or cancellation, a clause acknowledging that the Town may draw on the current letter of credit if the Owner of the Site transfers the Site to another Owner before the work under the Permit is completed and the Permit closed and a clause



acknowledging that the Town may draw on the current letter of credit if the authorized work under the Permit is not completed, inspected and approved by the Town.

- 4. In the event that the Town receives notice that a letter of credit is expiring and will not be renewed, or if further or additional securities are not provided within the said thirty (30) days, or if the Owner has transferred the Site to a new Owner before the work under the Permit is completed and the Permit closed, the Town may draw on the current letter of credit at the discretion of the Director.
- 5. Any interest accruing on realized cash security shall belong to the Town and not to the permit holder.
- 6. The general security may be used for:
 - a. cleanup of mud tracking of the road or restoration of any municipal works.
 The owner will be notified of the required cleanup, and if the work is not completed by the owner, the Town will carry out the work using the security money to cover the cost plus 25% of the value of the work to cover the administration cost;
 - the completion or rectification of work required under the <u>Permit or Site</u>
 <u>Alteration Permit Agreement;</u>
 - the completion of work required under an order issued under Section 11.1 or Section 11.2 of this By-law;
- 7. The general security may be reduced from time to time at the discretion of the Director, but shall otherwise be held pending the completion of all works required under the permit and any order issued under this by-law;
- 8. It is the responsibility of the Owner or the Permit Holder, if not the Owner:
 - a. to provide proof satisfactory to the Director that the site has been adequately reinstated and stabilized in accordance with this By-law and the plan accompanying the Permit;
 - to provide a certificate of a consulting engineer or surveyor that all works have been completed in accordance with the plan accompanying the Permit and that the finished project does not detrimentally affect drainage on adjacent properties, including town owned right-of-way and infrastructure.
 - c. to request that the Town carry out a final inspection to confirm that all relevant terms of this by-law have been complied with.
- 9. When the provisions of paragraph 3 of this by- law and all work required under the Permit, the Site Alteration Permit Agreement or any order has been fully complied with to the satisfaction of the Director, and the Permit closed, the Director shall release the applicant's general security.

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10. Security held for the protection of trees shall be held until the Director of Parks and Open Space is satisfied that no tree was injured or destroyed as a result of the site alteration in accordance with applicable Town policies for the protection of trees.

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SCHEDULE D

Standards for Plans

Application for Site Alteration Permit

Two (2) certified copies of a Site Alteration Plan are required. All plans are to be metric and printed from original drawings with all information legible and clear. All plans are to be folded to 8 1/2 x 11" size with title blocks visible. All elevations shall be tied to existing Town of Oakville bench marks and be related to geodetic datum.

Site Alteration Plans, or accompanying documentation shall include the following information:

- 1. a key map showing the location of the site;
- 2. the site boundaries;
- 3. the number of hectares of the site;
- 4. the use of the land and any adjacent land;
- the location, dimensions and use of buildings or structures existing or proposed to be erected on the site;
- 6. the location and use of buildings or structures on adjacent property within 30 metres beyond the site boundary;
- 7. the location of any easements over the property;
- 8. the location of lakes, streams, wetlands, channels, ditches, swales, other watercourses, bodies of water or other natural heritage features on the site or within 30 metres beyond the site boundary;
- the Regional Storm Flood Plan and Conservation Authority Fill Regulation lines;
- 10. the location of the predominant soil types;
- the location and type of vegetative cover on the site, including the variety and dbh (diameter at breast height) of every tree on the site;
- 12. the location (including distance from the property line), variety, and dbh (diameter at breast height) and Tree Protection Zone (determined in accordance with Schedule "F") for every tree located within 10 metres of the site, any access route to the site, or any proposed staging or storage area.



Where access to border line and boundary trees is not available, estimated dbh shall be provided;

- such Tree reports prepared by qualified tree consultants as may be required by the Director of Parks and Open Space or Designate, Schedule "F" or other Town by-laws or policies;
- 14. the location and dimension of any existing and proposed storm water drainage systems, and natural drainage patterns on or within thirty (30) meters beyond the site boundary:
- 15. the location and dimensions of utilities, structures, roads, highways, paving, sidewalks, walkways, easements, catch basins;
- 16. the existing grade elevations at contour intervals not to exceed one half of one metre and to extend a minimum of thirty (30) metres beyond the site boundary with spot elevations along the property line at sufficient intervals to clearly show the existing drainage patterns on the land and on abutting lands;
- 17. the proposed final grade elevations of the site;
- 18. the location and dimensions of all proposed land disturbing activities;
- the location and dimensions of all proposed temporary stockpiles for soil and other materials;
- 20. the location and dimensions of all proposed access routes from highways;
- 21. the location and dimensions of all proposed staging areas for equipment;
- 22. the location, dimensions, design details and design calculations of all construction site control measures necessary to meet the requirements of this By-law, including details of the proposed sediment and erosion control measures, and details of any drainage system to be used upon the completion of the site alteration;
- a schedule of the anticipated starting and completion dates of each site alteration activity including the installation of site control measures needed to meet the requirements of this By-law;
- 24. provision for the maintenance of the construction site control measures during construction including a mud tracking prevention program which describes the procedures for mud tracking prevention and road clean up and designates a contact person for such a program throughout each land disturbing or land developing activity;



OAKVILLE By-law Number: 2023-047 25. the scale of drawing; 26. details of the site rehabilitation including the type and location of all interim and permanent stabilization measures; 27. a certificate on the drawing, executed by a Registered Professional Engineer, or a Registered Ontario Land Surveyor, in the following form: "I have reviewed plans for the construction of _ located at and have prepared this plan to indicate the compatibility of the proposal to existing adjacent properties and municipal services. It is my belief that adherence to the proposed grades as shown will produce adequate surface drainage and proper facility of the municipal services without any detrimental effect to

28. Such further and other information with respect to the site as may be required by the Director.

the existing drainage patterns or adjacent properties. "



SCHEDULE E

SITE DESIGN GUIDELINES

Every site alteration shall be performed in accordance with the following guidelines. The site control measures outlined in these guidelines shall be deemed to be a condition of every permit unless varied in writing by the Director.

- 1. **Site Dewatering**: Water pumped from the site shall be treated by temporary sedimentation basins, grit chambers, sand filters, upflow chambers, swirl concentrators or other appropriate controls. If the water is demonstrated to have no particles greater than 40 microns in size, then dewatering operations may be conducted provided the water is not permitted to discharge directly into receiving bodies of water or streams.
- 2. **Drain Inlet Protection**: All rear lot storm drain inlets or any other inlets as the Director considers necessary, shall be protected with filter fabric, or equivalent barriers meeting design criteria, standards and specifications accepted by the Director.
- 3. **Site Erosion Control**: The following criteria apply to land disturbing activities that result in runoff leaving the site:
 - (a) Run-off from adjacent areas passing through the site shall be diverted around disturbed areas, if practical. Otherwise the channel shall be protected by sediment control fences being placed along the channel edges to reduce sediment reaching the channel;
 - (b) All activities on the site shall be conducted in a logical sequence to area of bare soil exposed at any one time;
 - (c) Any fill storage piles containing more than on hundred cubic meters of material shall not be located within a downslope drainage length of less than ten (1 0) meters to a roadway or drainage channel. If remaining for more than thirty (30) days, said soil or fill storage piles shall be stabilized by mulching, vegetative cover, tarps or other means. Erosion from fill storage piles which will be inexistence for less than thirty (30) days shall be controlled by filter fence barriers around the pile;
 - (d) Runoff from the entire disturbed area on the site shall be controlled as follows:
 - (i) All disturbed ground left inactive shall be stabilized by seeding, sodding, mulching, covering, or equivalent control measures. The period of time of inactivity shall be at the discretion of the Director but shall not exceed 30 days or such longer periods as deemed advisable at the discretion of the Director.



- (ii) Notwithstanding paragraph 3(d)(i), a Site Alteration Permit holder or applicant for a Site Alteration Permit who has applied for but not yet received a building permit or any other necessary permit may be granted an extension to the permitted period of inactivity at the discretion of the Director, provided that said applicant or permit holder provides satisfactory proof that he/she has made best efforts to obtain the said building or other necessary permit.
- (iii) For sites with less than four (4) hectares disturbed at one time and with slopes less than twelve (1 2) percent grade, sediment control fences or equivalent measures shall be placed along all downslope sides of the site.
- (iv) For sites having drainage area of more than four (4) acres disturbed at one time or with slopes greater than twelve (12) percent grade, one or more sediment basins shall be constructed. The basins shall be designed to trap sediment particles greater than 40 microns in size and be constructed in accordance with any applicable Town of Oakville design standards or proper engineering principles.
- For sites located adjacent to existing residential areas, a sediment control fence may be required around the entire perimeter of the site;
- (vi) A three (3) metre wide buffer strip or sediment control fence shall be installed along the perimeter of the downslope sides of the site;
- (vii) For sites with extensive fill requirements the Director may waive the requirements for stabilization of disturbed land after thirty (30) days of inactivity provided that the sediment control measures have been implemented to the satisfaction of the Director.
- 4. Reverse Driveways The use of Reverse Driveways (sloping downwards towards the house or building) is actively discouraged by the Town of Oakville. If their use is proposed, the proponent must ensure that a suitable degree of flood protection is provided. Reverse Driveway drainage facilities may not be connected by gravity to the storm sewer system unless it can be proven that surcharging by the sewer system during a 1:100 year storm will not cause them to flood.



SCHEDULE F

Tree Protection Policies

Every site alteration shall be performed in accordance with the tree protection policies set out in this schedule. Compliance with the tree protection policies is deemed to be a condition of every permit unless specifically exempted in writing by the Director of Parks and Open Space or Designate.

1. Application of Tree Protection Policies

Tree protection measures are required for all Trees. The injury or destruction of Trees is regulated or prohibited under the Oakville Private Tree Protection By-Law 2017-038 as amended from time to time and the Oakville Town Tree Protection By-law 2009-025 as amended from time to time which by-laws are administered by the Manager of Forestry Services. Permits granted under this By-law do not exempt the permit holder from the provisions of those Tree By-laws.

For the purpose of clarity all tree protection measures apply to all Town and Private Trees including Border Line and Boundary Trees except as may be authorized in writing by the Director of Parks and Open Space or Designate in accordance with the provisions of this Schedule.

Tree protection measures are encouraged for all trees and may be required by the Director of Parks and Open Space or Designate for trees other than municipal trees, boundary trees, and border line trees where the protection of the tree is required as a condition of any municipal approval or by-law or where required to protect public safety.

2. Discretion of the Director of Parks and Open Space or Designate

The Director of Parks and Open Space or Designate shall exercise any discretion under this by-law in accordance with the provisions of any by-law or policy for the protection of trees generally applicable throughout the Town and the Tree Protection policies listed in this Schedule. In the event of a conflict between the Tree Protection policies listed in this Schedule and other policies or by-laws for the protection of trees applicable within the Town, the policy or by-law that is the most protective of trees shall prevail for the purposes of this by-law.

Subject to the provisions of any other by-law, the Director of Parks and Open Space or designate, in consultation with the Manager of Forestry Services may provide relief from the requirements of t tree protection policies or require tree protection measures above and beyond the tree protection measures prescribed in this policy having regard to the variety and location of the tree and any circumstances surrounding the site alteration that may pose a particular hazard to the tree.

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3. Tree Protection Zones

For the purposes of this By-law, the Tree Protection Zone (TPZ) for any tree shall be determined as follows:

Table 1 - Tree Protection Zones

Diameter of Trunk (DBH) ³	Tree Protection Zone ³⁴
in centimetres	Distance from trunk measured in metres
<10	1.8
10-30	2.4
31-50	3.0
51-60	3.6
61-70	4.2
71-80	4.8
81-90	5.4
91-100	6.0

- For trees over 100 cm. DBH, add 10 cm. to the TPZ for every one centimetre of DBH.
- Roots can extend from the trunk to 2-3 times the distance of the drip line (see Detail TP-1 (SCHEDULE 4) for further information).
- 3. Diameter at breast height (DBH) measurement of tree trunk taken at 1.37 metres above ground.
- 4. Tree Protection Zone distances are to be measured from the outside edge of the tree base towards the drip line and may be limited by an existing paved surface, provided the existing paved surface remains intact throughout the construction work.

4. Activities Prohibited or Restricted within Tree Protection Zones

The following activities are prohibited within a Tree Protection Zone for Municipal Trees and all other trees protected as a condition of a permit issued under this By-law:

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- (a) No site alteration or land disturbance to existing grade through deposit of fill, trenching, excavating, scraping, or paving;
- (b) No storage of construction materials, soils, waste, debris or equipment;
- (c) No disposal of any liquids, e.g. concrete sleuth, gas, oil, paint;
- (d) No movement or parking of vehicles or equipment or other activities that may compact the soil.



Where the applicant proposes to conduct any of the above activities within the Tree Protection Zone, the applicant shall submit a report to the satisfaction of the Director_ of Parks and Open Space or designate, prepared by a qualified tree consultant:

- (a) Describing the adaptability of the tree to the proposed site alteration or work associated with the site alteration, including a "structural hazard rating" for all trees greater than 100 mm in dbh prepared in accordance with the methodology in Evaluation of Hazard Trees in Urban Areas, International Society of Arboriculture (SA), Second Edition or an equivalent method acceptable to the Director;
- Outlining any tree protection measures recommended or required to protect the tree from injury or destruction;
- (c) Certifying whether the proposed work is expected to injure or destroy the tree.

Permission to conduct the prescribed activities shall be refused if granting permission is likely to cause the injury or destruction of a tree contrary to the provisions of a bylaw of the Town of Oakville or Regional Municipality of Halton and may be refused in the case of other trees, if, in the opinion of the Director of Parks and Open Space or designate, there is a reasonable alternative, including modifications to the Site Alteration Plan that would prevent or limit the injury or destruction of the tree.

5. Tree Protection Barriers

Tree Protection Barriers shall be erected along the perimeter of the Tree Protection Zone of any Municipal Tree, Boundary Tree, Border Line Tree or other <u>private</u> tree protected as a condition of a permit issued under this by-law prior to commencing any work related to the site alteration and shall remain in place throughout the entire duration of the work.

Tree protection barriers shall be erected in accordance with the following standards:

- The required barrier shall be 1.2 m. (4 ft) high, wood clad hoarding. Where branches of the tree interfere with the barrier, the height of the barriers may be lowered to accommodate the branches.
- 2. Tree protection barriers located on the Town road allowance, where visibility must be maintained shall be 1.2. m. (4 ft) high, and consist of orange plastic web snow fencing on a 2" x 4" frame
- Where some excavate or fill has be temporarily located near a tree protection barrier, plywood or similar material shall be used to ensure that no material enters the Tree Protection Zone.



4. All supports and bracing shall be located outside the Tree Protection Zone in a manner that minimizes damage to roots within or outside the Tree Protection Zone



5. Signage, at least 40 cm x 60 cm in size of white gator board or equivalent shall be posted and maintained on the tree protection barrier, clearly identifying the area as a Tree Protection Zone in which grading, storage or materials or equipment is prohibited, and advising that the removal of the Tree Protection barrier is prohibited prior to completion of the site alteration.

6. Security for Tree Protection

Security for the protection of trees may be required by the Director of Parks and Open Space or designate in an amount to be determined by the valuation of the tree in accordance with the current edition of the International Society of Arboriculture's "Guide for Plant Appraisal" or an equivalent guide chosen by the Director of Parks and Open Space or designate.

Security for Tree Protection shall be held by the Director of Parks and Open Space or designate for twenty-four (24) months after the date of final inspection of the site alteration or such longer or shorter time as the Said Director or designate deems necessary to satisfy the Said Director or designate that the tree has not been injured or destroyed as a result of the site alteration. Applicants applying for the early release of the site alteration security Shall produce a report of a qualified tree consultant certifying that the tree has not been injured or destroyed as a result of the site alteration.

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SCHEDULE "G"

SITE ALTERATION AGREEMENT

SITE ALTERATION PERMIT AGREEMENT("SAPA")

ADDRESS:
PERMIT NO.
THIS SAPA made this day of , 202_
BETWEEN:
(hereinafter called the "Owner")
-and-
(hereinafter called the "Permit Applicant"
(neremaner caned the Permit Applicant
-anu-

THE CORPORATION OF THE TOWN OF OAKVILLE

(hereinafter called the "Town")

WHEREAS the Town Council for the Town of Oakville has passed By-Law 2023-047 commonly referred to as the "Site Alteration By-law" to amongst other things regulate site alterations and require tree protection including the requirement to obtain a site alteration permit when undertaking a site alteration as defined in the Site Alteration By-Law;

AND WHEREAS the Site Alteration By-law provides that the Director of Planning and Development or designate of the Town or designate (the "Director") may issue a site alteration permit subject to, amongst other things, requiring the owner of the lands prior to the issuance of a permit to enter into the Site Alteration

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Agreement, in form and content, as set out in Schedule G of the Site Alteration By-law and containing such other provisions, as the Director considers necessary to ensure that the site alteration concerned is done in accordance with the Site Alteration By-Law requirements and the prevailing Town of Oakville design standards and proper engineering principles.

AND WHEREAS the Director considers the entering into of such a Site Alteration Agreement required in this case which Agreement is hereinafter referred to as the Site Alteration Permit Agreement ("SAPA");

NOW THEREFORE THIS SAPA WITNESSETH THAT in consideration of the covenants hereinafter expressed and other good and valuable consideration, the Parties hereto agree one with the other as follows:

- The site affected by this SAPA (hereinafter referred to as the "subject lands") are known municipally as ,Oakville Ontario, and are legally described in Schedule "A" to this Agreement.
- If a person other than the Owner, hereinafter called a "Permit Holder", executes this Agreement he/she acknowledges and agrees that he/she is doing so on behalf of both the Owner and him/herself and with the full knowledge and consent of the Owner.
- 3. Further if a Permit Holder executes this Agreement on behalf of the Owner ,the Permit Holder acknowledges and agrees for the Permit Holder and the Owner that the Town would not have issued the applicable Site Alteration Permit nor have accepted this Site Alteration Agreement executed by the Permit Holder without the express representation in Section 2 hereof that the Permit Holder was doing so with the full knowledge and consent of the Owner to do so and with the full knowledge of the Owner of the covenants being agreed to in the Owner's name that are hereinafter set out in this Agreement.
- 4. The Owner and Permit Holder hereby acknowledge and agree the Town is entitled to enforce this agreement against the Owner, the Permit Holder if not the Owner, and any and all subsequent owners of the subject lands.
- This SAPA is a condition of the Site Alteration Permit applied for and issued as Permit No_____(hereinafter referred to as the "Permit")
- The Owner and Permit Holder agree that the Permit shall expire six (6) months after the date of issuance of the Permit if no substantive work is commenced under the Permit.
- Should any Permit which has' expired be renewed under the Site Alteration By-Law then this SAPA shall apply to such renewed Permit
- 8. Should the title to the "subject lands" be transferred to a new owner while the Permit remains in effect including as renewed, then the Owner and/or Permit Holder hereby acknowledge and agree that on such transfer the Permit shall be deemed to be automatically expired as of the date of transfer, the securities posted thereunder forfeited to the Town and the Permit closed within 30 days of the date of transfer.
- 9. Despite Section 8 above, the then expired permit may be <u>revived</u> by the new owner at the sole discretion of the Director, or designate, <u>if</u> the new Owner provides the Town with a written undertaking to be bound by the provisions of this Agreement, comply with this Agreement and comply with all the conditions under which the expired permit was issued and the new owner provides any necessary securities as determined by the Director or designate to the Town.

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- 10. Subject to Section 9 above, if a permit has expired or been cancelled or revoked after work has commenced and prior to the completion of the site alteration, the then current Owner shall forthwith restore the site to its original condition or stabilize the site to the satisfaction of the Director in a manner that will prevent adverse impacts on abutting properties and the environment.
- 11. The Owner and Permit Holder, if not the Owner, hereby covenant to comply with all the criteria set out for issuance of the Permit in Sections 6.1 and 6.2 of the Site Alteration By-Law in carrying out the work under the Permit.
- 12. The Owner and Permit Holder, if not the Owner, hereby covenant to comply with all General Regulations and Conditions in the Site Alteration By-Law as amended from time to time including but not limited to those conditions and regulations in Sections, 7.1 8.1, 8.2, 8.3, and 8.4, and to comply with all the requirements of the Schedules to the By-law and to comply with all the Conditions on the Permit.
- 13. The Owner and Permit Holder, if not the Owner, hereby covenant to provide any security(ies) for the Owner's obligations under the Site Alteration By-law, as the Director considers necessary to ensure that the site alteration is done in accordance with the approved Site Alteration Plan, the requirements of the By-Law and the prevailing Town of Oakville design standards and proper engineering principles and the requirements of the Site Alteration By-Law.
- 14. The Owner and Permit Holder, if not the Owner, hereby further covenant that any security(ies) posted under the Permit and section 13 hereof is/are forfeited to the Town if the site is transferred to another owner before the site alteration under the Permit is properly and fully completed and the Permit is closed.
- 15. The Owner and Permit Holder, if not the Owner, hereby further covenant that the security(ies) posted under the Permit and section 13 hereof is/are forfeited to the Town if the permit is not closed or renewed prior to expiry.
- 16. The Owner and Permit Holder, if not the Owner, hereby acknowledge and agree that no new Town permit of any kind for any other properties within the Town will be granted to the Owner and Permit Holder, if not the Owner, until all other then existing Town Permits of the Owner and Permit Holder, if not the Owner, have been closed.
- 17. (a)The Owner and Permit Holder, if not the Owner, hereby covenant and agree that the work covered by the Permit is to be completed, inspected and approved all in accordance with the Site Alteration Plan and the terms and conditions of the Permit in a timely manner as determined by the Director or designate and further agree that should same not be so satisfactorily completed, inspected and approved and the Town's applicable road allowances not adequately reinstated and stabilized in accordance with the Site Alteration By-Law and the site alteration plans and the terms and conditions of the Permit in a manner that will prevent adverse impacts on abutting properties including the Town's road allowances and the environment, in a timely manner as determined by the Director or designate, then the Owner and Permit Holder, if not the Owner, hereby agree to pay to the Town immediately on demand liquidated damages in an amount determined by the Director as being necessary to pay for the completion and rectification of any outstanding work in addition to any securities held by or forfeited to the Town. In addition, the Owner and Permit Holder, if not the Owner, hereby acknowledge and agree that such payment is liquidated damages and not a penalty;
 - (b) In addition, should such failure under subsection 17(a) continue beyond seven (7) days after the next compliance date set for satisfactory completion in any written notice of such failure, then the Owner and the Permit Holder, if not the Owner, jointly or severally as the Director in his/her sole and unfettered discretion determines, shall pay the Town immediately on demand liquidated



damages in the same amount as that amount under section 17(a) hereof for such further failure in timeliness and the Owner and Permit Holder, if not the Owner, further agree that such further payment shall also be deemed to be liquidated damages and not a penalty.

- (c) Finally, the same amount of liquidated damages, under section 17(a) hereof shall be payable to the Town immediately on demand from the Owner and Permit Holder if not the Owner jointly or severally as the Director in his/her sole and unfettered discretion determines, every seven (7) days or part thereof, thereafter, after the compliance date mentioned in subsection 17(b) above until the work required under the Permit is satisfactorily completed inspected and approved and the Town's applicable road allowances are adequately reinstated and stabilized in accordance with the Site Alteration By-Law and the site alteration plans and the terms and conditions of the Permit in a manner that will prevent adverse impacts on abutting properties including the Town's road allowances and the environment and the Owner and Permit Holder if not the Owner further agree that such further payment(s) shall be deemed to be liquidated damages and not a penalty.
- 18. The Owner and Permit Holder, if not the Owner, hereby covenant and agree that if a permit has expired or been cancelled or revoked after work has commenced and prior to the completion of the site alteration, the then current Owner shall forthwith restore the site to its original condition or stabilize the site to the satisfaction of the Director in a manner that will prevent adverse impacts on abutting properties and the environment.
- 19. The Owner and Permit Holder, if not the Owner, hereby covenant and agree that the Town shall hold any security(ies) forfeited to the Town to enable the Town or any future Owner, as the Town in its sole and unfettered discretion determines, to address any then existing and outstanding deficiencies in the required work under the Permit and/or to reinstate and stabilize the subject lands including the Town's road allowances to the satisfaction of the Director in a manner that will prevent adverse impacts on abutting properties including the Town's road allowances and the environment.
- 20. For the purpose of clarity, the Owner and Permit Holder, if not the Owner, hereby covenant and agree that without limiting the generality of Section19 of this Agreement in any way, the security(ies) posted with and/or forfeited to the Town under this Agreement or as a condition of a Permit may be used for:
 - (a) cleanup of mud tracking of the road or restoration of any municipal works;
 - (b) the completion or rectification of work required by the Town under the Permit or reimbursement of a new owner for the cost of completion or rectification of work required under the Permit by that new owner of the subject lands, to the limit of the Security(ies) amount held by the Town; and/or
 - (c) the completion of work required by the Town under the Permit pursuant to a related order issued under Section 11 of the Site Alteration By-law or the reimbursement of a new owner of the cost of completion or rectification of work required under the Permit by that new owner of the subject lands including the Town's road allowances pursuant to a related order issued under Section 11 of the Site Alteration By-law, to the limit of the Security(ies) amount held by the Town.
- 21. The Owner and Permit Holder, if not the Owner, hereby agree that the amount of any security(ies) held by the Town as a condition of a Permit and not forfeited to the Town shall be held by the Town until the full and proper completion of all work required under the Permit and any related order issued under the Site Alteration By-law and in the absence of such full and proper completion are deemed forfeited to the Town.



- 22. The Owner and Permit Holder if not the Owner hereby agree that before any security amount held by the Town as a condition of the Permit, which has not yet been forfeited to the Town, is released and returned to the Owner and /or the Permit Holder, if not the Owner:
 - (a) the Town must receive proof satisfactory to the Director that the work required under the Permit has been satisfactorily completed and that the subject lands including the Town's road allowances have been adequately reinstated and stabilized in accordance with the Site Alteration By-Law and the site alteration plans and in a manner that will prevent adverse impacts on abutting properties including the Town's road allowances and the environment;
 - (b) the Town must receive a lot grading and/or stormwater device certificate signed by an Ontario Land Surveyor or a Professional Engineer of Ontario currently licensed to practice in the Province of Ontario; that the elevations have been completed in accordance with the Site Alteration Plans accompanying the Permit and that the finished project does not detrimentally affect drainage on adjacent properties nor will it have adverse impacts on abutting properties including the Town's road allowances nor the environment; and
 - (c) the Town must carry out a final inspection to confirm that all relevant terms and conditions of the Site Alteration By-law, the Permit and this SAPA have been complied with, that all required work under the Permit has been satisfactorily completed and that the subject lands and the Town's applicable road allowances have been adequately reinstated and stabilized with no adverse impacts on abutting properties including the Town's road allowances or the environment.
- 23. (a) When the work required under the Permit is satisfactorily completed and the subject lands and the Town's applicable road allowances are adequately reinstated and stabilized in accordance with the Site Alteration By-Law and the site alteration plans accompanying the Permit and in a manner that will prevent adverse impacts on abutting properties including the Town's road allowances and the environment and any outstanding amounts owing to the Town under this SAPA have been paid in full including any liquidated damages payable hereunder, the Town hereby agrees that the Director shall release any security amount then still held by the Town that has not been otherwise forfeited to the Town under this SAPA.
 - (b) Any release of any security amount under subsection 23(a) above shall be to the person who paid or posted the security amount with the Town as a condition of the Permit unless the Town receives a written Direction from the person who paid or posted the security amount with the Town as a condition of the Permit to release the security amount concerned or so much of same as the written Direction provides to another person other than the person who paid or posted same.
- 24. IT IS SPECIFICALLY acknowledged and agreed that this Agreement may be executed in DOCUSIGN or in separate counterparts, each of which shall be deemed to be an original, and that such separate counterparts shall together constitute one and the same instrument.

	The Owner(NAME)
PER:	
PER:	



(I/We have the authority	to bind the corporation)

The Permit Holder(NAME)

Per:_____

Per:_____

THE CORPORATION OF THE TOWN OF OAKVILLE

Director of Planning and Development or Designate of

Designate of The Town Of Oakville Deleted: Transportation and Engineering

(I have the authority to bind the corporation)

SCHEDULE A—Land Description of Subject Lands



SCHEDULE "H"

AUTHORIZATION OF APPLICANT AND DECLARATION OF APPLICANT

By submitting this declaration, I as the Applicant acknowledge that:

- The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.
- If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.
- If I am an agent, I am authorized to act on the owner's behalf for the purpose of this application.
- It is the applicant's responsibility to complete the work covered by the Permit in
 accordance with the Site Alteration Plan and the terms and conditions of the
 Permit in a timely manner as determined by the Director or designate and to
 comply with all <u>permit conditions</u> and by-law conditions as indicated on the
 approved permit and plans. Failure to comply with all conditions may result in
 stoppage of work and/ or charges under the applicable by-law.
- As owner, or if I am an agent on the owner's behalf, I hereby acknowledge and agree to the Terms and Conditions in the Site Alteration Agreement under the applicable by-law.

Personal information on this form is collected under the authority of the Municipal Act for the purpose of responding to your application. Questions about this collection should be directed to <u>Planning and Development</u> Services, 1225 Trafalgar Road, Oakville, Ontario, L6H 0H3 or by phone 905-845-6601.

Electronic Signature Acknowledgement

By Checking the Electronic Signature
Acknowledgement, I acknowledge and agree that my electronic acknowledgement is binding and of the same nature as

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my signature



REPORT

Council

Meeting Date: August 11, 2025

FROM: Planning and Development Department

DATE: July 29, 2025

SUBJECT: 24T-12009 – Sixth Line Corp – Partial Assumption – By-law

2025-133

LOCATION: North of Dundas Street East, East of Sixth Line

WARD: Ward 7 Page 1

RECOMMENDATION:

1. That a partial assumption of Registered Plan 20M-1186 be approved.

 That By-law 2025-133, a By-law to partially assume the completed public works within Registered Plan 20M-1186, save and except Millicent Avenue (North of Charing Cross Gate and South of 20M-1214 'Emgo Phase 1'), Carnegie Drive (between Millicent Avenue and Sixth Line), Channel/Stormwater Management Pond Blocks 409, 410, 411, and future development Block 415, be passed.

KEY FACTS:

The following are key points for consideration with respect to this report:

- All public works being recommended for acceptance through this partial assumption, have been inspected and deemed acceptable for assumption.
- All required works, undertakings and obligations set out in the respective Subdivision Agreement have been completed, save and except:
 - The top-course asphalt installation on Millicent Avenue (North of Charing Cross Gate and South of 20M-1214 'Emgo Phase 1').
 - The top-course asphalt installation on Carnegie Drive (between Millicent Avenue and Sixth Line).
 - The Channel and Stormwater Management Pond Blocks 409, 410, and 411.
 - Future Development Block 415.

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 The areas noted to have top-course asphalt performed, will be required to go through (1) full winter season before they can be assumed.

- The Channel and Stormwater Management Pond blocks will be eligible for assumption once a comprehensive review of the monitoring results have been completed. Results pending.
- All Subdivision Agreement conditions, and sufficient financial securities
 pertaining to the save and except items referenced above, will be retained by
 the Town until these works have been successfully completed and assumed
 by the Town.
- Upon successful completion of the save and except items referenced above and following its assumption by the Town, all remaining financial securities will be released.

BACKGROUND:

As a requirement of the Subdivision Agreement, when all obligations of the Owner have been fulfilled, a request may be made to the Town for assumption of the works and streets within the Registered Plan of Subdivision (20M-1186).

The Registered Plan (Appendix – B: 20M-1186) identifies the location of the plan area to be assumed by the Town, which consists of residential units, natural heritage system (NHS) blocks, Stormwater Management Facility (SMF) blocks, park block, and institutional block.

As set out in the Subdivision Agreement, once the Owner has fulfilled their obligations, they may request that the Town assume the public elements within the Plan of Subdivision. The Owner has requested a partial assumption, save and except Millicent Avenue (North of Charing Cross Gate and South of 20M-1214 'Emgo Phase 1'), Carnegie Drive (between Millicent Avenue and Sixth Line), Channel/Stormwater Management Pond Blocks 409, 410, 411, and future development Block 415, which has prompted this report to Council.

COMMENT/OPTIONS:

This request for assumption was circulated to the standard commenting departments and external agencies, concluding with no concerns in moving forward with clearance for partial assumption.

CONSIDERATIONS:

(A) PUBLIC N/A

(B) FINANCIAL

In accordance with the Terms and Conditions of the Subdivision Agreement, the balance of securities can now be released upon assumption of the public infrastructure.

(C) IMPACT ON OTHER DEPARTMENTS & USERS

All affected departments (Parks and Open Space, Legal Services, Finance and Transportation and Engineering) have been circulated.

(D) COUNCIL STRATEGIC PRIORITIES

This report addresses Council's strategic priority/priorities: Growth Management, Community Belonging, Environmental Sustainability and Accountable Government.

(E) CLIMATE CHANGE/ACTION

This assumption ensures that the development has been constructed in accordance with the sustainability objectives of the draft plan approval.

APPENDICES:

Appendix A: By-law 2025-133

Appendix B: Registered Plan 20M-1186

Prepared by: Matthew Thomas, CET, PMP Development Coordinator

Recommended by: Kristina Parker, MASc, P.Eng. Manager, Development Services

Submitted by: Gabe Charles, MCIP, RPP Director, Planning and Development



APPENDIX A

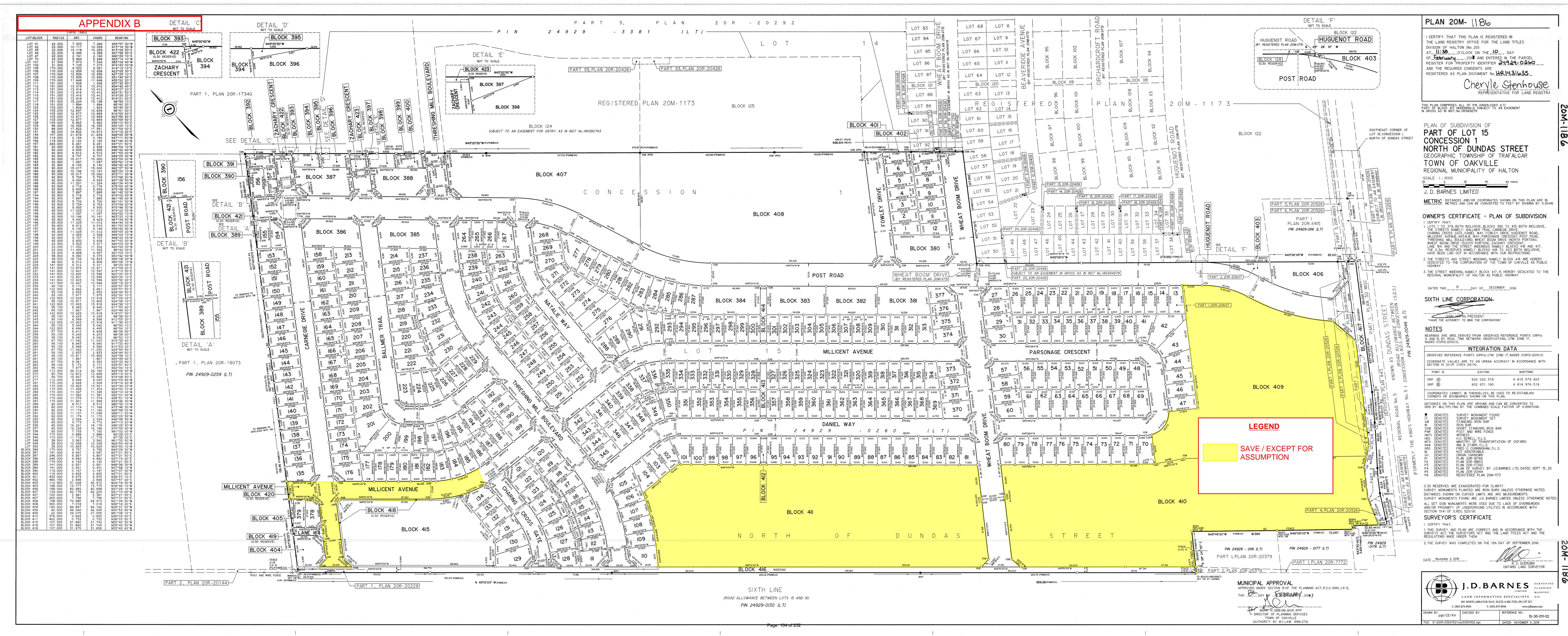
THE CORPORATION OF THE TOWN OF OAKVILLE BY-LAW NUMBER 2025-133

A by-law to partially assume the completed public works within Registered Plan 20M-1186, save and except Millicent Avenue (North of Charing Cross Gate and South of 20M-1214 'Emgo Phase 1'), Carnegie Drive (between Millicent Avenue and Sixth Line), Channel/Stormwater Management Pond Blocks 409, 410, 411, and future development Block 415

COUNCIL ENACTS AS FOLLOWS:

The public works within Registered Plan 20M-1186, save and except Millicent Avenue (North of Charing Cross Gate and South of 20M-1214 'Emgo Phase 1'), Carnegie Drive (between Millicent Avenue and Sixth Line), Channel/Stormwater Management Pond Blocks 409, 410, 411, and future development Block 415, are hereby assumed.

PASSED this 11th da	,	
	MAYOR	 CLERK





REPORT

Council

Meeting Date: August 11, 2025

FROM: Planning and Development Department

DATE: July 29, 2025

SUBJECT: 24T-18002 – Westham – Subdivision Assumption – By-law 2025-

134

LOCATION: West of Third Line, South of Rebecca Street

WARD: Ward 1 Page 1

RECOMMENDATION:

1. That the assumption of Registered Plan 20M-1225 be approved.

2. That By-law 2025-134, a By-law to assume the completed public works within Registered Plan 20M-1225, be passed.

KEY FACTS:

The following are key points for consideration with respect to this report:

- All public works being recommended for acceptance through this assumption, have been inspected and deemed acceptable for assumption.
- All required works, undertakings and obligations set out in the respective Subdivision Agreement have been completed in full.
- Upon passing of this assumption by-law, all remaining financial securities being held by the Town will be released.

BACKGROUND:

As a requirement of the Subdivision Agreement, when all obligations of the Owner have been fulfilled, a request may be made to the Town for assumption of the works and streets within Registered Plan of Subdivision (20M-1225).

The Registered Plan (Appendix B: 20M-1225) identified the location of the plan area to be assumed by the Town, which consists of detached residential units and a neighbourhood park block.

Ç

As set out in the Subdivision Agreement, when the obligations of the Owner have been fulfilled, the Developer may request the Town to assume the public elements within the Plan of Subdivision. The Owner has requested assumption, which has prompted this report to Council.

COMMENT/OPTIONS:

This request for assumption was circulated to the standard commenting departments and external agencies, concluding with no concerns in moving forward with clearance for assumption.

CONSIDERATIONS:

(A) PUBLIC

N/A

(B) FINANCIAL

In accordance with the Terms and Conditions of the Subdivision Agreement, the balance of securities can now be released upon assumption of the public infrastructure.

(C) IMPACT ON OTHER DEPARTMENTS & USERS

All affected departments (Parks, Legal, Finance, and Transportation and Engineering) have been circulated.

(D) COUNCIL STRATEGIC PRIORITIES

This report addressed the Council's strategic priority/priorities: Growth Management, Community Belonging, Environmental Sustainability and Accountable Government.

(E) CLIMATE CHANGE/ACTION

The assumption ensures that the development has been constructed in accordance with the sustainability objectives of the draft plan approval.

APPENDICES:

Appendix A: By-law 2025-134

Appendix B: Registered Plan 20M-1225

.

Prepared by: Matthew Thomas, CET, PMP Development Coordinator

Recommended by: Kristina Parker, MASc., P.Eng. Manager, Development Engineering

Submitted by: Gabe Charles, MCIP, RPP Director, Planning and Development

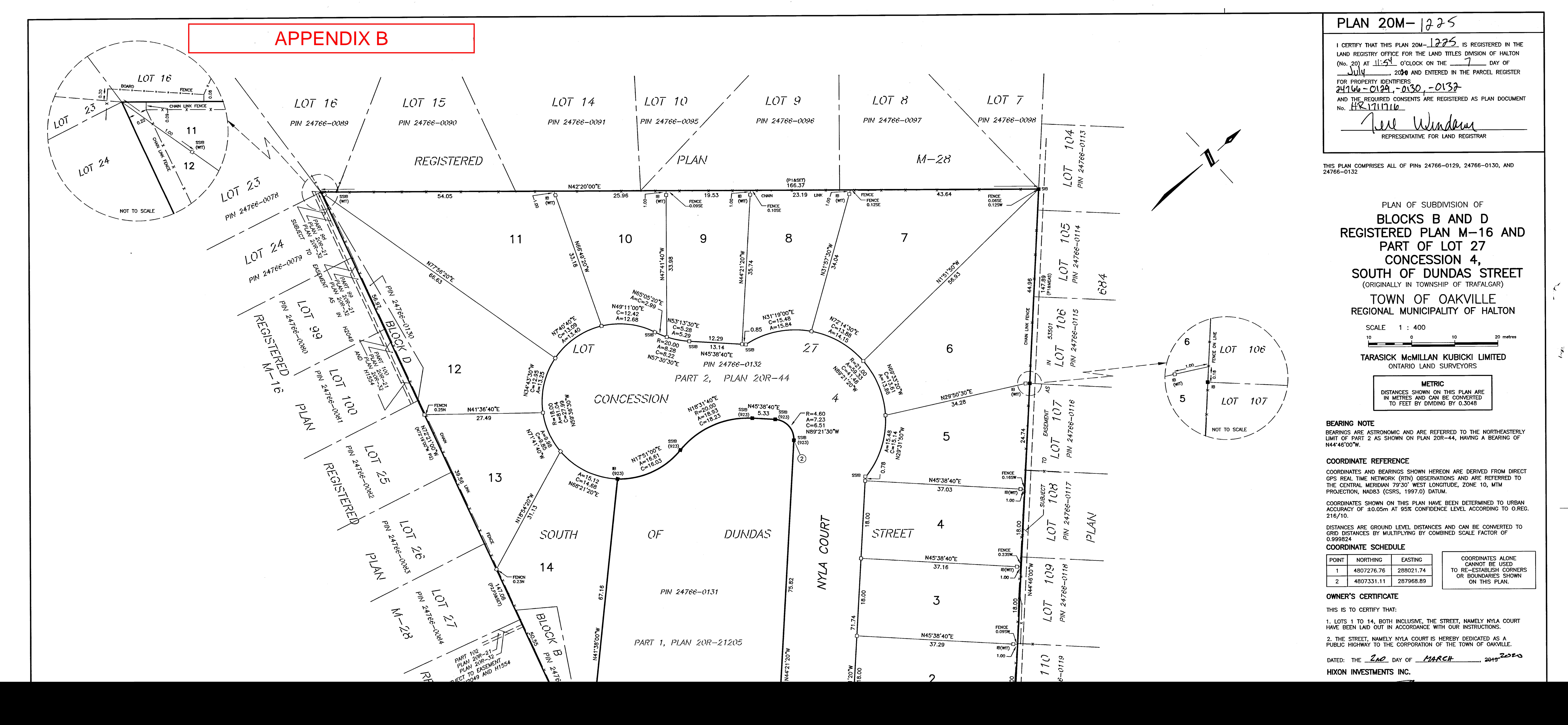


APPENDIX A

THE CORPORATION OF THE TOWN OF OAKVILLE BY-LAW NUMBER 2025-134

A by-law to assume all completed public works within Registered Plan 20M-1225

COUNCIL ENACTS AS FOLLOWS:	
The public works within Registered Plan 20M-1225, are hereby assumed.	
The public works with registered hair 20th 1220, are notedly accumed.	
PASSED this 11th day of August, 2025	
	CLERK





REPORT

Council

Meeting Date: August 11, 2025

FROM: Planning and Development Department

DATE: July 29, 2025

SUBJECT: Recommendation Report, Draft Plan of Condominium 24CDM-

24003/1310 - 1005 Dundas Street East

LOCATION: 1005 Dundas Street East

WARD: Ward 6 Page 1

RECOMMENDATION:

That the Director of Planning and Development be authorized to grant draft plan approval of the Draft Plan of Condominium (24CDM-24003/1310) submitted by 1005 Dundas Street East Inc. and prepared by KRCMAR Ltd. dated March 15, 2024, subject to the conditions contained in Appendix 'A' of the Planning and Development Report dated July 29, 2025.

KEY FACTS:

The following are key points for consideration with respect to this report:

- A standard Draft Plan of Condominium application has been submitted for the purpose of establishing condominium tenure for an eight-storey building containing 380 residential units and 457 parking units, which is currently under construction.
- Condominium tenure would allow the transfer of individual units to the future owners.
- The development received final site plan approval (S.P.1310.001/01) on October 12, 2022.
- No circulated internal departments or external agencies raised concerns with the application.
- Staff recommends that the Director of Planning and Development give approval to the standard Draft Plan of Condominium application, subject to the conditions outlined in Appendix 'A'.

BACKGROUND:

The purpose of this report is to provide a full staff review of the application and a recommendation on the proposed standard Draft Plan of Condominium application

for a residential apartment building containing a total of 380 residential apartments. Upon registration of the condominium, the condominium corporation will be created and will be responsible for the management of the development.

The development received site plan approval (S.P.1310.001/01) on October 12, 2022. The Draft Plan of Condominium application was submitted on March 15, 2024, by 1005 Dundas Street Inc., and deemed complete the same day. The building is currently under construction.

Draft plan approval and registration of the plan is the last step in the planning process allowing for the formal transfer of the individual units to the purchasers.

Proposal

The applicant is proposing a standard condominium for the five-storey, 380-unit residential building (Appendix 'B').

Location & Site Description

The subject property is approximately 1.871 hectares in size and is located at the northeast corner of Eighth Line and Dundas Street East and is municipally known as 1005 Dundas Street East.



Figure 1 – Aerial view of 1005 Dundas Street East

Surrounding Land Uses

The surrounding land uses are primarily residential. Detached dwellings are located directly north and south of the property, while existing townhouse units are located to the west. To the east of the site is the Capoak/Redoak Draft Plan of Subdivision,

which is proposed to be developed for detached dwellings, townhouse units, and apartment buildings up to 12-storeys in height.

PLANNING POLICY & ANALYSIS:

The property is subject to the following policy and regulatory framework:

- Provincial Planning Statement (2024)
- Halton Region Official Plan (Implemented by the Town of Oakville)
- North Oakville East Secondary Plan
- Zoning By-law 2009-189

Provincial Planning Statement

The Provincial Planning Statement (2024), the 'PPS', is intended to promote a policy-led system, which recognizes that there are complex relationships among environmental, economic, and social factors in land use planning. The PPS encourages the wise management of land to achieve efficient development and land use patterns by directing growth to settlement areas and by promoting a compact development form. The proposed Draft Condominium Plan is consistent with the PPS.

Halton Region Official Plan (Implemented by the Town)

Due to recent Provincial legislation, as of July 1, 2024, the Halton Region's role in land use planning and development matters has changed. The Region is no longer responsible for the Regional Official Plan. It is now the responsibility of Halton's four local municipalities. As a result of this change, a Memorandum of Understanding (MOU) between the Halton municipalities and Conservation Authorities was prepared that identified the local municipality as the primary authority on matters of land use planning and development. The MOU also defines the continued scope of interests for the Region and the Conservation Authorities in these matters.

As outlined in the MOU, the Region now only has an interest in supporting our local municipal partners by providing review and comments on a scope of interests that include:

- Water and Wastewater Infrastructure:
- Regional Transportation Systems including stormwater management infrastructure and acoustic mitigation on Regional rights-of-way;
- Waste Collection;
- Affordable and Assisted Housing;
- Responsibilities associated with a specific mandate prescribed by legislation (e.g. source water protection, public health); and,
- Other Regional services that have a land component.

As it relates to the foregoing, Halton Region staff offers no objection to the proposed Draft Plan of Condominium approval, subject to the conditions and notes included in

Appendix 'A'. Conformity with the Halton Plan Region Official Plan was confirmed as part of the previous development approvals for the site.

North Oakville East Secondary Plan

The subject lands are designated as 'Dundas Urban Core Area', as identified on NOE2, Land Use Plan in the North Oakville East Secondary Plan. Section 7.6.5.1 of the NOESP outlines the purpose of the Dundas Urban Core Area as follows:

The Dundas Urban Core Area designation on Figure NOE2 is intended to allow the creation of a band of mixed use development at medium and high densities with a clustering of retail and service commercial development and/or high density buildings at the intersections with north/south streets.

The proposed Draft Plan of Condominium application is for 380 residential units. On this basis, the development conforms to the applicable policies of the NOESP.

Zoning By-law 2009-189

The subject property is zoned DUC – Dundas Urban Core subject to Special Provision 60 (Figure 2).

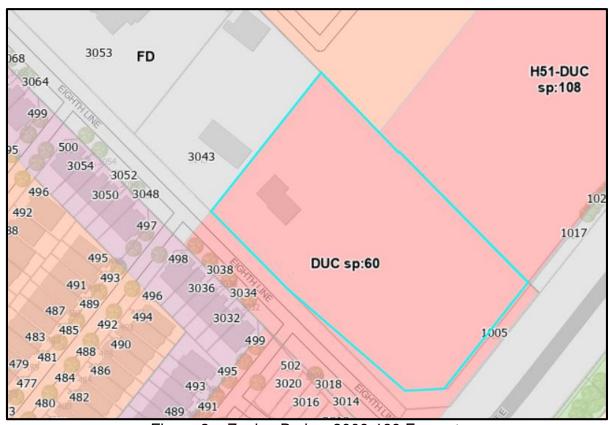


Figure 2 – Zoning By-law 2009-189 Excerpt

As a condition of approval, the applicant will be required to confirm that the "as built" development complies with the Zoning By-law, prior to registration.

Site Plan Application

The subject property was subject to site plan control and received final site plan approval on October 12, 2022. Through the site plan application, the development was subject to detailed technical analysis including:

- Site layout;
- Site servicing;
- Site circulation;
- Landscaping, canopy coverage, and urban design;
- Grading and stormwater management;
- Vehicle movements, access, and parking;
- Conformity with the North Oakville East Secondary Plan; and,
- Compliance with the Zoning By-law 2009-189.

The financial obligations of the developer as it relates to the construction of the development have been addressed through the site plan approval process. Required works are secured by a Letter of Credit, which is collected through site plan approval.

As part of the draft plan conditions in Appendix 'A', the visitor and commercial parking will be required to be delineated on the condo plan and included in the condominium declaration. In addition, the engineering works such as servicing, grading, drainage and stormwater management will be inspected prior to registration of the condominium.

TECHNICAL & PUBLIC COMMENTS:

The Draft Plan of Condominium was circulated to internal departments and external agencies for comments and was subject to detailed technical analysis.

Subject to the conditions in Appendix 'A', no further requirements have been identified. There are no outstanding financial, legal or planning issues to be resolved.

Accordingly, the proposed plan of condominium meets the criteria established in Section 51(24) of the *Planning Act* and conforms to the North Oakville East Secondary Plan.

CONSIDERATIONS:

(A) PUBLIC

No public comments were received with respect to this application.

(B) FINANCIAL

This development is currently under construction, and requirements such as the payment of Development Charges have been paid. The site plan agreement details the required on-site works and is secured by a Letter of Credit, held on file. A standard condition has been included to ensure that the property taxes are paid and up-to-date.

(C) IMPACT ON OTHER DEPARTMENTS & USERS

None of the circulated departments/agencies raised any issues with respect to the proposal. Any relevant conditions have been included within the Draft Plan of Condominium conditions listed in Appendix 'A'.

(D) COUNCIL STRATEGIC PRIORITIES

This report addresses the corporate strategic priority/priorities: Growth Management, Community Belonging, Environmental Sustainability and Accountable Government.

(E) CLIMATE CHANGE/ACTION

The proposal complies with the sustainability objectives of the Climate Change Adaptation Initiative.

CONCLUSION:

Staff recommends approval of the application, subject to the conditions in Appendix 'A', as the application is consistent with the Provincial Planning Statement, does not conflict with Provincial plans, has regard for matters of Provincial interest, and represents good planning. Further, the application is consistent with the North Oakville East Secondary Plan and Zoning By-law 2009-189. The following requirements have been satisfied:

- The proposed plan of condominium meets the criteria established in Section 51(24) of the *Planning Act*;
- A full circulation has been undertaken and there are no outstanding financial or planning issues that cannot otherwise be resolved, through the conditions found within Appendix 'A';
- The development received final site plan approval, where site servicing, grading and stormwater management, landscaping, urban design, and financial obligations were addressed through conditions of site plan approval;
- Building permits have been issued in accordance with the approved site plan;
- There is no need for a condominium agreement as all financial, design, and technical requirements have been addressed through the site plan approval process and the Town holds sufficient securities to allow for the completion of the required site works; and
- The application for a standard condominium is related to tenure of the approved development, is necessary to provide shared ownership and

maintenance of the internal amenity elements and is appropriate for the orderly development of the lands.

APPENDICES:

Appendix 'A' – Draft Plan of Condominium Conditions Appendix 'B' - Figures 1-10

Prepared by: Sara Hajsaleh Planner, Current Planning

Recommended by: Kate Cockburn, MCIP, RPP Manager, Current Planning – East District

Submitted by: Gabe Charles, MCIP, RPP Director, Planning and Development

Appendix 'A' - Conditions

TOWN OF OAKVILLE CONDITIONS FOR FINAL APPROVAL FOR THE REGISTRATION OF THE DRAFT PLAN OF CONDOMINIUM BY DUNDAS STREET EAST INC.

File 24CDM-24003/1310

This approval applies to the draft plan of condominium (File 24CDM-24003/1310) submitted by 1005 Dundas Street East Inc. and prepared by KRCMAR Ltd. dated March 15, 2024, for an 8-storey residential building with 380 apartment units with associated parking at 1005 Dundas Street east.

The Town of Oakville conditions applying to the approval of the final plan for registration of 1005 Dundas Street East Inc. Draft Plan of Condominium (File 24CDM-24003/1310) are as follows:

	CONDITIONS	CLEARANCE AGENCY
	GENERAL	
1	That the owner provides confirmation to the satisfaction of the Town's Finance Department that all outstanding property taxes have been paid prior to plan registration.	OAK(F)
2	The owner provides a certificate signed by the professional engineer and the owner that the plan proposed to be submitted for registration is the same as the latest (most recent) draft approved plan and, if the plans are not the same, that any differences between the proposed registered plan and the latest draft plan are accepted/approved by the Town.	OAK (A)
3	That the owner provides a certificate from the Owner's engineer stating that all servicing, grading, drainage, overland flow route, and stormwater management requirements, and base asphalt paving have been completed in accordance with the plans and conditions in the original site plan agreement, or that arrangements to the satisfaction of the Director of Development Engineering have been made for their completion.	OAK (DE)
4	The Owner shall provide as-built site servicing and grading drawings supported by the certificate from condition #3 are required for clearance of this condition, to the satisfaction of the Director of Planning and Development.	OAK (DE)
5	That the owner/applicant confirms as-built compliance with the Zoning By-law and that any deficiencies be brought into compliance with the	OAK (Z)

Zoning By-law through the Committee of Adjustment and/or a Zoning By-law Amendment prior to plan registration.

That the owner/applicant prepare a neighbourhood information map for the condominium, to the satisfaction of the Town's Director of Planning and Development. The Map shall include the location and type of parks, open space / valley land and walkways, a general description of their proposed facilities, surrounding development, public transit, and active transportation network.

OAK (A)

The owner/applicant shall also include the following warning clauses in the neighborhood information map:

Not all vehicle types can be accommodated within the underground parking garage. Check with your builder regarding the particular situation for the unit and parking space you intend to purchase.

7 LEGAL

A) The Owner shall file with the Director of Planning and Development, a complete copy of the final version of the Declaration and Description to be registered, which includes the following schedules:

OAK (L)

- i. Schedule "A" containing statement from the declarant's solicitor that in this or her opinion, based on the parcel register or abstract index and the plans and drawings recorded in them, the legal description is correct, and any easements mentioned in the schedule will exists in law upon the registration of the Declaration and Description; and,
- ii. Schedule "G" being the certification of the project engineer and/or architect that all buildings have been constructed in accordance with the regulations under the *Condominium Act*.
- iii. When the Owner files a copy of the Declaration with the Director of Planning and Development, it shall be accompanied with a letter of undertaking, stating that, "This is our undertaking to register the Declaration in the same form and content as was provided to you, subject to any changes the Land Registrar may require. This is also our undertaking to provide you with a registered copy of the Declaration once it is registered. If the Land Registrar requires any amendments to the Declaration we will advise you."
- iv. Visitor parking spaces will be clearly delineated on the condominium plan to be registered and the Declaration shall

- contain wording to provide and maintain the visitor parking spaces for the exclusive use of visitors and specifying that visitor parking shall form part of the common elements and neither to be used or sold to unit owners or be considered part of the exclusive use portions of the common elements.
- **B)** The owner/applicant shall also include the following warning clauses in the declaration:
- v. "Purchasers/tenants are advised that despite the inclusion of noise control features within the building units, sound levels due to increasing road traffic may occasionally interfere with some activities of the dwelling occupants as the sound level may exceed the noise criteria of the municipality and/or the Ministry of the Environment, Conservation and Parks.
- vi. This unit has been supplied with an air conditioning system which will allow windows and exterior doors to remain closed, thereby ensuring that the indoor sound levels are within the sound level limits of the municipality and/or the Ministry of the Environment, Conservation and Parks.
- vii. Purchasers/tenants are advised that ground floor units with balconies with direct unobstructed access to the Regional road system and/or the Active Transportation Network will not be eligible under the retrofit provisions of the Region's Noise Attenuation Policy/Noise Abatement Guidelines in the future.
- viii. Purchasers/tenants are advised that this development and associated blocks/units are directly adjacent/in close proximity to a Regional road. Halton's Regional roads are classified as major arterial roadways and as such: Serve mainly inter-regional and regional travel demands; May serve an Intensification Corridor; Accommodate all truck traffic; Accommodate higher order transit services and high occupancy vehicle lanes; Connect Urban Areas in different municipalities; Carry high volumes of traffic; Distribute traffic to and from Provincial Freeways and Highways; Accommodate active transportation. Truck traffic is permitted on all Regional roads, and is one of the functions of the Regional road network. Therefore, despite the inclusion of noise control features in the development and within the building units, sound levels due to increasing road traffic will interfere with some activities of the dwelling occupants, including any raised patio and/or balcony, as sound levels exceed the sound level limits of the Municipality and the Ministry of Environment, Conservation

and Parks.

ix. Purchasers/tenants are advised that Dundas Street East is designated future bus rapid transit corridors and that bus stops and bus stop amenities such as bus shelters can be installed along these corridors at anytime. The bus stop and bus lay-by on Dundas Street East is intended to serve future higher order transit service such as Bus Rapid Transit."

CANADA POST

8 That the Owner provides written confirmation that all Canada Post matters have been satisfactorily addressed.

CP

Canada Post requests that the owner/developer comply with the following two conditions:

- a) The Owner/Developer will provide each building with its own centralized mail receiving facility. This lock-box assembly must be provided and maintained by the Owner/Developer in order for Canada Post to provide mail service to the residents of this project. For any building where there are more than 100 units, a secure, rear-fed mailroom must be provided.
- b) The owner/developer agrees to provide Canada Post with access to any locked doors between the street and the lock-boxes via the Canada Post Crown lock and key system. This encompasses, if applicable, the installation of a Canada Post lock in the building's lobby intercom and the purchase of a deadbolt for the mailroom door that is a model which can be retro-fitted with a Canada Post deadbolt cylinder.

BELL CANADA

The Owner acknowledges and agrees to convey any easement(s) as deemed necessary by Bell Canada to service this new development. The Owner further agrees and acknowledges to convey such easements at no cost to Bell Canada. BC

The Owner agrees that should any conflict arise with existing Bell Canada facilities where a current and valid easement exists within the subject area, the Owner shall be responsible for the relocation of any such facilities or easements at their own cost.

HALTON CATHOLIC DISTRICT SCHOOL BOARD

10 The owner agrees to place the following notification in all offers of purchase and sale for all units:

HCDSB

- a. Prospective purchasers are advised Catholic school accommodation may not be available for students residing in this area, and that you are notified that students may be accommodated in temporary facilities and/or bused to existing facilities outside the area.
- b. Prospective purchasers are advised that the HCDSB will designate pick up points for the children to meet the bus on roads presently in existence or other pick up areas convenient to the Board.
- 11 In cases where offers of purchase and sale have already been executed, the owner is to send a letter to all purchasers which include the above statements.

HCDSB

HALTON DISTRICT SCHOOL BOARD

12 The owner agrees to place the following notification in all offers of purchase and sale for all units:

HDSB

- a. Prospective purchasers are advised that schools on sites designated for the Halton District School Board in the community are not guaranteed. Attendance at schools in the area yet to be constructed is also not guaranteed. Pupils may be accommodated in temporary facilities and/or be directed to schools outside of the area. School attendance areas are subject to change and/or redirections can be put into place to address school accommodation pressures.
- b. Prospective purchasers are advised that school busses will not enter cul- de- sacs and pick up points will be generally located on through streets convenient to the Halton Student Transportation Services (HSTS). Additional pick-up points will not be located within the subdivision until major construction activity has been completed as determined by HSTS.
- 13 That in cases where offers of purchase and sale have already been executed, the owner sends a letter to all purchasers which include the above statement.

HDSB

CLOSING CONDITIONS

14 Prior to signing the final plan the Director of Planning and Development shall be advised that all conditions have been carried out to the satisfaction of the relevant agencies, and that a brief but complete statement detailing how each condition has been satisfied has been

OAK (A)

provided.

15 Prior to signing the final plan, the Director of Planning and Development shall be advised by Canada Post that **condition 8** has been carried out to their satisfaction with a brief but complete statement detailing how the condition has been satisfied.

OAK(A), CP

16 Prior to signing the final plan, the Director of Planning and Development shall be advised by Bell Canada that **condition 9** has been carried out to their satisfaction with a brief but complete statement detailing how the condition has been satisfied.

OAK (A), BC

17 Prior to signing the final plan, the Director of Planning and Development shall be advised by the Halton Catholic District School Board that conditions 10 & 11 have been carried out to their satisfaction with a brief but complete statement detailing how the conditions have been satisfied.

OAK (A) HCDSB

Prior to signing the final plan, the Director of Planning and Development shall be advised by the Halton District School Board that conditions 12
4.13 have been carried out to their satisfaction with a brief but complete statement detailing how the condition have been satisfied.

OAK (A) HDSB

24 Prior to signing the final plan, the Director of Planning and Development shall be advised by Halton Region that their requirements prior to registration have been met.

OAK (A)

All of the above conditions shall be satisfied within 3 years of the granting of draft approval, being *Month Day, Year.* (Date of Draft Approval to be inserted as the day after the last date for appeals if no appeals are received).

OAK (A)

NOTES - The owner is hereby advised:

- If the condominium is not registered within 3 years of the date of draft plan approval, then this approval shall be null and void and the plans and drawings must be resubmitted to the Town of Oakville for approval.
- Fees are required by Halton Region and may be required by the Local Municipality for each extension to draft approval and for major revisions to the draft plan or conditions and for registration of the plan.
- 3. Educational Development Charges are payable in accordance with the applicable Education Development Charge By-law and are required at the issuance of a building permit. Any building permits that are additional to the maximum unit yield that is specified by the

Subdivision Agreement are subject to Education Development Charges prior to the issuance of a building permit, at the rate in effect at the date of issuance.

- 4. It is the responsibility of the Owner to provide entrance/service duct(s) from Bell Canada's existing network infrastructure to service this development. In the event that no such network infrastructure exists, in accordance with the Bell Canada Act, the Owner may be required to pay for the extension of such network infrastructure.
- 5. If the Owner elects not to pay for the above noted connection, Bell Canada may decide not to provide service to this development.
- 6. Halton Region will have the following requirements at the time of registration of the condominium:
 - Final draft condominium plans signed and dated by the Owner and Surveyor and initialed by the Town's Planner.
 - Regional Registration fee.
 - Registry Office Review Form (Appendix D Form (Formerly Schedule J Form)).
 - Letter from Applicant/Owner indicating how the Region's conditions of draft approval have been addressed.

LEGEND - CLEARANCE AGENCIES

BC	Bell Canada
CP	Canada Post
HCDSB	Halton Catholic District School Board
HDSB	Halton District School Board
OAK (A)	Town of Oakville – Planning Administration
OAK (CP)	Town of Oakville - Current Planning
OAK (DE)	Town of Oakville – Engineering Department
OAK (F)	Town of Oakville - Finance
OAK (L)	Town of Oakville – Legal
OAK (DS)	Town of Oakville – Development Services Section
OAK (Z)	Town of Oakville - Building Services Department, Zoning Section

Appendix 'B' - Figures 1-10

TOWN OF OAKVILLE CONDITIONS FOR FINAL APPROVAL FOR THE REGISTRATION OF THE DRAFT PLAN OF CONDOMINIUM BY DUNDAS STREET EAST INC.

File 24CDM-24003/1310

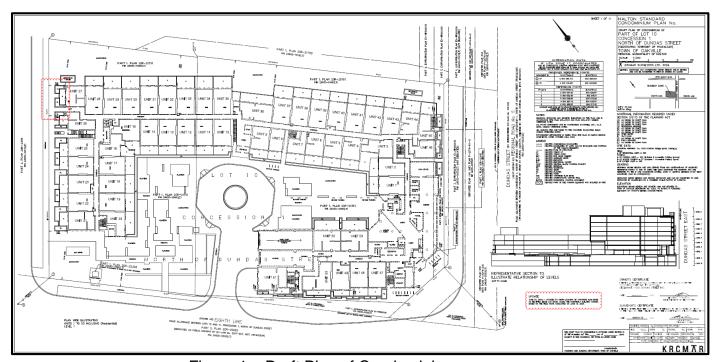


Figure 1 – Draft Plan of Condominium

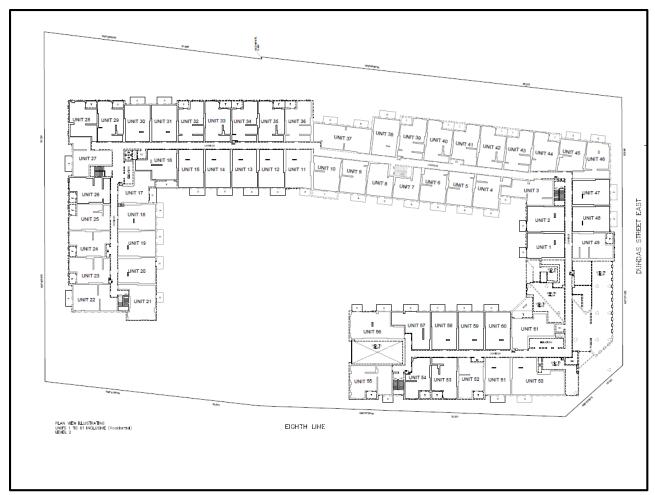


Figure 2 – Draft Plan of Condominium Level 2

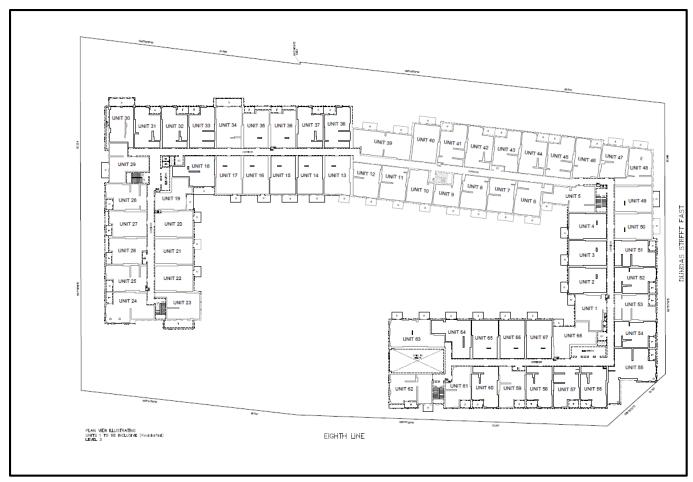


Figure 3 – Draft Plan of Condominium Level 3

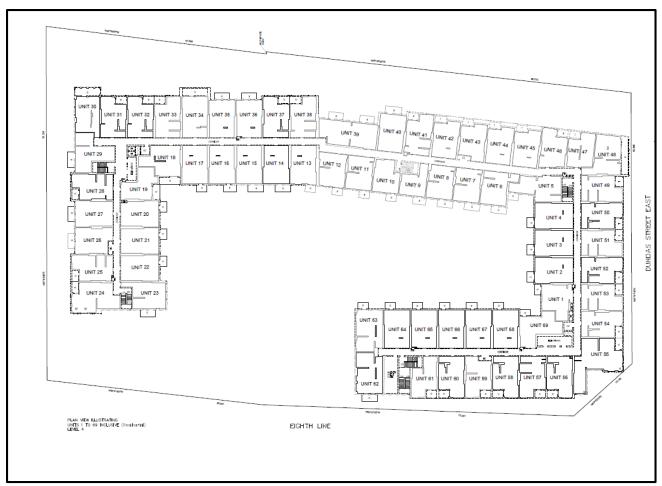


Figure 4 – Draft Plan of Condominium Level 4

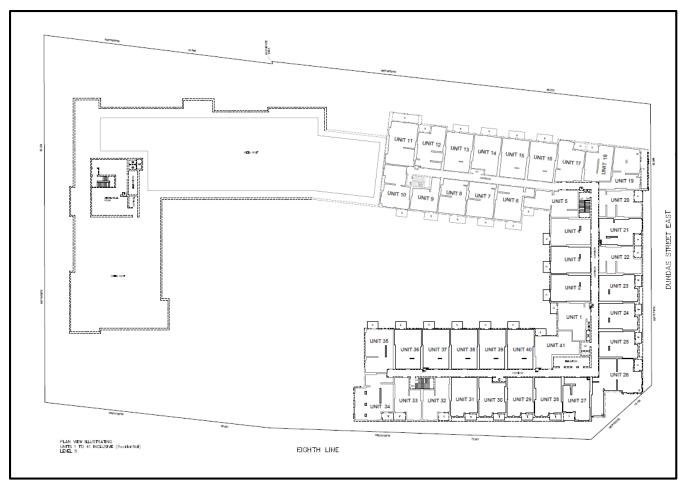


Figure 5 – Draft Plan of Condominium Level 5

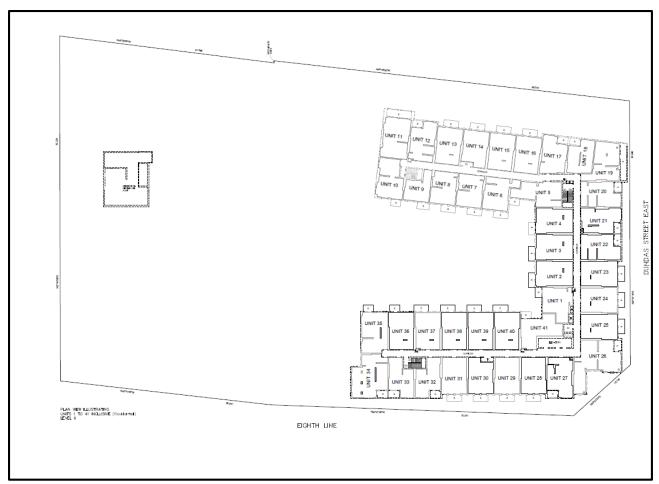


Figure 6 – Draft Plan of Condominium Level 6

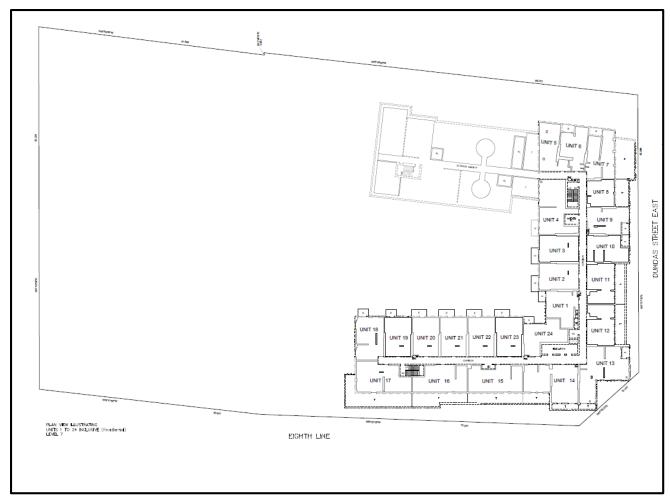


Figure 7 – Draft Plan of Condominium Level 7

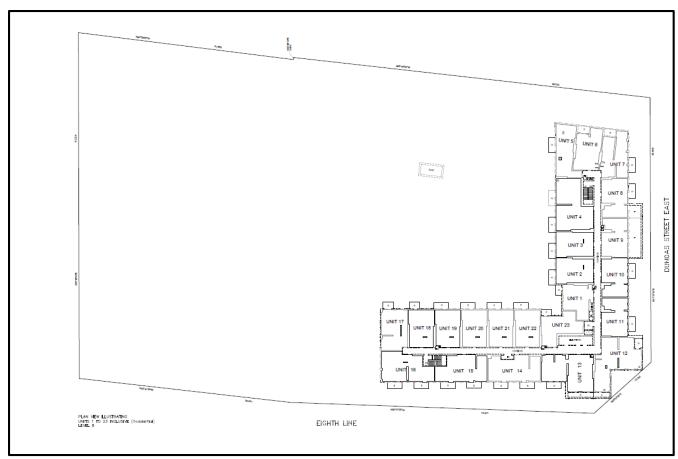


Figure 8 – Draft Plan of Condominium Level 8

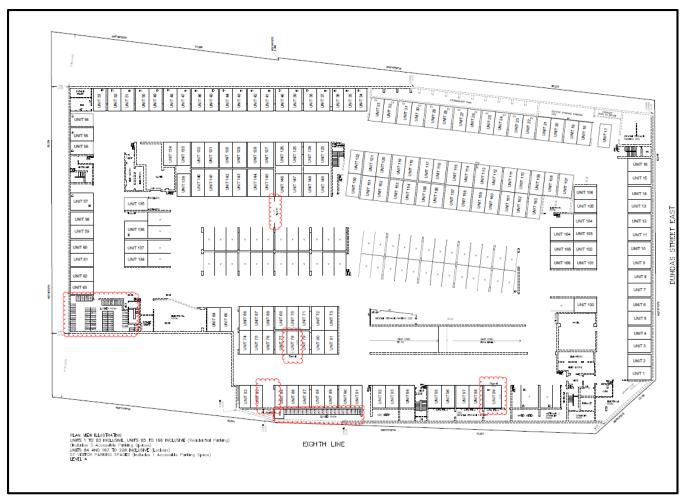


Figure 9 – Draft Plan of Condominium Parking Level A

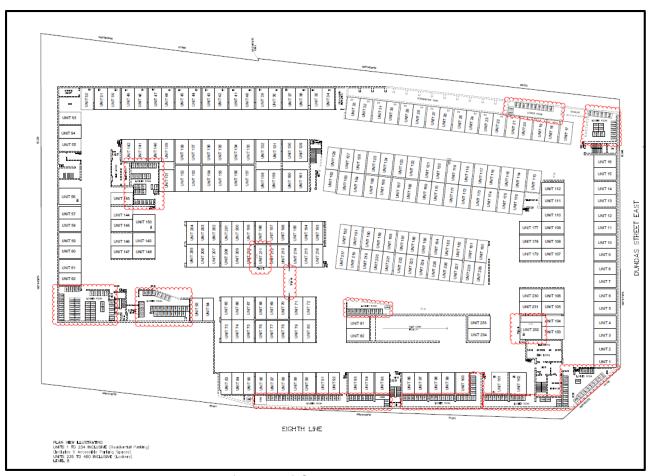


Figure 10 – Draft Plan of Condominium Parking Level B



REPORT

Council

Meeting Date: August 11, 2025

FROM: Municipal Enforcement Services Department

DATE: July 29, 2025

SUBJECT: Bronte Paid Parking Expansion

LOCATION: Bronte Village

WARD: Ward 1 Page 1

RECOMMENDATION:

- That the commercial paid parking program in Bronte Village be expanded to include Sovereign Street between Bronte Road and Jones Street and Marine Drive between Jones Street and Nelson Street, under the self-funded parking program managed by Municipal Enforcement Services; and,
- 2. That By-law 2025-131, a by-law to amend By-law 1965-10, being a by-law providing for the use of parking meters, parking pay stations and mobile parking applications, attached as Appendix A to the report from Municipal Enforcement Services dated July 29, 2025, be passed to provide new paid parking locations as identified in Schedule A to come into effect on August 11, 2025; and,
- 3. That the rates and fees schedule for the Parking Enforcement Program be updated as set out in Appendix B to the report from Municipal Enforcement Services dated July 29, 2025.

KEY FACTS:

The following are key points for consideration with respect to this report:

- In 2019, Council directed staff to introduce a pilot program for paid parking in Bronte
- At the Council meeting held July 9, 2024, paid parking in Bronte Village was approved as a permanent ongoing program under the self-funded parking program managed by Municipal Enforcement Services

- Offering and enforcing paid parking options helps to ensure spaces are available for customers, residents and visitors to the area
- Charging for parking in commercial shopping areas is a common way to promote turnover and manage parking supply
- Fees collected from the paid parking program help finance future parking services and programs through the self-funded municipal parking program
- Parking supply is limited in Bronte Village and, as such, has been reviewed for opportunities to expand the paid parking program to assist with the management of the on-street parking supply
- Areas identified as expansion areas in Bronte Village include Sovereign Street (from Bronte Road to Jones Street) and Marine Drive (from Jones Street to Nelson Street) to be implemented in Fall 2025
- A public open house was held on June 25th at Walton Memorial where members of the community were invited to view the parking expansion area
- Opportunities for future expansion of the program exist and will be monitored through future utilization studies for supply management

BACKGROUND:

Mobility is the seamless integration of multiple modes—transit, cycling, walking, ride share, and driving—and the spaces and policies that enable them.

Parking is a complex issue that involves short-, medium- and long-term planning and ongoing management. It requires careful consideration of design standards, future growth, community needs, and operational practices. Staff work collectively to ensure that parking supports broader goals including accessibility, economic development, and sustainability. From time to time, Council will be asked to consider and approve matters relating to either the planning, management or operations of parking. These decisions help ensure that parking continues to meet the needs of residents, businesses, and visitors effectively.

By aligning parking planning and management with the Transportation Master Plan, all aspects of mobility—transit, cycling, walking, ride share, and driving—work together to create a seamless, accessible, and sustainable transportation system. This report relates to the management and operations of parking as it expands parking areas within Bronte Village.

At a Council meeting on July 7, 2024, Council approved the commercial paid parking program continue as a permanent ongoing program under the self-funded parking program managed by Municipal Enforcement Services. At that time, staff committed to review the Bronte Village paid parking area for opportunities for to expand the program, providing additional supply.

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Staff is providing an update on the Bronte Paid Parking Program, for Council's consideration, and is recommending that the program be expanded to allow for additional parking supply and better management of the program

COMMENT/OPTIONS:

Paid Parking Program Overview

Controlling on-street parking in a commercial area through payment is a common way to promote turnover, manage demand and self-fund a parking program. Typically, a commercial parking operation within a business district evolves through the introduction of paid parking (parking meters) at prime on-street parking spaces. Net revenues from on-street parking are used to support a long-term funding model aimed at expanding the parking program. This includes increasing parking supply and ensuring regular enforcement patrols.

In Downtown Oakville, Kerr Village and Bronte Village, the town manages commercial parking operations to provide parking for all activities in the area. The costs for commercial parking operations are fully funded from parking rates, fees, fines, and penalties and do not rely on property tax revenue to support the program. Parking revenue is used to enforce, manage, and maintain existing parking operations as well provide for funding future parking initiatives such as the Jones Street parking lot redevelopment.

Bronte Paid Parking Program

Municipal parking operations in Bronte Village operates from 9 a.m. to 6 p.m., Monday through Saturday. The paid parking program in Bronte was introduced in 2019 to be closely aligned to the parking program in Kerr Village, adopting a similar structure for hours of operation, rates, and fees.

Like Kerr Village, the zoning regulations for commercial properties in Bronte Village require that the properties provide primary parking for their employees, customers, and visitors on their private property. The paid parking program provides supplemental parking to that provided by commercial (private) properties and is available to the public on a first come first serve basis.

To meet the parking needs of various customers and users, the town's commercial paid parking strategy includes designated accessible on-street parking spaces, 20-minute "quick stops," short-stay transient customer parking, all-day parking, and monthly permit parking. In line with this strategy, the pilot program in Bronte Village was introduced with the following parking options:

- Designated accessible on-street parking spaces
- 20-minute "quick stops"
- 2-hour transient customer parking
- 9-hour (all day) parking

1 age 4 of 3

- Monthly daytime permit parking
- Commercial loading zone

The current program operates 151 paid parking spaces. The areas immediately adjacent to the paid parking area in Bronte Village offers parking with a limit of two (2) hours. The parking supply is broken down as follows:

	Bronte Villag	e Parking I	nventory-Current	
	Total Paid			
	Parking	2-Hr	Accessible	EV Charging
Street	Supply	Parking	Parking	Spaces
Sovereign Street		24		
Lakeshore Road West	16			
Marine Drive	20	54		
Ontario Street	28		1	2
Bronte Road	52		1	2
Jones Street	25			
Nelson Street	10	6		
East Street		10		
Total	151	94	2	247

Paid Parking Expansion Area

The municipal paid parking supply in Bronte Village is limited to on-street parking. There are several factors that may necessitate the removal of parking spaces such as seasonal patios, bike corrals as well as spaces blocked for public safety surrounding development sites.

Understanding the pressures put on the parking supply, in combination with the utilization, is important to consider when discussing expanding the paid parking program. The areas identified for expansion being Sovereign Street (Bronte Road to Jones Street) and Marine Drive (Jones Street to Nelson Street) have higher averages of utilization and offer options to shift parking from other high utilization areas to better manage parking turnover and availability of supply.

The areas identified along Sovereign Street and Marine Drive would provide additional parking and shift parking from main streets to peripheral streets as follows:

Bronte Village Parking Inventory-NEW			
	Paid		
Street	Parking	From	To
Sovereign Street	24	Bronte Road	Jones Street

Marine Drive	34	Jones Street	Nelson Street
Total	58		

The permitted parking duration in these new paid parking areas will exceed the standard two (2) hour limit found in most locations within the municipal parking district. On Sovereign Street, which is adjacent to the business corridor, parking will be provided for up to nine (9) hours and Marine Drive will allow for up to five (5) hours parking. These extended time limits are intended to provide more flexible parking options for both employees and visitors, particularly outside of the main street areas.

Bronte Parking Utilization Survey

From parking surveys undertaken in October 2022, some key areas were identified as areas to expand the paid parking program in Bronte.

The immediate goal for parking in Bronte Village is to redistribute the demand away from the higher utilization areas of the main streets, such as Lakeshore Road West and Bronte Road, to other areas that can support the demand. Additionally, the new paid parking areas will allow for extended parking time limits which will support longer term visits to the local businesses and residents. Many residents in the area are supported by private parking options, however, the longer parking time options will provide supplemental parking for their temporary needs.

Payment options

Parking in Bronte's commercial paid parking district is controlled with time limits ranging from 20 minutes to 9 hours. The new paid parking areas on Sovereign Street and Marine Drive will be introduced with options to pay by phone through HONK mobile app (including Text to Pay option) or by pay-by-plate machine.

Additional Town Parking

Bronte Heritage Waterfront Park

Bronte Heritage Waterfront Park provides parking spaces across two lots for Bronte Outer Harbour boaters, park visitors, special events, and the Lighthouse Banquet & Conference Centre. These parking lots add 184 more spaces to the overall parking supply in Bronte; however, are not part of the paid parking program. These lots are currently maintained by the Parks Department.

Parking Supply Impacts

Other Department Initiatives

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On-street parking spaces in commercial districts are used by town initiatives which support the community's needs. Seasonal programs like the Patio Program and bike corrals result in some parking stalls being removed during various times of the year.

Bronte Village Streetscape Study

The Bronte Village Streetscape Study was initiated in early 2024 and is scheduled to be presented to P & D Council in September 2025. The objective of the study is to create a streetscape plan for Bronte Villages transportation and public realm that could be used to assist in the implementation of the town capital initiative, as well as guide requirements for any development within the study area. The streetscape plan will identify and detail actions and installations that can enhance the public realm within the project area prior to undertaking streetscape reconstruction. Plans will include street trees and other landscape materials, special paving, lighting, street furniture, on-street parking, bike paths, public art and wayfinding. Implementation of the streetscape plan may change the number and location of existing on-street parking spaces in Bronte Village.

Property Redevelopment and Construction

Several major redevelopment projects are underway in Bronte Village. These projects include both town and developer initiatives to provide more housing, commercial space and retail attractions.

Parking Program Enforcement and Maintenance

Enforcement

Mobile Compliance Officers (MCOs) in MES are responsible for patrolling and enforcing the town's parking regulations. The officers are assigned to either commercial district enforcement or town wide enforcement. MCO patrols in commercial parking districts are funded through parking rates, fees and penalties from those areas.

Enforcement of paid parking allows for immediate action in cases of non-compliance. Consistent enforcement reinforces the regulations in place and encourages drivers to park within designated limits and pay the required fees, supporting turnover, and effective parking management.

In contrast, enforcement in adjacent areas with two (2) hour time-limited parking requires officers to attend the location, identify parked vehicles, and return after two hours to confirm whether the vehicles have moved. This process is time-consuming and often inefficient, as officers may not be able to return at the appropriate time due to other operational demands, reducing the likelihood of issuing penalties.

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Expanding paid parking into these areas would streamline enforcement efforts, allowing for more efficient use of staff resources and improving the overall management of parking availability.

Equipment and Maintenance

The on-street equipment and infrastructure required to support the Bronte paid parking program is funded from the Parking Reserve. The original budget approval to introduce paid parking in Bronte Village was funded under a capital project the cost to implement being approximately \$75,000 due to favourable variances from the equipment purchases and installations. In July 2025, existing pay by plate machines in all commercial paid parking districts were replaced with new equipment allowing for tap credit card payment and digital screens making payment at the machines quicker and easier.

The cost to expand the paid parking program to the areas defined on Sovereign Street and Marine Drive will cost approximately \$33,000 including signage and equipment, with funds already existing in approved capital projects.

Maintenance and collections are performed by MES staff who oversee all commercial paid parking areas. Staffing requirements for collections and maintenance activities will continue to be monitored as commercial programming continues to grow in Bronte Village alongside Kerr Village and Downtown Oakville.

Future Bronte Paid Parking Expansion Areas

Future areas have been identified as possible expansion areas. These areas were highlighted in the public open house held on June 25, 2025, at Walton Memorial Church.

These areas identified for future expansion of the Bronte paid parking program include:

- Marine Drive (Nelson Street to East Street)
- Nelson Street (Marine Drive to Ontario Street)
- East Street (Lakeshore Road West to Ontario Street)

These areas will continue to offer two (2) hour limited parking. Over time it is expected that these areas will see higher utilization as development in the area is completed, bringing more visitors and residents into the community. Regular utilization surveys will be undertaken in future years which will monitor the demand for parking in this area and provide recommendations to transition to paid parking, when required.

Conclusion

i age o oi s

The Town is moving forward with the planned expansion of its municipal parking program to better accommodate current and future community needs. This initiative is part of a broader strategy to enhance accessibility and support local economic growth through improved parking infrastructure by offering longer time durations and alternatives to the busy main streets.

As part of the planning process, a public consultation was conducted to engage local residents and businesses. The consultation provided an opportunity for stakeholders to review the proposed expansion and offer feedback. The responses received were largely supportive, with many participants highlighting the need for additional parking capacity and expressing approval for the direction of the program. Informed by this community input, municipal staff are preparing to implement the expanded parking program in Fall 2025. The rollout will include the installation of new signage and equipment to support the updated infrastructure and ensure a smooth transition for users.

Paid parking program in Bronte, the ongoing collection of parking rates, fees, and penalties from the commercial paid parking program in Bronte contributes to the Parking Capital Reserve. This reserve will be used to reinvest in future paid parking programming and infrastructure in Bronte Village.

CONSIDERATIONS:

(A) PUBLIC

Public were engaged at an open house at Walton Memorial Church in Bronte on June 25, 2025. Several stakeholders were notified of the open house.

The Bronte BIA and the Bronte Village Residents Association have been made aware of this report and have been invited to attend this Council Meeting.

(B) FINANCIAL

Revenues generated through parking rates, fees, fines and penalties, supports the town's parking operation, which is self-funded and does not rely on the tax levy to cover annual operating and capital expenses.

The cost to install parking payment equipment and signage is approximately \$33,000. There is no requirement for additional funding given current capital funding is available to support the purchase of new pay by plate machines and signage.

(C) IMPACT ON OTHER DEPARTMENTS & USERS

39.00

Transportation and Engineering, Planning and Economic Development Departments have been consulted over the development of this report.

(D) COUNCIL STRATEGIC PRIORITIES

This report aligns with Council's strategic priority of fostering Community Belonging by improving parking availability for both residents and visitors. These enhancements are intended to facilitate greater access to local businesses, thereby contributing to the vitality of the local economy.

(E) CLIMATE CHANGE/ACTION

N/A

APPENDICES:

Appendix A: By-law 2025-131- Amend Paid Parking Zone By-law 1965-10

Appendix B: Rates and Fees Schedule

Appendix C: Bronte Commercial District Paid Parking Map

Prepared by: Prepared by: Margaret Boswell Muhammed Imran

Manager Enforcement Manager, Neighbourhood Traffic Safety

Submitted by: Submitted by: Selena Campbell Lin Rogers

Director Enforcement Director Transportation and

Engineering



THE CORPORATION OF THE TOWN OF OAKVILLE BY-LAW NUMBER 2025-131

A by-law to amend By-law 1965-10, being a by-law providing for the use of parking meters, parking pay stations and mobile parking applications

WHEREAS By-law 1965-10 was approved by the Council for the Corporation of the Town of Oakville (the "Council") on January 18, 1965;

WHEREAS Council wishes to amend By-law 1965-10 as set out in this By-law;

COUNCIL ENACTS AS FOLLOWS:

1. Schedule A of By-law 1965-10 be amended by adding the following rows to the table in alphabetical order by street:

SCHEDULE "A" PAID PARKING ZONES						
Street	Location From	Location To	Side(s)	Times	Periods of Time	Rates
Marine Drive	Jones Street	Nelson Street	Both	Note ¹	5 Hours	Note 2
Sovereign Street	Bronte Road	Jones Street	South	Note ¹	9 Hours	Note 2

- 2. Schedule A of By-law 1965-10 be amended by adding "By-law 2025-131" to the list of amending by-laws following the table.
- 3. That all other provisions of By-law 1965-10 hereby remain in force and effect.

PASSED this 11th day of August, 2025

OAKVILLE	By-law Number: 2025-131

MAYOR	CLERK

APPENDIX B - NEW FEES FOR RATES & FEES SCHEDULE

Service Provided	Location	Unit of Measure	HST Y/N	2025 Base Fee	HST	2025 Fee (tax included)
Parking at metered space (5 hrs max period per day)	Marine Drive both sides between Jones St. and Nelson St.	per hour (5 hrs max)	Y	\$1.33	\$0.17	\$1.50
Monthly parking permit	Ontario Street	per month	Y	\$35	\$4.55	\$39.55
Parking at metered space (9 hrs max period per day)	Sovereign Street south side between Bronte Rd. and Jones St.	per hour (9 hrs max)	Υ	\$1.77	\$0.23	\$2.00
Daily parking permit	Sovereign Street south side between Bronte Rd. and Jones St.	per day	Υ	\$7.08	\$0.92	\$8.00
Monthly parking permit	Sovereign Street south side between Bronte Rd. and Jones St.	per month	Υ	\$48.67	\$6.33	\$55.00

Bronte Commercial Parking

- Paid (2hr max)
- Proposed Paid (5hr max)
- Proposed Paid (9hr max)
- Future expansion of commercial parking
- & Accessible parking
- Q Quick Stop (20 min)
- **F** EV charging station
- Municipal parking





REPORT

Council

Meeting Date: August 11, 2025

FROM: Community Infrastructure Commission

DATE: July 29, 2025

SUBJECT: Bronte Road One-way Traffic Assessment between Lakeshore

Road West and Marine Drive

LOCATION:

WARD: Ward 1 Page 1

RECOMMENDATION:

1. That the report entitled "Bronte Road One-way Traffic Assessment between Lakeshore Road West and Marine Drive" be received

2. That the section of Bronte Road between Lakeshore Road West and Marine Drive, be maintained as a one-way southbound operation.

KEY FACTS:

The following are key points for consideration with respect to this report:

- The study area includes an assessment of the section of Bronte Road between Lakeshore Road West and Marine Drive as a one-way southbound operation, and its impacts on surrounding intersections and mid-block segments within Bronte Village.
- The skewed geometry of the intersection of Lakeshore Road West and Bronte Road creates a sightline and safety concern for northbound and southbound left- turning vehicles under two-way operation.
- This section of Bronte Road was converted to a one-way southbound operation in March 2024 to accommodate construction staging for the condominium development at 85 Bronte Road located at the southeast corner of the intersection of Lakeshore Road and Bronte Road.
- The evaluation of traffic operations within the study area included following four (4) scenarios:

- Pre-closure period (two-way operation)
- During closure period (one-way operation)
- Post-closure period with development traffic (two-way operation)
- Post-closure period with development traffic (one-way operation)
- Irrespective of whether Bronte Road operates as a one-way southbound or two-way roadway, intersections within the study area are expected to operate at acceptable levels of service with slight delays, which is typical in a commercial district.
- A public meeting was held on June 25, 2025 to present the Bronte Village streetscape design options and the Bronte One-way Traffic Assessment Study findings to area residents and businesses.
- The recommendation of the Bronte Road One-way Traffic Assessment Study
 is that the section of Bronte Road between Lakeshore Road West and Marine
 Drive, be maintained as a one-way southbound operation and that this be
 reflected in the design of this section of Bronte Road as part of the
 streetscaping design for Bronte Village.

BACKGROUND:

Prior to March 2024, the section of Bronte Road between Lakeshore Road West and Marine Drive operated as a two-way roadway. The Town received concerns regarding limited sightline for northbound and southbound left-turning vehicles due to skewed intersection geometry at the intersection of Lakeshore Road West and Bronte Road.

In March 2024, the section of Bronte Road between Lakeshore Road West and Marine Drive was converted to one-way southbound to accommodate construction staging for the condominium development at the southeast corner of Bronte Road and Lakeshore Road West. This revised configuration helped in mitigating previously identified sightline concerns at the intersection.

As per the 2025 Capital Budget Process, Council directed staff to analyze the option to convert Bronte Road to a permanent one-way southbound configuration. The study would include assessment of traffic patterns, local access impacts, and conducting public consultation.

In March 2025, the Town retained CIMA+ to undertake an assessment of the impacts of the one-way conversion on the surrounding road network to help inform a future recommendation on whether to maintain the one-way southbound operation permanently following the completion of the Bronte Lakeside development, or to return to a two-way configuration.

The study includes analysis of:

- Traffic redistribution due to the closure of northbound movements on Bronte Road:
- Impacts on adjacent intersections and roads;
- Broader implications for traffic flow, safety, and network connectivity in Bronte Village;
- Mitigation measures related to the skewed intersection geometry at Bronte Road and Lakeshore Road West.

In conjunction with this study, the Town has initiated a streetscape study in Bronte Village to enhance overall design and public realm within Bronte Village. The recommendation from this report will be reflected in the design of this section of Bronte Road as part of the streetscaping design for Bronte Village which is being undertaken as a separate assignment by Town staff.

COMMENT/OPTIONS:

Study Area

The study area included the section of Bronte Road between Lakeshore Road West and Marine Drive, operational analysis of the two intersections on either side of the study area, and evaluation of impacts of Bronte Road as one-way southbound on the surrounding intersections and mid-block sections in Bronte Village.

Collision Analysis

A five-year collision history of the study area was reviewed to determine trends and patterns that may provide insight into potential contributing factors to the collisions. The detailed collision analysis is presented in Appendix A.

During the two-way operation period on Bronte Road, 36 collisions were reported at the intersection of Lakeshore Road and Bronte Road from 2019 to March 2024. The collision types included rear end (50%), angle (28%), turning movement (11%), sideswipe (5.5%) and single motor vehicle (5.5%) collisions.

After the conversion of Bronte Road to a one-way southbound, two (2) collisions were reported between March 2024 and December 2024 at the intersection of Lakeshore Road and Bronte Road and one collision was reported along Bronte Road between Lakeshore Road West and Marine Drive involving a southbound vehicle which ran-off the road and hit a utility pole.

Traffic Analysis

Four scenarios were evaluated to compare existing and future traffic operations on Bronte Road between Lakeshore Road West and Marine Drive. The summary of the results of these scenarios under both one-way southbound and two-way configuration.

a. Scenario 1 – Pre-closure period (two-way operation)

Analysis of 2023 traffic data showed that all traffic movements operated within capacity, with no excessive queueing. Minor delays were observed for northbound and southbound left-turns at Lakeshore Road West, attributed to the skewed intersection geometry and pedestrian activity.

b. Scenario 2 - Closure period (one-way operation)

Following the conversion of Bronte Road between Lakeshore Road West and Marine Drive to one-way southbound, analysis of the traffic data collected in 2024 indicated efficient operations with minimal delays and short queues. Slight queuing was observed for the westbound right-turn at the intersection of Lakeshore Road West and Bronte Road.

c. Scenario 3 – Future post-closure period (2028) with development traffic (two-way operation)

This scenario factored in the development traffic volumes for all identified developments along Lakeshore Road West and applied 2% annual growth rate to through traffic volumes along Lakeshore Road West to estimate 2028 horizon year traffic volumes.

With Bronte Road operating as a two-way roadway, all intersections are expected to operate at acceptable levels of service -, with minor delays during peak periods. However, at the intersection of Lakeshore Road West and Bronte Road, queue lengths for the westbound right-turn and northbound left-turn movements are expected to exceed the available storage length especially during the afternoon peak period.

d. Scenario 4 – Future post-closure period (2028) with development traffic (one-way operation)

This scenario incorporated a 2% annual growth rate and development traffic volumes for all identified developments along Lakeshore Road was used. With Bronte Road operating as a one-way roadway, the intersections within the study

area are expected to operate at an acceptable level of service. The westbound through movement at the intersection of Lakeshore Road West and Bronte Road is expected to operate near capacity during the afternoon peak period and the westbound right-turn queuing is expected. These conditions are typical for a commercial district with high traffic activity during peak periods.

Traffic Impacts on other intersections

The traffic impact of the Bronte Road one-way southbound operation on other intersections within the study area is expected to be minimal. The redistributed traffic due to Bronte Road one-way southbound configuration is expected to use the intersections of Lakeshore Road West at Jones Street and Lakeshore Road West and Nelson Street. These two intersections are expected to operate at acceptable service levels with minor delays during the weekday peak periods.

Summary of study findings

The summary of the study findings specific to the study area are listed below:

- High frequency of angle collisions (28%) was reported at the intersection of Lakeshore Road West and Bronte Road during the pre-closure two-way operation period on Bronte Road. Five (5) out of eleven (11) of these collisions involved northbound vehicles.
- Misalignment on the north-south approaches at the intersection of Lakeshore Road West and Bronte Road limits the visibility of oncoming through traffic for the northbound left-turning vehicles.
- No operational issues were identified at this intersection of Bronte Road and Marine Drive as a result of one-way southbound configuration of Bronte Road.
- Traffic analysis results at the intersection of Lakeshore Road West and Bronte Road indicate that under the post-closure two-way operation of Bronte Road, queuing is expected for the northbound left-turn and westbound rightturn movements during the afternoon peak period, whereas under the oneway southbound configuration, queuing is expected only for the westbound right-turn movement during the afternoon peak period.

Public Consultation

A public consultation meeting was held on June 25th, 2025, to present streetscape design options for Bronte Village and the results of the Bronte One-Way Assessment Traffic Study to residents and businesses.

Over 80 residents attended meeting which was held at the Walton United Church in Bronte Village. There were two sessions for the meeting, one in the afternoon from 2:30 to 4:30pm and one in the evening from 6:30 to 8:30pm.

Of the residents who provided comments on the recommendation to maintain this section of Bronte Road as one-way southbound, 80% expressed support, 16% were opposed, and 4% neither supported nor opposed.

Recommendation

Based on the findings and analysis conducted in the study area, staff recommends that the section of Bronte Road between Lakeshore Road West and Marine Drive, be maintained as a one-way southbound operation. This configuration should be incorporated into the design of this segment as part of the Bronte Road Streetscape Study, which is scheduled for completion in Fall 2025.

It is anticipated that the conversion of this section of Bronte Road to a one-way southbound will present an opportunity to enhance safety and improve traffic flow, at the intersection of Bronte Road and Lakeshore Road West. The anticipated benefits of this configuration are as follows:

- Reduction in conflict points along Bronte Road and at either intersection.
- Reduction in the potential for angle collisions at the intersection of Bronte Road and Lakeshore Road West.
- Through the removal of the northbound lanes, the entire southeast corner
 of the intersection can be devoted to streetscaping providing a larger area
 for active transportation users.
- The width of the south leg would be significantly narrowed, reducing the crossing distance and exposure of pedestrians to traffic.

CONSIDERATIONS:

(A) PUBLIC

A public consultation meeting was held on June 25th, 2025, to present the results of the Bronte One-Way Assessment Traffic Study, in conjunction with the streetscape design options for Bronte Village, to residents and businesses. Staff will continue to provide ongoing communications to advise residents and businesses in the Bronte Village on the outcome of the Bronte one-way traffic study.

(B) FINANCIAL

The capital costs to implement recommendation to maintain one-way operation permanently will be in completed as part of the Lakeshore Road improvements from Mississauga Steet to Bronte Athletic Park. This project was included in the 2026-2034 Capital Forecast and will be updated as part of the 2026 Budget process.

(C) IMPACT ON OTHER DEPARTMENTS & USERS

The implementation of the Bronte Road one-way southbound movement have impacts on Planning & Development, Municipal Enforcement Services, Roads and Work Department for sign installation and maintenance, and Policy and Communications.

(D) CORPORATE STRATEGIC GOALS

This report addresses the corporate strategic goal(s) to:

- Foster a community environment that engages residents of all ages, abilities and backgrounds (Engaged Community) through the use of various methods and media for the education and outreach initiatives related to neighbourhood traffic safely, in order to reach all members of the community.
- Improve town's multi-modal transportation network to support effective movement of people and goods, by promoting safe travel on town roads.

(E) CLIMATE CHANGE/ACTION

The implementation of the one-way southbound movement on Bronte Road will improve safety for all road users, reduce conflict points and support vulnerable road users. Supporting vulnerable road users supports active modes of travel which contributes to reduced greenhouse gas emissions from motorized vehicles.

APPENDICES:

Appendix A – Final Report by CIMA+.

Prepared by: Lanre Akindipe, P.Eng., RSP1 Traffic Engineer, Transportation and Engineering

Reviewed by: Muhammad Imran, M.Eng., P.Eng. Manager, Neighbourhood Traffic Safety Recommended by: Lin Rogers, P.Eng. Director, Transportation and Engineering

Submitted by: Phoebe Fu, P.Eng., PMP. Commissioner, Community Infrastructure

Town of Oakville

Evaluation of Traffic Operations on Bronte Road between Lakeshore Road West and Marine Drive

FINAL REPORT

To view the full report with appendices, click here



CIMA+ project number: Z0021069

7-May- 2025 - Review 00



Town of Oakville

Evaluation of Traffic Operations on Bronte Road between Lakeshore Road
West and Marine Drive

FINAL REPORT

Prepared by: Wasay Memon

Wasay Memon, M.A.Sc. Engineer in Training

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Introduction and Background

CIMA has been retained by the Town of Oakville to carry out a traffic study in Bronte Village relating to the potential permanent conversion of Bronte Road between Lakeshore Road West and Marine Drive to one-way operation. This section of road was converted to one-way southbound operation in March 2024 due to construction activity occurring on the east side of Bronte Road that necessitated the closure of the northbound lane. The closure and subsequent one-way operation relate to a condominium and commercial development (The Residences at Bronte Lakeside) that is being constructed on the southeast corner of the intersection of Lakeshore Road and Bronte Road.

As a result of the conversion of Bronte Road to one-way operation southbound, northbound traffic on Bronte Road must use adjacent streets to access Lakeshore Road. The Town of Oakville wishes to better understand the traffic impacts of this closure and whether the closure should remain in place upon completion of the development. Several considerations will factor into this decision as discussed below.

Historically, the Town has had concerns with the skewness of the intersection of Bronte Road and Lakeshore Road West which has resulted in issues with sightlines for northbound and southbound left turning vehicles. Conversion to one-way southbound has however mitigated (in part) this issue. Prior to making the decision to reverting to two-way operation, the Town wishes to have a fuller understanding of the benefits of continuing one-way operation at the intersection versus reverting back to two-way operation. If reverting to two-way operation, mitigating measures need to be identified that would reduce the impact of the skewness.

Traffic analysis performed to evaluate traffic impacts relating to the development at The Residences at Bronte Lakeside was predicated on Bronte Road operating as a two-way road. The sole access to the development is on Bronte Road. If the section in front of the development continues to operate under one-way operation, all traffic entering the access will be required to enter from the north and exit to the south. Traffic exiting the development would need to use the surrounding road network to access Lakeshore Boulevard. This may in turn result in delays and congestion to the surrounding road network, necessitating changes to traffic control and/or capacity improvements.

The recommendations developed by CIMA, whether to continue operating Bronte Road under one-way southbound operation or revert to two-way operation, along with any identified improvements to Bronte Road and the surrounding road network, will inform the recommendations of a broader streetscaping study being conducted in Bronte Village.



The methodology presented in the Canadian Guide to *In-Service Road Safety Reviews* (ISRSR) published by the Transportation Association of Canada (TAC) was used as a basis for this study. The primary objective of this study is to conduct a review of the historical safety performance of the study area, identify potential safety issues, and provide short, medium, and long-term recommendations for inclusion in future condition designs.

This study includes a review of background data provided and collected (e.g., traffic volumes), a thorough field investigation of the study area, an assessment of findings, and the development of potential treatments.

To summarize, this report is divided into the sections listed below:

- **Section 1 Introduction:** Provides general background on the project and introduces the study area and methodology used;
- **Section 2 Office Review:** Provides an overview of the findings from historical collision trend analysis, traffic operation results and vehicle operational speed analysis;
- **Section 3 Field Investigation:** Review of roadway cross section, roadside safety, geometrics, signs and pavement markings and summarizes the road user behaviours observed in the field; and
- **Section 4 Findings and Recommendations:** Outlines the issues observed based on the office review and field investigation and provides recommended treatments.

1.1 Study Area

The study area, shown with a red dashed line, for this project is shown in **Figure 1.** The study area is bounded by Bronte Road on the west side, Lakeshore Road West on the north side, East Street on the east side and Ontario Street on the south side. Roads internal to the study area are Jones Street, Nelson Street and Marine Drive. The area where one-way operation is currently in place is shown with an orange dashed line. The main focus of the study was the section of Bronte Road between Lakeshore Road West and Marine Drive, along with the two intersections on either side.



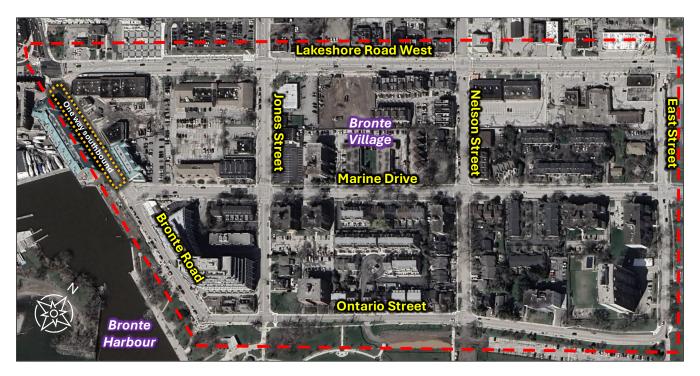


Figure 1: Study Area

1.2 Scope of Work

In view of the above, the following major tasks were identified for this project:

- Assemble and review all pertinent background, traffic and collision data within the study area
- Evaluate traffic operations within the study area under the following scenarios and identify critical movements and the need (if any) for changes to traffic control and/or lane configuration and storage:
 - Pre-closure period (two-way operation)
 - Closure period (one-way operation)
 - Post-closure period with development traffic (revert to two-way operation)
 - Post-closure period with development traffic (keep as one-way operation)
- Conduct a safety review of historical collision information, particularly of Bronte Road between Lakeshore Road West and Marine Drive
- Conduct a site visit to identify opportunities to improve safety, focussing on Bronte Road between Lakeshore Road West and Marine Drive, but more broadly reviewing the entire study area
- Evaluate whether Bronte Road should continue under one-way operation or revert to two-way operation along with any mitigating measures to address any associated issues.



1.3 Data Collection

The following information was obtained from the TES data base, where available, and used to support this study:

- Turning Movement Counts (TMC)
- Historical collision data
- Speed data

Signal timing plans and Traffic Impact Study (TIS) reports for planned developments within the study area were provided by the Town.

For locations where no recent data was available, CIMA+ scheduled the collection of TMCs and speed data. The data was collected on March 19, 2025, at the following locations:

- TMC at Bronte Road & Ontario Street
- TMC at Ontario Street & East Street
- Speed data along Bronte Road between Lakeshore Road West and Marine Drive

Collected data is provided in **Appendix D.**

2. Office Review

The following section outlines the findings of the office review, specifically the following items:

- Land use
- Planned development
- Streetscaping study
- Traffic analysis
- Collision analysis

2.1 Land Use

Land use (based on zoning) within the study area is shown in **Figure 2**. The areas bounded by Bronte Road and Lakeshore Road West are classified as 'Urban Core' and 'Main Street' and are characterised as mixed high density residential and commercial land uses. Areas closer to Lake Ontario are classified as residential medium and high density, consisting of low- and high-rise apartment buildings.



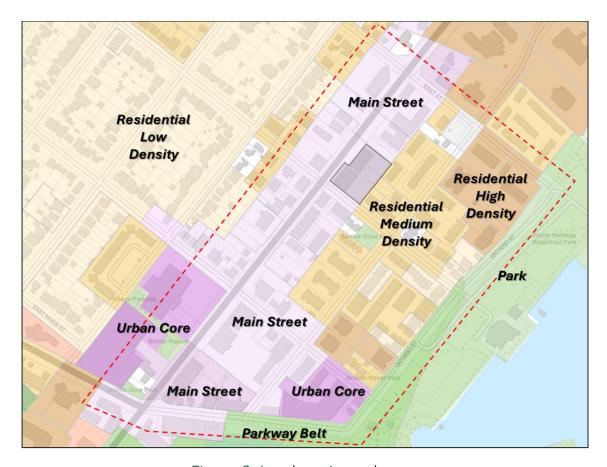


Figure 2: Land use in study area

2.2 Planned Development

The following section identifies developments that are currently under construction or approved to be constructed within the study area that will impact traffic within the study area. The location of the developments is shown in **Figure 3**, labelled 'A', 'B', 'C' and 'D' as discussed further below. Traffic Impact Studies provided by the Town can be found in **Appendix B**.



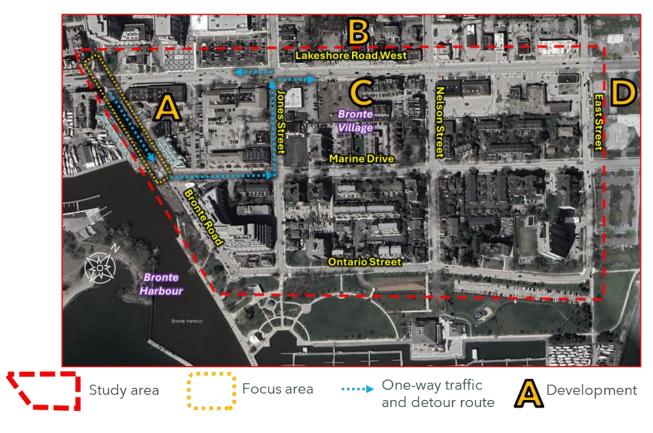


Figure 3: Map of Proposed Developments

Development A: 2432 to 2455 Lakeshore Road West and 87 to 99 Bronte Road

According to the traffic impact study, the Residences at Bronte Lakeside, currently under construction, is to be a 6-storey building with 187 residential units and approximately (2142 square metres (21054 square feet) of retail space at-grade. One full movement access has been proposed along Bronte Road, south of Lakeshore Road West. The traffic impact study evaluated traffic operations at two intersections (Bronte Road at Lakeshore Road and Lakeshore Road at Jones Street) along with the new access on Bronte Road for weekday AM and PM traffic conditions. The new access has been proposed to be 65 metres south of Lakeshore Road West and meets the minimum requirements set out in the 2017 Transportation Association of Canada's Geometric Design Guide for Canadian Roads, Figure 8.8.2. In addition, the new access meets intersection sight distance requirements for left and right turns out of the planned development, according to the 2017 Transportation Association of Canada's Geometric Design Guide for Canadian Roads, Table 9.9.3.



The traffic impact study indicates a total of 78 new trips in the AM peak period and 166 new trips in the PM peak period as a result of the development and assumed that all trips would be coming from east, west or north. No trips were assumed as coming from/going to the south.

The study concluded that both the intersections included as part of the study (Lakeshore Road West at Bronte Road and at Jones Street) and the access would operate well below capacity during both peak periods in the post-development period (2026).

Development B: 2365-2377 Lakeshore Road West

This TIS was completed for a mixed-use residential development with a ground-floor retail situated at 2365-2377 Lakeshore Road West. The development is planned to be a 7-storey building consisting of 157 units with 618 m² of ground floor retail. The site plan indicates that a full-moves access will be provided on Lakeshore Road West. The proposed site is expected to generate a total of 74 and 95 new trips in the AM and PM weekday peak hour, respectively.

Based on the traffic analysis completed, the intersection of Bronte Road at Lakeshore Road is expected to operate below capacity during the five-year horizon from build-out scenario (2030). However, operational issues were identified along Lakeshore Road at the intersections of Jones Street and Nelson Street. For this, the TIS recommends signal optimization to alleviate critical movements. The TIS indicates that this development is expected to be completed by 2025; however, updated online information mentions that occupancy is planned for 2028.

Development C: 2380 Lakeshore Road West

The proposed development includes a 6-storey retirement residence with 411 m² of gross floor area ground floor commercial space. The development is expected to generate a total of 78 and 89 trips in the AM and PM weekday peak hour, respectively. The main access to the site will be on the south side of Lakeshore Road between Jones Street and Nelson Street. The development is planned to be completed by 2027 and based on the traffic impact study completed, the intersections within the study area are expected to operate with acceptable levels of service.



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Development D: 77 East Street

A TIS was completed for a mixed-use 10-storey residential development with a ground floor retail located on the southeast corner of the intersection of Lakeshore Road West and East Street. The development is expected to generate 89 and 116 vehicles trips during the AM and PM peak hour, respectively. The main access to the building will be located along East Street. Based on the traffic operation analysis completed for the full build-out future conditions, the intersections within the study area are expected to operate below capacity. The development is expected to be completed by 2027.

2.3 Construction and Traffic Management Plan

According to the construction and traffic management plan for Residences at Bronte Lakeside, Bronte Road has been closed to northbound traffic between Lakeshore Road West and Marine Drive with a concrete barrier being erected in the northbound lane. All northbound traffic on Bronte Road has been detoured east on Marine Drive, north on Jones Street and west on Lakeshore Road West.

2.4 Streetscaping Study

A streetscaping study is currently underway for the Bronte Village, which encompasses Lakeshore Road West between West River Street and East Street. The purpose of the study is to develop concept plans to enhance the physical environment of pedestrians, patrons, cyclists and motorists in the main shopping area of Bronte Village. The recommendations from the study are expected to be presented to the public in June 2025.

2.5 Traffic Analysis

A capacity analysis of the study intersections was undertaken using the Synchro/SimTraffic software. This software package follows the Highway Capacity Manual (HCM) approach to evaluate the operational performance of signalized and un-signalized intersections.

To determine the performance of an intersection, five performance measures were identified: (1) delay, (2) 95th percentile queue lengths, (3) volume to capacity (v/c), (4) level of service (LOS) and (5) average queue lengths. Intersection LOS is an indication of the acceptability of delay levels to motorists. Theoretically, a V/C ratio above 1.0 indicates that the examined intersection or turning movement is over saturated. The 95th percentile queue is the queue length that has only a 5% probability of being exceeded during the analysis period. It is common industry practice to use the 95th percentile queue length for design and operational analysis purposes.

The following intersections were included in the traffic analysis:

• Lakeshore Road West and Bronte Road



- Lakeshore Road West and Jones Street
- Lakeshore Road West and Nelson Street
- Lakeshore Road West and East Street
- Bronte Road and Marine Drive
- Bronte Road and Ontario Street
- Ontario Street and Jones Street
- Ontario Street and Nelson Street
- Ontario Street and East Street
- Marine Drive and Jones Street
- Marine Drive and Nelson Street
- Marine Drive and East Street

Four scenarios were evaluated in order to compare existing to expected future traffic operations within the study area under Bronte Road operating as either a one-way southbound operation or two-way operation:

- Scenario 1 Pre-closure period (two-way operation)
- Scenario 2 Closure period (one-way operation)
- **Scenario 3** Future post-closure period (2028) with development traffic (two-way operation)
- Scenario 4 Future post-closure period (2028) with development traffic (one-way operation)

The following sub-sections provide a summary of the results for each scenario.

2.5.1 Scenario 1 - Pre-closure period (two-way operation)

Weekday turning movement counts collected in October and November 2023 were used for this scenario as during this period Bronte Road was operating as a two-way road between Lakeshore Road East and Marine Drive. This scenario was completed to set a comparison baseline between the existing (2023) and future operations of Bronte Road as a two-way road. Once all the 2023 counts were entered in Synchro, the next step completed was the balancing of the volumes across the study area to ensure that the simulation completed reflects the traffic observed during the field investigation. For intersections where 2023 counts were not available, volumes were estimated using volume balancing between the adjacent intersections. **Figure 4** summarizes the volumes used and **Figure 5** summarizes levels of service, volume over capacity ratio, and queues that exceed storage for the AM, PM and off-peak hours while **Table 1** provides a summary of the traffic operations for this scenario. Full Synchro/SimTraffic reports are provided in **Appendix A**.



As it can be seen from the results presented below, there are no movements operating at or above capacity or any 95th percentile queues exceeding the available storage lengths. The northbound and southbound movements at the intersection of Lakeshore Road West and Bronte Road present a Level of Service D and E, potentially attributed to the delay for the left-turning vehicles to find a safe gap during the green interval due to the northbound traffic or the pedestrians crossing Lakeshore Road West.



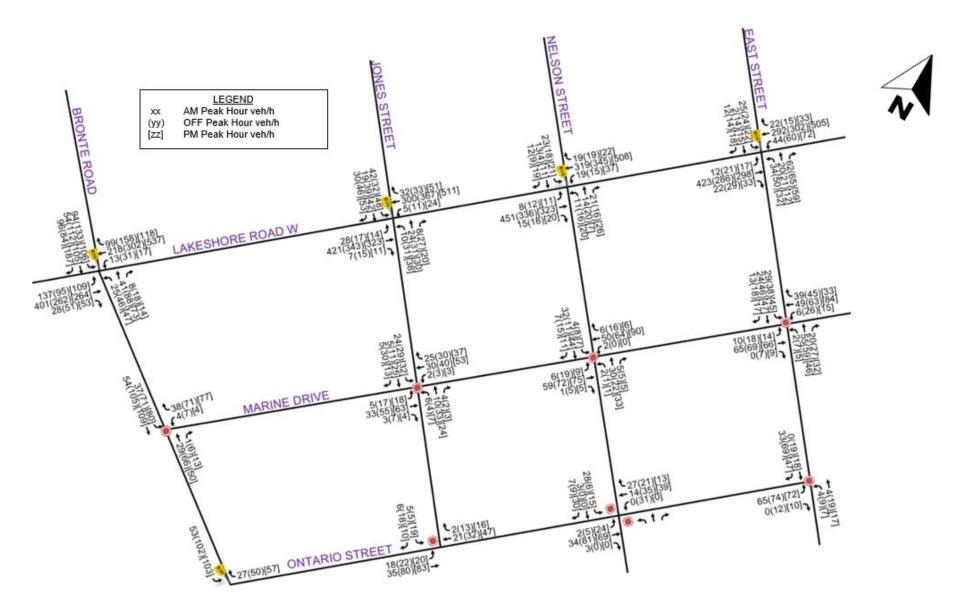


Figure 4: Scenario 1 - Pre-Closure Period (Two-Way Operation) Volumes



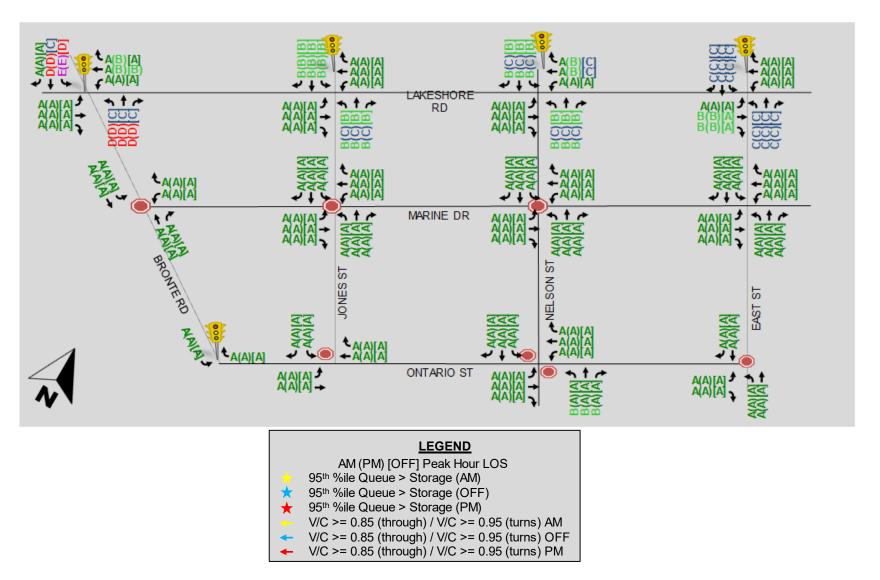


Figure 5: Scenario 1 - Pre-Closure Period (Two-Way Operation) Level of Service, V/C ratio, and Queues Exceeding Storage



Table 1: Scenario 1 - Traffic Operation Results (Two-Way Operation)

				AM Pea					OFF-Pea	k Hour	o por a tro			PM Pea	k Hour	
Movement	Effective Storage Length (m)	v/c	Delay (s)	LOS	Average Queue (m)	95th %ile Queue (m)	v/c	Delay (s)	LOS	Average Queue (m)	95th %ile Queue (m)	v/c	Delay (s)	LOS	Average Queue (m)	95th %ile Queue (m)
					Bro	onte Road &	& Lakesi	ore Road	West (Si	gnalized)						
EBL	-	0.19	4	Α	10	20	0.17	6	Α	10	25	0.24	7	Α	15	30
EBT/R	-	0.37	6	Α	25	50	0.30	7	Α	20	35	0.28	6	Α	20	40
WBL	30	0.03	8	А	5	10	0.06	10	Α	5	15	0.03	10	Α	5	15
WBT	-	0.23	9	А	15	35	0.34	12	В	20	45	0.56	16	В	60	110
WBR	45	0.08	8	А	5	15	0.13	10	Α	10	25	0.12	10	В	15	45
NBL	20	0.18	40	D	5	15	0.23	33	С	10	20	0.29	46	D	10	20
NBT/R	-	0.20	40	D	10	20	0.35	34	С	15	30	0.33	46	D	10	30
SBL	105	0.72	60	Е	25	45	0.73	49	D	30	50	0.66	58	Е	20	40
SBT	-	0.27	40	D	10	25	0.39	34	С	20	35	0.42	47	D	20	40
SBR	-	0.10	5	Α	5	5	0.10	7	Α	5	5	0.20	7	Α	5	5
Overall		0.44	14	В			0.43	18	В			0.56	19	В		
					Jo	nes Street &	& Lakesi	ore Road	West (Si	gnalized)						
EBL	35	0.06	5	А	5	15	0.05	6	Α	5	10	0.04	6	Α	5	10
EBT/R	-	0.50	7	А	30	60	0.46	8	Α	30	50	0.35	7	Α	25	50
WBL	35	0.01	5	А	5	5	0.03	6	А	5	15	0.05	6	А	5	25
WBT/R	-	0.40	7	Α	25	55	0.52	9	Α	30	55	0.59	9	Α	45	85
NBL/T/R	-	0.16	15	В	5	20	0.21	14	В	10	25	0.29	21	С	15	25
SBL	40	0.19	16	В	10	20	0.11	14	В	5	15	0.17	20	В	10	20
SBT/R	-	0.09	15	В	10	15	0.15	14	В	10	25	0.17	20	В	10	25
Overall		0.42	8	Α			0.41	10	Α			0.50	11	В		



				AM Peal	k Hour				OFF-Pea	k Hour		PM Peak Hour					
Movement	Effective Storage Length (m)	v/c	Delay (s)	Los	Average Queue (m)	95th %ile Queue (m)	v/c	Delay (s)	LOS	Average Queue (m)	95th %ile Queue (m)	v/c	Delay (s)	LOS	Average Queue (m)	95th %ile Queue (m)	
					Nel	son Street	& Lakes	hore Road	West (S	ignalized)							
EBL	35	0.02	4	Α	5	10	0.03	5	Α	5	10	0.03	4	Α	5	10	
EBT/R	-	0.54	7	Α	25	60	0.53	8	Α	20	50	0.35	5	Α	20	40	
WBL	35	0.06	6	Α	5	15	0.05	7	Α	5	10	0.08	5	Α	10	20	
WBT/R	-	0.56	9	Α	20	45	0.84	24	С	20	45	0.68	11	В	35	65	
NBL/T/R	-	0.18	16	В	5	15	0.21	12	В	10	15	0.19	21	С	10	15	
SBL/T/R	-	0.27	17	В	10	20	0.11	11	В	5	15	0.22	21	С	10	20	
Overall		0.57	9	Α			0.64	15	В			0.59	10	Α			
					Ea	ast Street &	Lakesh	ore Road \	West (Sig	gnalized)							
EBL	35	0.02	7	Α	5	15	0.04	8	Α	5	20	0.05	8	Α	5	15	
EBT/R	-	0.51	11	В	40	70	0.34	9	Α	30	55	0.42	11	В	30	65	
WBL	60	0.09	5	Α	5	15	0.10	5	Α	10	20	0.13	5	Α	10	20	
WBT/R	-	0.29	5	Α	20	35	0.28	5	Α	20	45	0.51	6	Α	35	65	
NBL/T/R	-	0.33	27	С	15	25	0.44	28	С	15	30	0.31	28	С	15	25	
SBL/T/R	-	0.16	25	С	5	15	0.19	25	С	10	20	0.22	27	С	10	20	
Overall		0.45	11	В			0.35	11	В			0.50	11	В			
						Bronte Ro	ad & Ma	rine Drive	(Unsigna	alized)							
WBL	-	0.01	7	Α	5	5	0.01	8	Α	5	5	0.01	8	Α	5	5	
WBR	45	0.07	6	А	5	5	0.11	7	Α	5	5	0.11	7	Α	5	5	
NBT/R	-	0.05	7	А	5	15	0.10	8	Α	10	15	0.08	8	Α	10	15	
SBL/T	-	0.15	8	Α	10	15	0.25	9	Α	15	25	0.26	9	Α	15	25	
Overall			8	Α				8	Α				8	Α			
						Jones Stre	et & Ma	rine Drive	(Unsigna	alized)							



				AM Peal	k Hour				OFF-Pea	k Hour				PM Pea	k Hour	
Movement	Effective Storage Length (m)	v/c	Delay (s)	Los	Average Queue (m)	95th %ile Queue (m)	v/c	Delay (s)	Los	Average Queue (m)	95th %ile Queue (m)	v/c	Delay (s)	Los	Average Queue (m)	95th %ile Queue (m)
EBL/T/R	-	0.05	7	Α	5	15	0.11	8	А	10	15	0.12	8	Α	10	15
WBL/T/R	-	0.07	7	Α	10	15	0.09	7	Α	10	15	0.13	8	Α	10	15
NBL/T/R	-	0.03	7	Α	5	15	0.05	8	Α	5	15	0.05	8	Α	5	15
SBL/T/R	-	0.05	8	Α	10	20	0.09	8	А	10	15	0.10	8	Α	10	15
Overall			7	Α				8	Α				8	Α		
						Nelson Stre	eet & Ma	rine Drive	(Unsign	alized)						
EBL/T/R	-	0.12	8	Α	10	20	0.12	8	А	10	15	0.12	8	Α	10	10
WBL/T/R	-	0.10	8	Α	10	15	0.10	8	Α	10	15	0.13	8	Α	10	15
NBL/T/R	-	0.06	8	Α	5	15	0.04	8	Α	5	15	0.05	8	Α	5	15
SBL/T/R	-	0.08	8	Α	5	15	0.04	8	Α	5	15	0.08	8	Α	10	15
Overall			8	Α				8	Α				8	Α		
						East Stree	et & Mari	ine Drive (Unsigna	lized)						
EBL/T/R	-	0.10	8	Α	10	15	0.13	8	А	10	15	0.13	8	Α	10	15
WBL/T/R	-	0.12	8	Α	10	15	0.18	8	А	10	20	0.18	8	Α	10	20
NBL/T/R	-	0.10	8	Α	10	15	0.13	8	Α	10	15	0.11	8	Α	10	15
SBL/T/R	-	0.09	8	Α	10	15	0.15	8	Α	10	15	0.15	8	Α	10	15
Overall			8	Α				8	Α				8	Α		
						Bronte Ro	ad & On	tario Stre	et (Signa	lized)						
WBR	-	0.02	2	А	5	5	0.04	2	Α	5	10	0.05	2	А	5	10
SBL	-	0.05	2	Α	5	10	0.10	2	Α	5	15	0.10	2	Α	5	15
Overall		0.04	2	Α			0.09	2	Α			80.0	2	Α		
						Ontario Str	eet & Jo	nes Street	(Unsign	alized)						
EBL/T	-	0.03	3	Α	5	5	0.02	2	А	5	5	0.02	2	Α	5	5



				AM Peal	k Hour				OFF-Pea	ık Hour		PM Peak Hour					
Movement	Effective Storage Length (m)	v/c	Delay (s)	LOS	Average Queue (m)	95th %ile Queue (m)	v/c	Delay (s)	Los	Average Queue (m)	95th %ile Queue (m)	v/c	Delay (s)	LOS	Average Queue (m)	95th %ile Queue (m)	
WBT/R	-	0.02	2	А	5	5	0.03	2	Α	5	5	0.05	2	Α	5	5	
SBL/R	-	0.02	9	А	5	10	0.02	9	Α	5	10	0.05	10	А	5	15	
Overall			3	Α				2	Α				2	Α			
					(Ontario Stre	et & Nel	son Stree	t (Unsigr	nalized)							
EBL/T/R	-	0.00	1	Α	5	5	0.00	0	Α	5	5	0.02	2	Α	5	5	
WBL/T/R	-	0.00	2	Α	5	5	0.03	3	Α	5	5	0.00	2	Α	5	5	
NBL/T/R	-	0.01	11	В	5	10	0.01	2	Α	5	5	0.01	2	Α	5	5	
SBL/T/R	-	0.06	10	А	5	15	0.03	10	Α	5	10	0.07	10	Α	10	15	
Overall			4	Α				2	Α				3	Α			
						Ontario St	reet & Ea	ast Street	(Unsigna	alized)							
EBL/R	-	0.10	8	А	10	15	0.12	8	Α	10	15	0.10	8	Α	10	15	
NBL/T	-	0.01	7	Α	5	10	0.04	7	Α	5	15	0.03	7	Α	5	15	
SBT/R	-	0.04	7	А	5	15	0.10	7	Α	10	10	0.07	7	Α	10	10	
Overall			7	Α				8	Α				7	Α			



2.5.2 Scenario 2 - Closure period (one-way operation)

The turning movement counts collected in October and November of 2024 were used for this scenario. In this case, there are no northbound volumes present at the intersection of Lakeshore Road West and Bronte Road.

Figure 6 summarizes the volumes used and **Figure 7** summarizes levels of service, volume over capacity ratio, and queues that exceed storage for the AM, PM and OFF-peak hours while **Table 2** provides a summary of the traffic operations for this scenario. Full Synchro/SimTraffic reports are provided in **Appendix A**.

As shown below, the study area is also operating well with low delays, short queues and v/c ratios below 0.85, with the exception of the westbound through movement at the intersection of Lakeshore Road West and Bronte Road, which has a v/c ratio of 0.85 during the PM peak hour. Additionally, the 95th percentile queue for the westbound right-turn movement at the same intersection exceeds the available storage length by 10 meters.



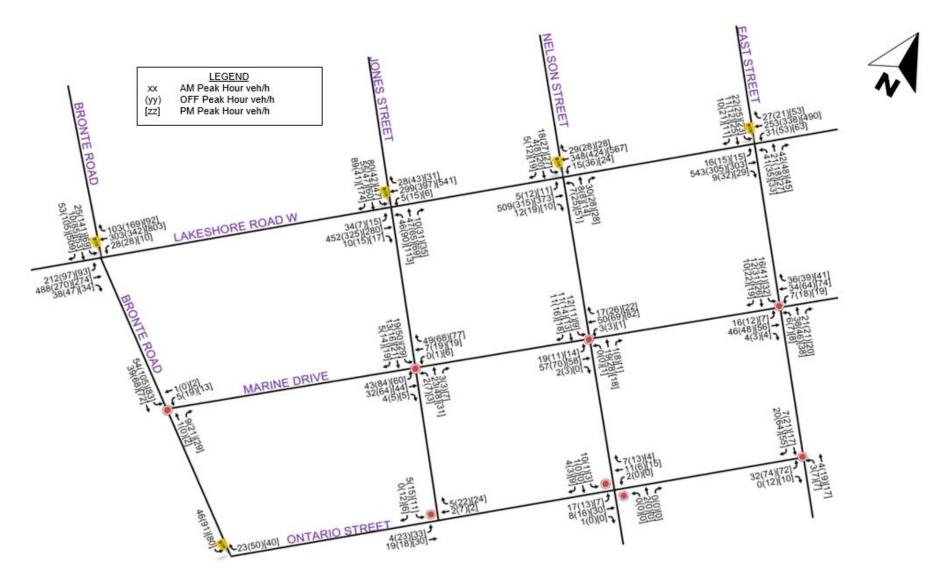


Figure 6: Scenario 2 - Closure Period (One-Way Operation) Volume



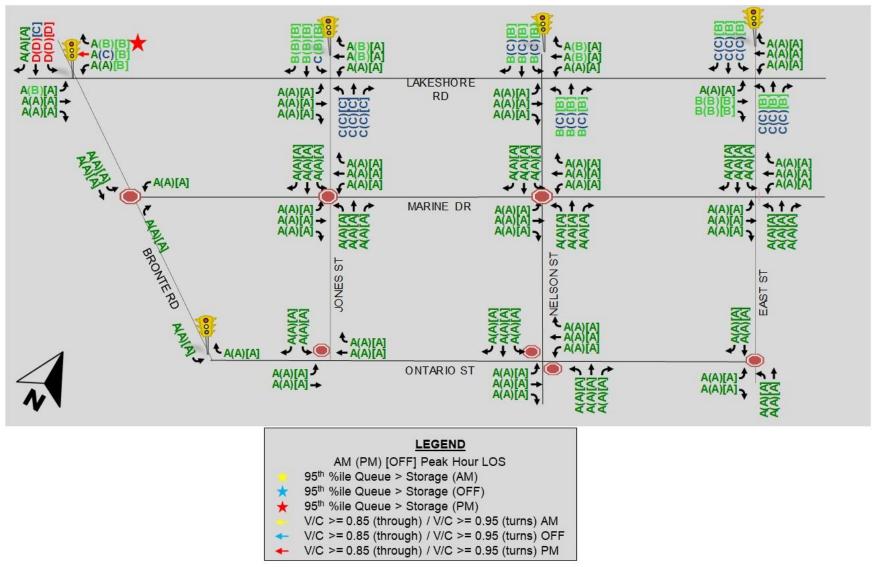


Figure 7: Scenario 2 - Closure Period (One-Way Operation) Level of Service, V/C ratio, and Queues Exceeding Storage



Table 2: Scenario 2 - Traffic Operation Results (One-Way Operation)

						ole 2: Scena	ario 2 - Ti			ılts (One-Wa	y Operatio	n)					
	Ess estimate			AM Peak I	lour			C	FF-Peak	Hour		PM Peak Hour					
Movement	Effective Storage Length (m)	v/c	Delay (s)	LOS	Average Queue (m)	95th %ile Queue (m)	v/c	Delay (s)	LOS	Average Queue (m)	95th %ile Queue (m)	v/c	Delay (s)	LOS	Average Queue (m)	95th %ile Queue (m)	
						Bronte Ro	ad & Lake	shore Road W	lest (Signa	ılized)							
EBL	-	0.29	3	Α	20	35	0.17	6	Α	10	20	0.26	13	В	15	25	
EBT/R	-	0.43	5	Α	25	60	0.29	7	А	20	35	0.26	5	Α	15	35	
WBL	30	0.06	6	А	5	10	0.06	10	В	5	15	0.02	10	А	5	10	
WBT	-	0.29	8	Α	15	40	0.39	13	В	25	50	0.85	29	С	110	180	
WBR	45	0.08	6	А	5	15	0.13	11	В	10	30	0.08	11	В	20	55	
SBL	105	0.30	46	D	5	20	0.71	47	D	30	50	0.53	54	D	15	30	
SBT	-	0.22	45	D	5	15	0.32	34	С	15	30	0.49	52	D	20	40	
SBR	95	0.05	3	Α	5	5	0.12	5	Α	5	5	0.51	6	Α	5	30	
Overall		0.43	7	Α			0.45	15	В			0.76	20	В			
						Jones Stre	eet & Lake	shore Road W	lest (Signa	ılized)							
EBL	35	0.07	6	А	5	15	0.02	7	Α	5	10	0.05	8	Α	5	15	
EBT/R	-	0.49	8	Α	40	75	0.40	9	Α	30	55	0.32	9	Α	25	45	
WBL	35	0.01	5	Α	5	10	0.03	7	Α	5	10	0.01	8	Α	5	10	
WBT/R	-	0.34	7	А	25	50	0.48	10	Α	30	60	0.62	13	В	50	100	
NBL/T/R	-	0.38	21	С	15	25	0.50	21	С	20	40	0.66	25	С	30	65	
SBL	40	0.30	20	С	10	20	0.14	18	В	10	20	0.15	17	В	10	20	
SBT/R	-	0.24	20	В	15	30	0.13	18	В	10	25	0.25	18	В	25	45	
Overall		0.46	11	В			0.48	12	В			0.63	15	В			
						Nelson Str	eet & Lake	shore Road V	Vest (Signa	alized)							
EBL	35	0.01	4	Α	5	10	0.02	4	Α	5	10	0.03	5	Α	5	10	
EBT/R	-	0.54	7	Α	25	60	0.38	6	Α	20	50	0.36	6	А	30	55	
WBL	35	0.05	6	Α	5	10	0.08	6	Α	5	20	0.05	6	Α	5	20	
WBT/R	-	0.52	9	Α	20	40	0.59	10	Α	30	60	0.72	13	В	40	75	
NBL/T/R	-	0.15	18	В	10	15	0.22	19	В	10	20	0.33	22	С	15	25	
SBL/T/R	-	0.13	18	В	5	15	0.21	19	В	10	20	0.23	21	С	10	20	
Overall		0.51	9	Α			0.51	9	A			0.62	12	В			
		T						hore Road W	est (Signal	, ,					_		
EBL	35	0.03	7	Α	5	20	0.05	9	Α	5	20	0.05	8	А	5	15	
EBT/R	-	0.60	11	В	45	85	0.51	12	В	35	65	0.46	11	В	30	60	
WBL	60	0.09	6	Α	5	15	0.12	5	Α	10	20	0.12	5	Α	10	20	
WBT/R	-	0.32	6	А	20	40	0.43	7	Α	30	50	0.53	7	А	35	60	
NBL/T/R	-	0.36	26	С	15	25	0.28	20	В	15	25	0.39	28	С	15	30	
SBL/T/R	-	0.16	24	С	10	20	0.18	19	В	10	20	0.25	27	С	10	20	
Overall		0.53	11	В			0.44	11	В			0.53	11	В			
		1						arine Drive (L		· · · · · · · · · · · · · · · · · · ·					1		
WBL	-	0.03	7	Α	5	5	0.07	8	Α	5	10	0.07	8	Α	5	10	
WBR	-	0.00	7	Α	5	5	0.00	7	Α	5	5	0.00	7	Α	5	5	
NBT/R	-	0.03	7	Α	5	15	0.03	7	Α	5	10	0.04	7	Α	5	15	



				AM Peak H	lour			C)FF-Peak l	Hour				PM Peak H	lour	
Movement	Effective Storage Length (m)	v/c	Delay (s)	LOS	Average Queue (m)	95th %ile Queue (m)	v/c	Delay (s)	LOS	Average Queue (m)	95th %ile Queue (m)	v/c	Delay (s)	LOS	Average Queue (m)	95th %ile Queue (m)
SBL/T	-	0.16	8	Α	10	15	0.26	9	Α	15	25	0.21	8	Α	15	30
Overall			8	Α				8	Α				8	Α		
						Jones	Street & M	arine Drive (l	Jnsignalize	d)						
EBL/T/R	-	0.12	8	Α	10	15	0.21	9	Α	10	20	0.15	8	Α	10	15
WBL/T/R	-	0.06	7	Α	5	15	0.11	8	Α	10	15	0.13	8	Α	10	15
NBL/T/R	-	0.04	7	Α	5	15	0.08	8	Α	10	15	0.09	8	Α	10	15
SBL/T/R	-	0.09	8	Α	10	15	0.12	8	Α	10	15	0.10	8	Α	10	15
Overall			8	Α				8	Α				8	Α		
						Nelson	Street & N	larine Drive (Unsignalize	ed)						
EBL/T/R	-	0.11	8	Α	10	15	0.15	8	Α	10	15	0.09	8	Α	10	15
WBL/T/R	-	0.10	8	Α	10	15	0.13	8	Α	10	15	0.13	8	Α	10	15
NBL/T/R	-	0.03	8	Α	5	15	0.05	8	Α	5	15	0.07	8	Α	10	15
SBL/T/R	-	0.05	8	Α	10	15	0.08	8	Α	10	15	0.06	8	Α	10	15
Overall			8	Α				8	Α				8	Α		
						East S	Street & Ma	rine Drive (U	nsignalized	d)						
EBL/T/R	-	0.10	8	Α	10	15	0.14	8	Α	10	15	0.09	8	Α	10	15
WBL/T/R	-	0.13	8	Α	10	15	0.16	8	Α	10	15	0.18	8	Α	10	20
NBL/T/R	-	0.10	8	Α	10	15	0.10	8	Α	10	15	0.10	8	Α	10	15
SBL/T/R	-	0.07	8	Α	10	15	0.13	8	Α	10	20	0.15	8	Α	10	15
Overall			8	Α				8	Α				8	Α		
						Bronte	e Road & C	ntario Street	(Signalized	d)						
WBR	-	0.02	2	Α	5	5	0.01	2	Α	5	5	0.03	2	Α	5	10
SBL	-	0.05	2	Α	5	5	0.10	2	Α	5	15	0.10	2	Α	5	15
Overall		0.04	2	Α			0.08	2	Α			0.08	2	Α		
						Ontario	Street & J	ones Street (Unsignaliz	ed)						
EBL/T	-	0.01	1	Α	5	5	0.02	3	Α	5	10	0.05	4	Α	5	5
WBT/R	-	0.03	2	Α	5	5	0.02	2	Α	5	5	0.02	2	Α	5	5
SBL/R	-	0.08	9	Α	5	15	0.03	9	Α	5	15	0.07	9	Α	10	20
Overall			4	Α				3	Α				5	Α		
						Ontario	Street & N	elson Street	(Unsignaliz	ed)						
EBL/T/R	-	0.02	2	Α	5	5	0.01	1	Α	5	5	0.01	1	Α	5	5
WBL/T/R	-	0.00	1	Α	5	5	0.00	2	Α	5	5	0.00	2	Α	5	5
NBL/T/R	-	0.01	11	В	5	10	0.01	2	Α	5	5	0.01	2	Α	5	5
SBL/T/R	-	0.02	10	Α	5	15	0.06	9	Α	5	15	0.03	9	Α	5	15
Overall			3	Α				3	Α				2	Α		
								East Street (U	Jnsignaliz e							
EBL/R	-	0.09	8	Α	10	15	0.09	8	Α	10	15	0.07	8	Α	5	15
NBL/T	-	0.01	7	Α	5	10	0.03	7	Α	5	15	0.02	7	Α	5	10
SBT/R	-	0.04	7	А	5	15	0.06	7	Α	5	15	0.08	7	Α	10	15
Overall			7	Α				7	Α				7	Α		



2.5.3 Scenario 3 - Future post-closure period with development traffic (two-way operation)

The same volumes used for Scenario 1 - Pre-closure (two-way) were used as a baseline for the Scenario 3 volumes with the following changes applied:

- Development traffic for all identified developments along Lakeshore Road (see Section 2.2) were added to the model.
- A 2% annual growth rate was applied to the eastbound through and westbound through movements along Lakeshore Road West to estimate the volumes for the 2028 horizon year. The horizon year was selected based on the expected completion dates for the identified developments. The traffic impact studies had also applied a background growth rate of either 1 or 2% to through movements along Lakeshore Road West. To be conservative, a growth rate of 2% was applied.
- Signal timing plans were optimized at all signalized intersections.

Figure 8 provides a summary of the development volumes that were added to the study area, while **Figure 9** summarizes the total 2028 future volumes used and **Figure 10** summarizes levels of service, volume over capacity ratio, and queues that exceed storage for the AM and PM peak hours. **Table 3** provides a summary of the traffic operations for this scenario. The OFF peak period was not modelled for the future scenarios, since the traffic impact studies completed for the planned developments along Lakeshore Road West did not include the estimated number of trips for that peak hour. Full Synchro/SimTraffic reports are provided in **Appendix A.**

As shown below, for the future 2028 horizon year in which Bronte Road operates as a two-way road southbound, all intersections operate with an acceptable v/c ratio and low delays. Queue lengths at the intersection of Lakeshore Road West and Bronte Road for the westbound right-turn and northbound left-turn movements are expected to exceed the available storage length during the PM peak hour by 15 meters and 5 meters, respectively.



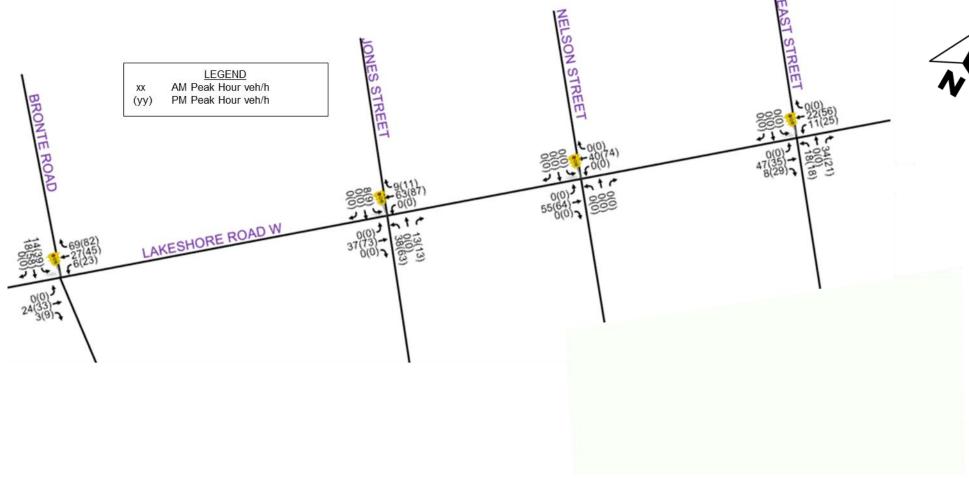


Figure 8: Scenario 3 - Post-Closure Period (Two-Way Operation) Additional Development Volumes



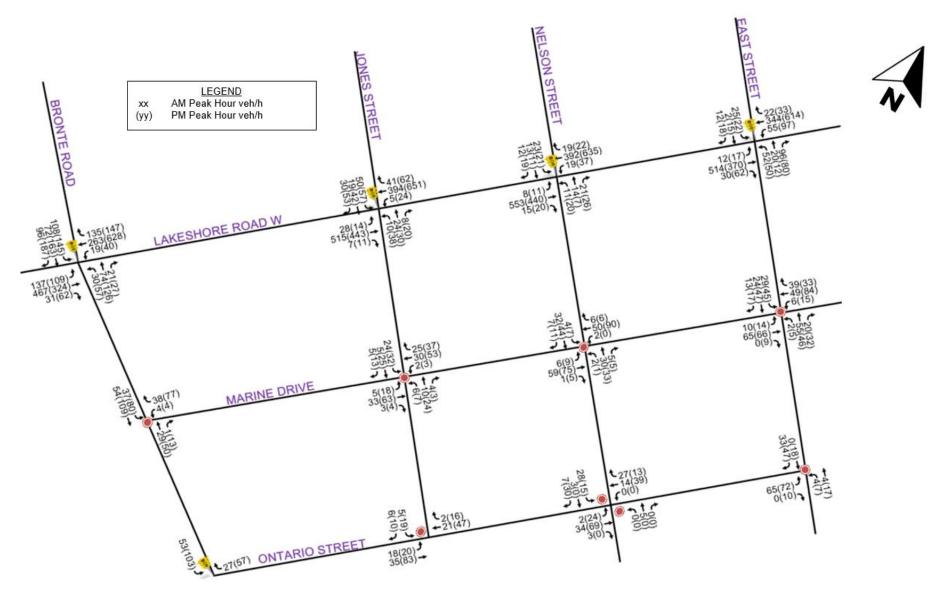


Figure 9: Scenario 3 - Post-Closure Period (Two-Way Operation) Volumes



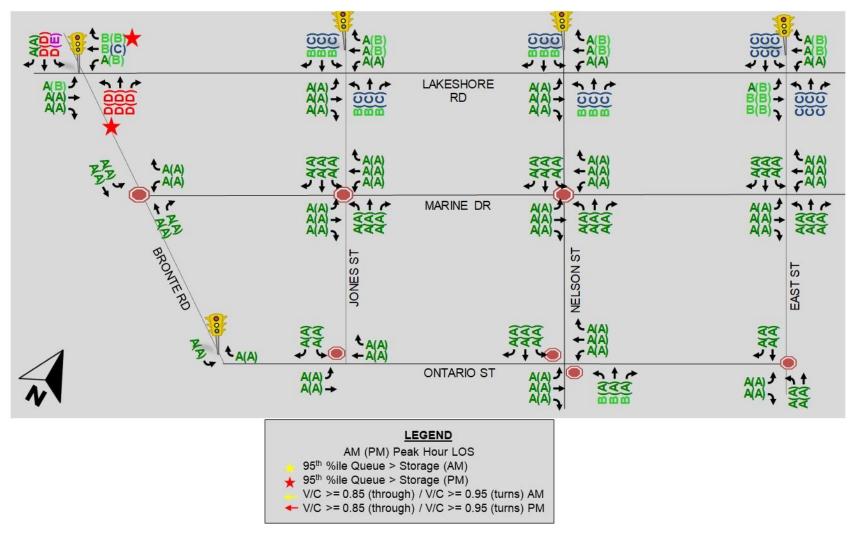


Figure 10: Scenario 3 - Post-Closure Period (Two-Way Operation) Level of Service, V/C ratio, and Queues Exceeding Storage

Table 3: Scenario 3 - Traffic Operation Results (Two-Way Operation)

				AM Peak H	rio 3 - Traffic Opera our	PM Peak Hour						
Movement	Effective Storage Length (m)	v/c	Delay (s)	LOS	Average Queue (m)	95th %ile Queue (m)	v/c	Delay (s)	LOS	Average Queue (m)	95th %ile Queue (m)	
			_	Bronte F	L Road & Lakeshore Roa	d West (Signalize	l d)					
EBL	-	0.21	6	А	15	30	0.32	11	В	15	35	
EBT/R	-	0.46	9	Α	30	55	0.37	9	А	30	50	
WBL	30	0.05	10	Α	5	10	0.08	11	В	10	25	
WBT	-	0.30	12	В	20	45	0.69	22	С	75	125	
WBR	45	0.11	10	В	10	25	0.15	12	В	25	60	
NBL	20	0.16	36	D	5	15	0.33	42	D	10	25	
NBT/R	-	0.31	37	D	15	30	0.46	43	D	30	55	
SBL	105	0.63	47	D	25	40	0.85	76	E	40	70	
SBT	-	0.27	37	D	15	25	0.49	43	D	30	65	
SBR	-	0.10	5	Α	5	5	0.21	8	А	5	5	
Overall		0.52	16	В			0.71	24	С			
				Jones S	treet & Lakeshore Roa	d West (Signalize	d)					
EBL	35	0.07	5	А	5	20	0.06	5	А	5	20	
EBT/R	-	0.60	8	Α	35	60	0.46	7	А	40	65	
WBL	35	0.01	5	Α	5	10	0.05	5	А	5	20	
WBT/R	-	0.52	7	Α	35	65	0.73	12	В	65	125	
NBL/T/R	-	0.16	16	В	5	15	0.30	22	С	15	30	
SBL	40	0.23	16	В	10	20	0.21	21	С	10	20	
SBT/R	-	0.09	15	В	10	15	0.18	21	С	15	25	
Overall		0.50	9	Α			0.61	12	В			
				Nelson S	Street & Lakeshore Roa	ad West (Signalize	ed)					
EBL	35	0.02	4	А	5	10	0.03	4	А	5	15	
EBT/R	-	0.59	7	А	35	70	0.44	5	А	25	60	
WBL	35	0.06	6	А	5	15	0.09	5	А	10	25	
WBT/R	-	0.57	9	А	25	60	0.78	13	В	40	80	
NBL/T/R	-	0.15	19	В	5	15	0.20	24	С	10	15	
SBL/T/R	-	0.22	19	В	10	20	0.23	24	С	10	20	
Overall		0.56	9	Α			0.68	11	В			
				East St	reet & Lakeshore Road	d West (Signalized)					
EBL	35	0.03	9	А	5	10	0.06	10	В	5	20	
EBT/R	-	0.68	16	В	55	100	0.60	16	В	40	75	
WBL	60	0.16	8	А	10	20	0.22	7	А	15	40	
WBT/R	-	0.37	7	А	25	45	0.65	10	В	50	90	
NBL/T/R	-	0.43	26	С	20	35	0.39	27	С	20	35	
SBL/T/R	-	0.12	23	С	10	20	0.17	24	С	10	20	



				AM Peak H	lour		PM Peak Hour						
Movement	Effective Storage Length (m)	v/c	Delay (s)	LOS	Average Queue (m)	95th %ile Queue (m)	v/c	Delay (s)	LOS	Average Queue (m)	95th %ile Queue (m)		
Overall		0.58	15	В			0.62	14	В				
				Bron	te Road & Marine Driv	e (Unsignalized)							
WBL	-	0.01	7	А	5	5	0.01	8	А	5	5		
WBR	45	0.07	6	Α	5	5	0.11	7	А	5	5		
NBT/R	-	0.05	7	Α	5	15	80.0	8	А	10	15		
SBL/T	-	0.15	8	Α	10	15	0.26	9	А	15	25		
Overall			8	Α				8	Α				
				Jone	s Street & Marine Driv	e (Unsignalized)							
EBL/T/R	-	0.05	7	А	5	15	0.12	8	А	10	15		
WBL/T/R	-	0.07	7	А	10	15	0.13	8	А	10	15		
NBL/T/R	-	0.03	7	А	5	15	0.05	8	А	5	15		
SBL/T/R	-	0.05	8	А	10	15	0.10	8	А	10	15		
Overall			7	Α				8	Α				
				Nelso	on Street & Marine Driv	re (Unsignalized)							
EBL/T/R	-	0.12	8	Α	10	20	0.12	8	А	10	10		
WBL/T/R	-	0.10	8	Α	10	15	0.13	8	А	10	15		
NBL/T/R	-	0.06	8	Α	5	15	0.05	8	А	5	15		
SBL/T/R	-	0.08	8	А	10	15	0.08	8	Α	10	15		
Overall			8	Α				8	Α				
				East	t Street & Marine Drive	(Unsignalized)							
EBL/T/R	-	0.10	8	А	10	15	0.13	8	А	10	15		
WBL/T/R	-	0.12	8	Α	10	15	0.18	8	А	10	20		
NBL/T/R	-	0.10	8	А	10	15	0.11	8	А	10	15		
SBL/T/R	-	0.09	8	Α	10	15	0.15	8	А	10	15		
Overall			8	Α				8	Α				
				Bror	nte Road & Ontario Str	eet (Signalized)							
WBR	-	0.02	2	А	5	5	0.05	2	А	5	10		
SBL	-	0.05	2	А	5	5	0.10	2	А	5	15		
Overall		0.04	2	Α			0.08	2	Α				
				Ontar	io Street & Jones Stre	et (Unsignalized)							
EBL/T	-	0.03	3	А	5	5	0.02	2	А	5	5		
WBT/R	-	0.02	2	А	5	5	0.05	2	А	5	5		
SBL/R	-	0.02	9	А	5	10	0.05	10	А	5	15		
Overall			3	Α				2	Α				
			•		io Street & Nelson Stre	et (Unsignalized)							
EBL/T/R	-	0.00	1	А	5	5	0.02	2	А	5	5		
WBL/T/R	-	0.00	2	А	5	5	0.00	2	А	5	5		



		AM Peak Hour						PM Peak Hour						
Movement	Effective Storage Length (m)	v/c	Delay (s)	LOS	Average Queue (m)	95th %ile Queue (m)	v/c	Delay (s)	LOS	Average Queue (m)	95th %ile Queue (m)			
NBL/T/R		0.01	11	В	5	15	0.01	2	А	5	5			
SBL/T/R	-	0.06	10	А	10	20	0.07	10	А	5	15			
Overall			4	Α				3	Α					
				Ontai	rio Street & East Stree	et (Unsignalized)								
EBL/R	-	0.10	8	А	10	15	0.10	8	А	10	15			
NBL/T	-	0.01	7	А	5	10	0.03	7	А	5	15			
SBT/R	-	0.04	7	А	5	15	0.07	7	А	10	10			
Overall			7	Α				7	Α					



2.5.4 Scenario 4 - Future post-closure period with development traffic (one-way operation)

For this scenario, the same volumes used for Scenario 2 - Closure Period (One-Way Operation) were used as a baseline with the following changes applied:

- Development traffic for all identified developments along Lakeshore Road (see Section 2.2) were added to the model.
- Development traffic was detoured in the same manner as the one-way operation on Bronte Road is detoured: southbound on Bronte Road, eastbound on Marine Drive, northbound on Jones Street and eastbound/westbound on Lakeshore Road West.
- A 2% annual growth rate was applied to the eastbound through and westbound through movements along Lakeshore Road West to estimate the volumes for the 2028 horizon year as with Scenario 3. The horizon year was selected based on the expected completion dates for the identified developments.
- Signal timing plans were optimized at all signalized intersections.

Figure 11 provides a summary of the development volumes that were added to the study area, while **Figure 12** summarizes the total 2028 future volumes used and **Figure 13** summarizes levels of service, volume over capacity ratio, and queues that exceed storage for the AM and PM peak hours.



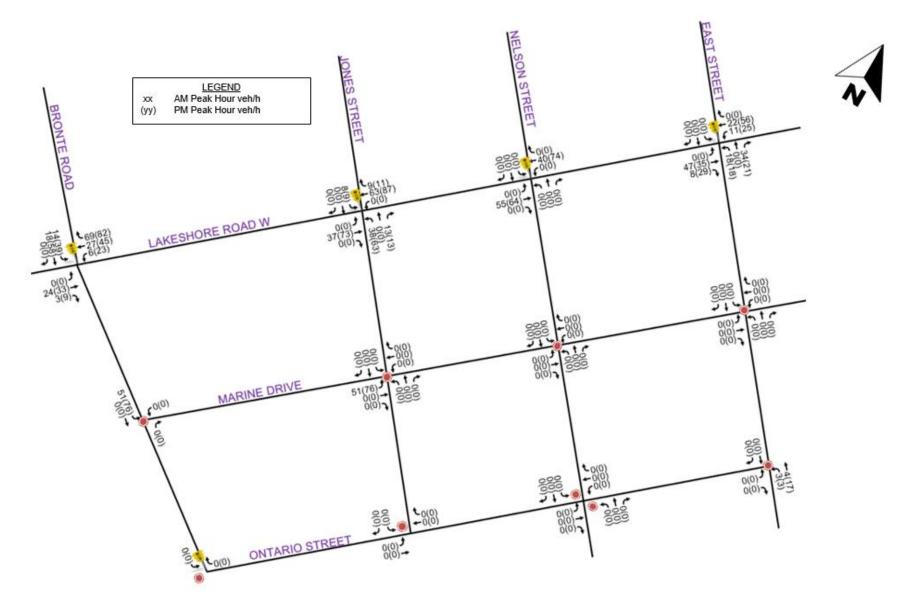


Figure 11: Scenario 4 - Post-Closure Period (One-Way Operation) Additional Development



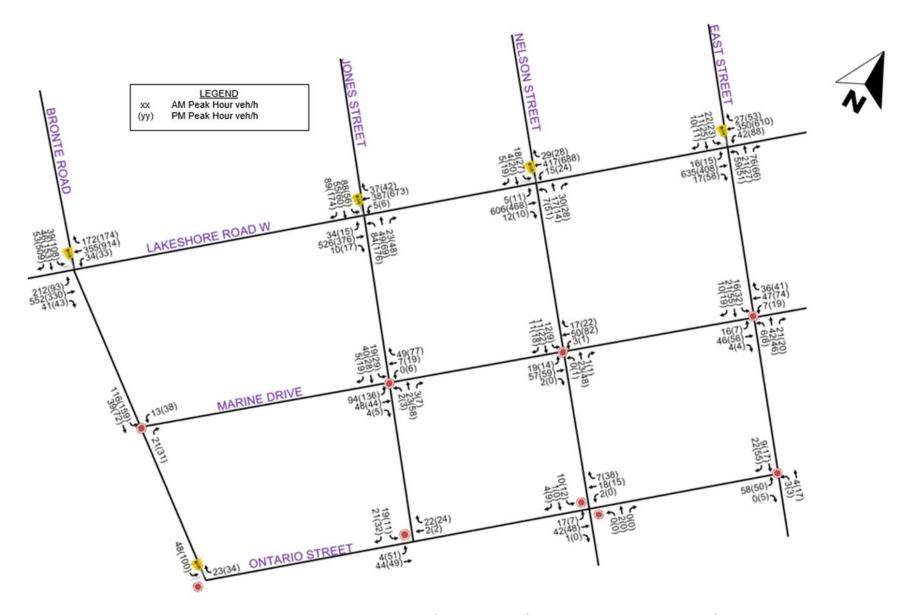


Figure 12: Scenario 4 - Post-Closure Period (One-Way Operation) Volume



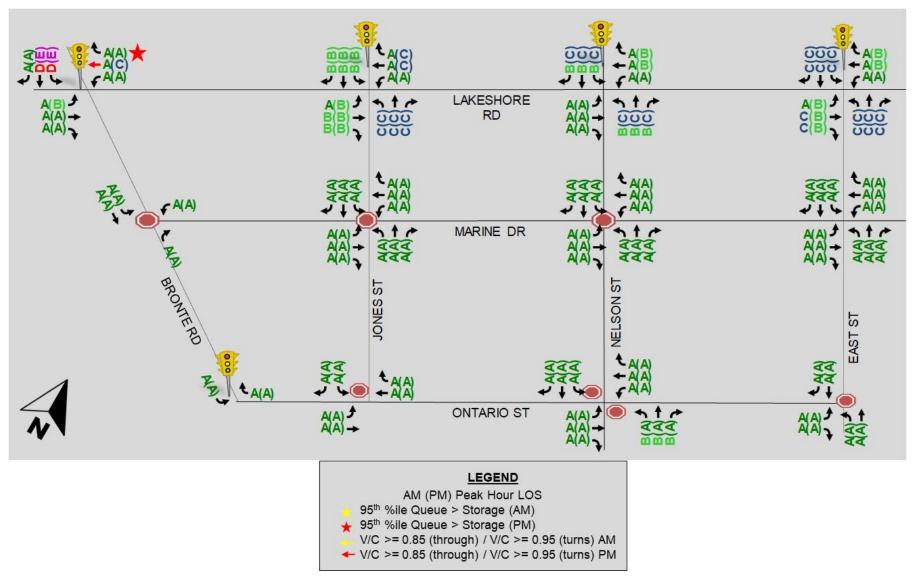


Figure 13: Scenario 4 - Post-Closure Period (One-Way Operation) Levels of Service, v/c ratio and Queues Exceeding Storage



Table 4 provides a summary of the traffic operations for this scenario. OFF peak period was not modelled for the future scenarios, since the traffic impact studies completed for the planned developments along Lakeshore Road West did not include the estimated number of trips for that peak hour. Full Synchro/SimTraffic reports are provided in **Appendix A**.

As seen below, the intersections within the study area are expected to operate at acceptable levels of service under Scenario 4. The westbound through movement at the intersection of Lakeshore Road West and Bronte Road is expected to operate with a v/c ratio of 0.90 during the PM peak hour, which is close to capacity. Additionally, the 95th percentile queue during the PM peak hour for the westbound right-turn movement for the same intersection is expected to exceed the available storage length by approximately 20 metres.



Table 4: Scenario 4 - Traffic Operation Results

Table 4: Scenario 4 - Traffic Operation Results AM Peak Hour Fifective											
Movement	Effective Storage Length (m)	v/c	Delay (s)	Los	Average Queue (m)	95th %ile Queue (m)	v/c	Delay (s)	LOS	Average Queue (m)	95th %ile Queue (m)
			1	Ī	ad & Lakeshore Ro		•				
EBL	-	0.32	4	А	20	35	0.39	17	В	15	30
EBT/R	-	0.49	6	Α	30	60	0.32	6	Α	20	45
WBL	30	80.0	8	Α	5	15	0.07	8	Α	5	25
WBT	-	0.36	10	А	25	50	0.90	30	С	110	180
WBR	45	0.13	8	А	10	30	0.17	9	А	25	65
SBL	105	0.36	45	D	10	25	0.73	67	Е	30	45
SBT	-	0.28	43	D	10	25	0.71	60	E	35	60
SBR	95	0.05	3	Α	5	5	0.52	7	Α	5	25
Overall		0.50	9	Α			0.84	22	С		
				Jones Stre	et & Lakeshore Ro	oad West (Signal	ized)				
EBL	35	0.09	7	Α	10	25	0.10	10	В	5	20
EBT/R	-	0.61	11	В	40	75	0.46	13	В	35	65
WBL	35	0.02	7	А	5	10	0.01	10	Α	5	10
WBT/R	-	0.48	10	А	35	65	0.83	23	С	85	140
NBL/T/R	-	0.48	21	С	20	35	0.80	34	С	45	70
SBL	40	0.30	19	В	15	25	0.16	17	В	10	25
SBT/R	-	0.20	18	В	15	25	0.23	17	В	25	45
Overall		0.56	13	В			0.81	21	С		
				Nelson Stre	et & Lakeshore R	oad West (Signa	lized)				
EBL	35	0.01	4	Α	5	10	0.03	5	Α	5	10
EBT/R	-	0.62	8	Α	40	75	0.44	7	Α	35	70
WBL	35	0.05	5	Α	5	10	0.06	6	А	5	20
WBT/R	-	0.59	9	А	25	55	0.83	18	В	55	100
NBL/T/R	-	0.15	20	В	10	20	0.35	24	С	15	25
SBL/T/R	-	0.14	20	В	5	15	0.23	23	С	10	20
Overall		0.58	9	Α			0.72	14	В		
				East Stree	t & Lakeshore Ro	ad West (Signali	zed)	•			
EBL	35	0.04	9	А	5	20	0.06	11	В	5	20
EBT/R	-	0.79	20	С	65	125	0.64	17	В	45	85
WBL	60	0.15	9	А	5	15	0.21	7	А	10	25
WBT/R	-	0.38	7	А	25	50	0.66	11	В	40	75
NBL/T/R	-	0.44	26	С	20	35	0.44	27	С	20	35
SBL/T/R	-	0.12	23	С	10	20	0.19	24	С	10	20
Overall		0.65	17	В			0.64	15	В		
			•	Bronte	Road & Marine Dr	ive (Unsignalize		•			



				AM Peak Hou	ır		PM Peak Hour					
Movement	Effective Storage Length (m)	v/c	Delay (s)	LOS	Average Queue (m)	95th %ile Queue (m)	v/c	Delay (s)	LOS	Average Queue (m)	95th %ile Queue (m)	
WBL	-	0.03	8	А	5	5	0.07	8	А	5	10	
WBR	-	0.00	7	Α	5	5	0.00	7	Α	5	5	
NBT/R	-	0.03	7	Α	5	15	0.04	7	Α	5	15	
SBL/T	-	0.24	9	А	10	20	0.31	9	А	20	35	
Overall			8	Α				9	Α			
				Jones S	Street & Marine Dr	ive (Unsignalize	ed)					
EBL/T/R	-	0.19	8	Α	10	15	0.26	9	А	10	20	
WBL/T/R	-	0.07	7	А	10	15	0.13	8	А	10	15	
NBL/T/R	-	0.04	8	А	5	15	0.10	8	А	10	15	
SBL/T/R	-	0.09	8	А	10	15	0.11	8	А	10	15	
Overall			8	Α				9	Α			
				Nelson	Street & Marine D	rive (Unsignalize	ed)					
EBL/T/R	-	0.11	8	А	10	15	0.09	8	А	10	15	
WBL/T/R	-	0.10	8	А	10	15	0.13	8	А	10	15	
NBL/T/R	-	0.03	8	Α	5	15	0.07	8	Α	5	15	
SBL/T/R	-	0.05	8	Α	5	20	0.06	8	Α	10	15	
Overall			8	Α				8	Α			
				East S	treet & Marine Dri	ve (Unsignalized	d)					
EBL/T/R	-	0.10	8	А	10	15	0.09	8	А	10	15	
WBL/T/R	-	0.13	8	А	10	15	0.18	8	А	10	20	
NBL/T/R	-	0.10	8	А	10	15	0.10	8	А	10	15	
SBL/T/R	-	0.07	8	А	5	15	0.15	8	А	10	15	
Overall			8	Α				8	Α			
				Bronte	Road & Ontario S	Street (Signalized	d)					
WBR	-	0.02	2	А	5	5	0.03	2	А	5	10	
SBL	-	0.05	2	А	5	5	0.10	2	А	5	15	
Overall		0.04	2	Α			0.08	2	Α			
				Ontario	Street & Jones St	reet (Unsignalize	ed)					
EBL/T	-	0.01	1	Α	5	5	0.05	4	А	5	5	
WBT/R	-	0.03	2	Α	5	5	0.02	2	А	5	5	
SBL/R	-	0.08	9	Α	5	15	0.07	9	А	10	20	
Overall			4	Α				5	Α			
				Ontario	Street & Nelson St	reet (Unsignaliz	ed)					
EBL/T/R	-	0.02	2	Α	5	5	0.01	1	А	5	5	
WBL/T/R	-	0.00	1	Α	5	5	0.00	2	А	5	5	
NBL/T/R	-	0.01	11	В	5	5	0.01	2	Α	5	5	
SBL/T/R	-	0.02	10	Α	5	10	0.03	9	А	5	15	



	Effective Storage Length (m)			AM Peak Hou	ır		PM Peak Hour						
Movement		v/c	Delay (s)	Los	Average Queue (m)	95th %ile Queue (m)	v/c	Delay (s)	LOS	Average Queue (m)	95th %ile Queue (m)		
Overall			3	Α				2	Α				
				Ontario	Street & East Stre	eet (Unsignalized	d)						
EBL/R	-	0.09	8	Α	10	15	0.07	8	Α	10	15		
NBL/T	-	0.01	7	Α	5	5	0.02	7	А	5	15		
SBT/R	-	0.04	7	Α	5	15	0.08	7	Α	10	15		
Overall			7	Α				7	Α				



2.5.5 Sensitivity Analysis

The majority of turning movement counts utilized were collected in the months of October and November. As a sensitivity analysis, CIMA reviewed summer weekday (June) counts at the intersection of Lakeshore Road West and Bronte Road to check whether the October and November counts used were representative of a typical weekday in the area. The comparison showed that the full 8-hour counts for October were approximately 1200 more vehicles than the June counts. Pedestrian counts were also comparable between the two months. Therefore, October and November counts used were deemed a good representation of typical traffic conditions.

2.6 Vehicular Speed and Volumes

Speed information was obtained from TES for the road segments within the study area. Data available ranged between 2018 and 2024. Overall, low operating speeds are present along Bronte Road, Nelson Street and East Street. One segment on Ontario Street between Nelson Street and East Street presented moderate speeding with an excess speed of 9 km/h over the posted speed limit.

Similarly, volume information was obtained from TES for the road segments within the study area. As shown in **Figure 14**, Lakeshore Road West carries the highest volumes within the study area with approximately 9,319 annual average daily traffic.



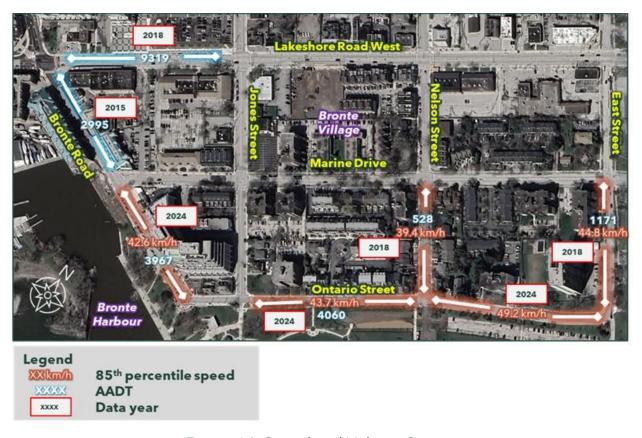


Figure 14: Speed and Volume Summary

2.7 Collision Analysis

CIMA+ reviewed and assessed the collision history in the study area to determine trends and/or patterns that might provide insight into potential contributing factors to the collisions. Historical collision data from 2019 to 2024 obtained from the TES database was used to support this study.

On March 17, 2020, the Government of Ontario declared a state of emergency due to the COVID-19 pandemic and ordered the gradual closure of businesses and facilities. As a result of the state of emergency and subsequent stay-at-home orders from the Province, Town of Oakville (similar to other jurisdictions in Ontario) experienced a reduction in vehicular traffic volumes, resulting in a reduction in the number of collisions. The COVID-19 pandemic restrictions were in place until July 2021. As a result, there is likely an underrepresentation of collision frequency in 2020 and 2021.

2.7.1 Overall Collision Trends

During the study period from 2019 to 2024, a total of 144 collisions were reported within the study area. Of the 144 collisions, 132 (92%) were property damage only (PDO) collisions, and 12 (8%) was a non-fatal injury collision.



Figure 15 and **Figure 16** provide a breakdown of the reported collisions by year, severity, impact type, environment, road surface, light, season, day of the week and time of day. This breakdown is completed in order to identify any collision patterns.

The following temporal trends were noted:

- No particular trend in the yearly frequency of collisions
- June experienced the highest number of collisions (24 in all)
- A higher frequency mid-week (Tuesday, Wednesday and Thursdays)
- A higher frequency in the late afternoon
- A majority of collisions occurred in clear, dry and daylight conditions.

Additional details to the collision summary include:

- Four pedestrian collisions were reported at the following locations:
 - Lakeshore Road West and East Street
 - Lakeshore Road West and Jones Street
 - Lakeshore Road West and Nelson Street
 - Lakeshore Road West between Jones Street and Nelson Street
- Three of the pedestrian collisions involved drivers failing to yield the right-of-way
- A total of 106 collisions were reported at intersections
- A total of 38 collisions were reported at road segments
- Improper turn was reported as the driver action with the highest frequency within the study area (33%)
- The majority of collisions took place along Lakeshore Road West



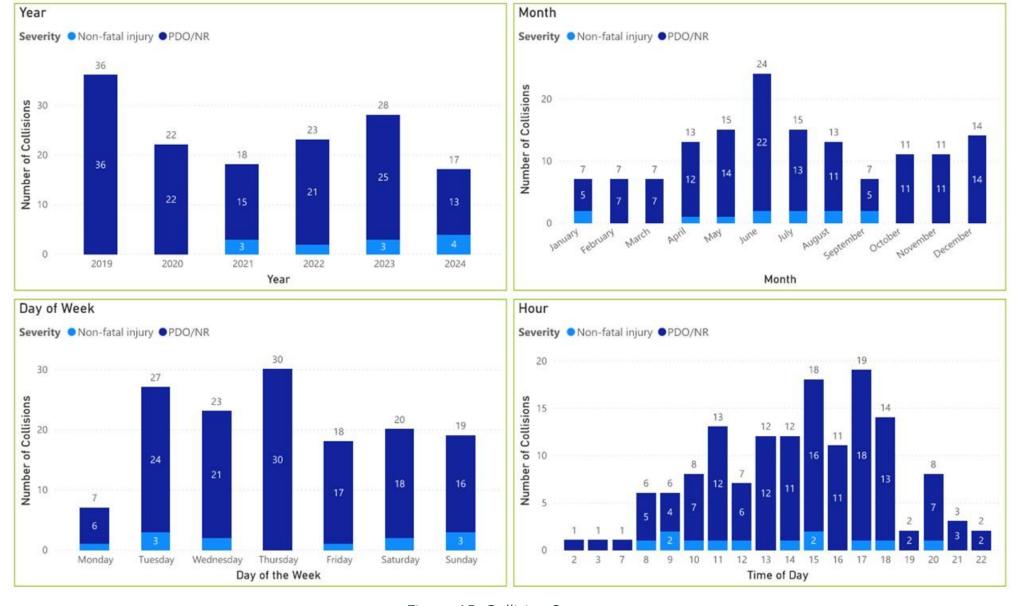


Figure 15: Collision Summary



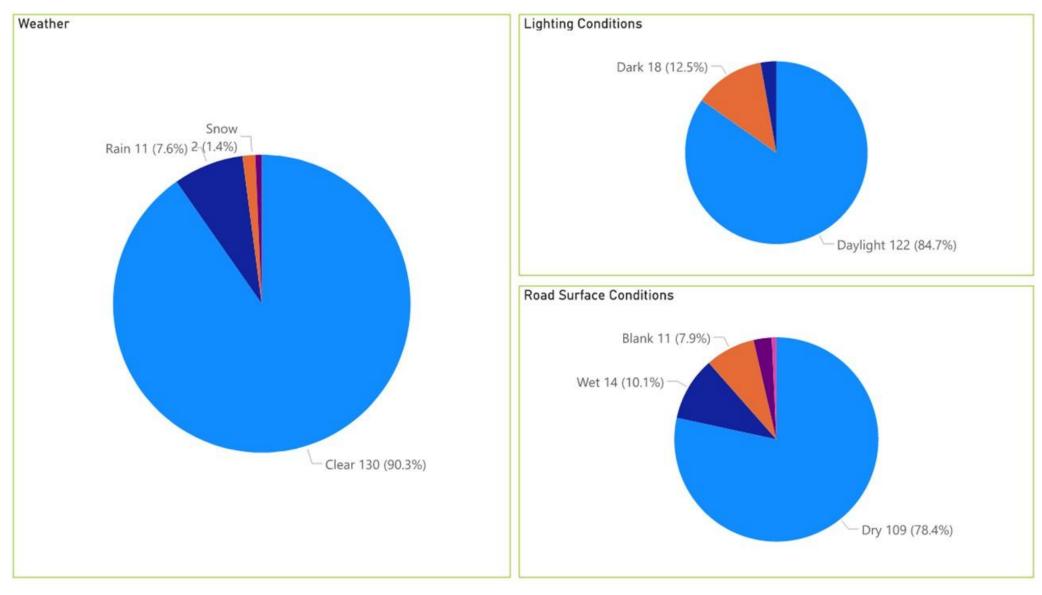


Figure 16: Collision Summary - Weather, Lighting and Road Surface Conditions



Intersection Collisions

Figure 17 and **Figure 18** shows the distribution of collisions by severity and impact type at intersections within the study area. The following observations were made:

- The intersection with the highest collisions is Lakeshore Road West and Bronte Road
 - During the pre-closure period two-way operation (2019 to March 8, 2024), there were 36 total collisions: rear end (50%), angle (28%), turning movement (11%), sideswipe (5.5%) and single motor vehicle (5.5%) collisions reported
 - Out of the 18 rear end collisions, 8 involved a southbound vehicle, 7 a westbound vehicle, 2 an eastbound vehicle and 1 a northbound vehicle
 - The following directions were identified for the reported 11 angle collisions:
 - > NB vs. EB: 3 collisions
 - > SB vs. WB: 3 collisions
 - > SB vs. EB: 3 collisions
 - > NB vs. WB: 2 collisions
 - The following directions were identified for the reported 5 turning movement collisions:
 - EBL vs. WBT: 1 collisionWBL vs. EBT: 1 collision
 - Others: 3 collisions
 - o 2 Sideswipe and 2 single motor vehicle collisions were reported.
 - Two collisions were reported after March 8, 2024 for the remainder of the year (postclosure one-way operation)
 - One involving a southbound through and southbound left-turn vehicles (turning movement collision)
 - One involving an eastbound left-turn and a southbound through vehicles (angle collision)
- The highest frequency of impact type is rear end collisions, which is typical of signalized intersections
- A low number of collisions were reported at the unsignalized intersections



Collision Map by Severity

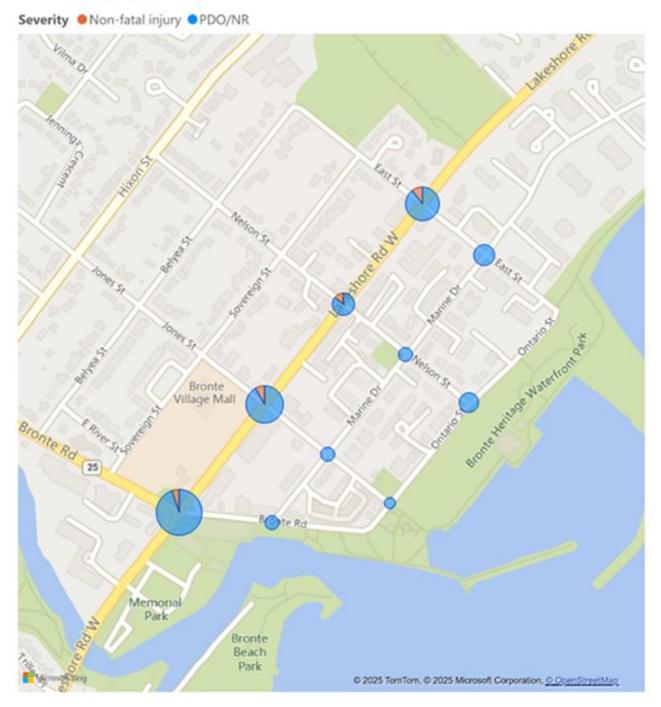


Figure 17: Collision Distribution at Intersections - by Severity

Collision Map by Impact Type Initial Impact Type ● Angle ● Other ● Rear End ● Sideswipe ● SMV ● TM Bronte Village Mall ronte Rd 25 te Rd Memorial Bronte Beach Park © 2025 TomTom, © 2025 Microsoft Corporation, © OpenStreetMap

Figure 18: Collision Distribution at Intersections - by Impact Type

Road Segment Collisions

Figure 19 and **Figure 20** shows the distribution of collisions by severity and impact type at road segments within the study area.



The following observations were made:

- The highest frequency of collisions was reported along Lakeshore Road West
- Four collisions were reported along East Street (property damage only)
- One collision was reported along Bronte Road between Lakeshore Road West and Marine Drive: it involved a southbound vehicle which ran-off the road and hit a utility pole in 2019

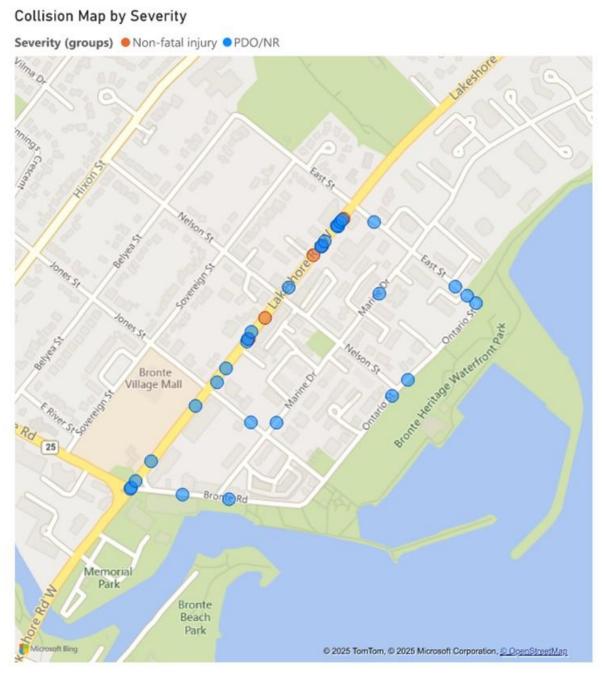


Figure 19: Collision Distribution along Road Segments - by Severity

Collision Map by Impact Type Initial Impact Type ● Angle ● Other ● Rear End ● Sideswipe ● SMV ● TM Bronte Village Mall BroneRd Memorial Bronte Beach Park © 2025 TomTom, © 2025 Microsoft Corporation, OpenStreetMap

Figure 20: Collision Distribution along Road Segments - by Impact Type

2.8 Cycling Facilities

Currently there are cycling facilities provided along Lakeshore Road West in the form of conventional bicycle lanes designated by pavement markings and signage and separated from the traffic by a solid white painted line.



3. Field Investigation

Three site visits were conducted on Tuesday March 10 between 10 AM and 3 PM, Saturday March 15 between 3 PM and 4 PM and Tuesday March 18 for AM peak hour (7:30 AM - 9:30 AM) and PM peak hour (3:45 PM - 4:45 PM). The first site visit consisted of a comprehensive review of the study area, examining roadway geometry, cross sections, traffic control, access management, pedestrian and cyclist facilities, illumination and potential points of conflict. This site visit was completed during off-peak hours.

The second site visit was completed to review overall operations of the study area during a weekend. The third site visit consisted of reviewing traffic operations (queueing, vehicle/pedestrian/cyclist conflicts, driver behaviour, etc.) during AM and PM peak hours within the study area.

3.1 Geometry

The lane widths on Lakeshore Road West are approximately between 3 m and 4 m wide. Bicycle lanes are provided on both sides of Lakeshore Road West which are approximately between 1.5 m and 1.7 m wide. Overall, the lane widths within the study area are in line with the recommended widths in the TAC *Geometric Design Guidelines for Canadian Roads* for urban roadways. For a roadway with a design speed of 60 km/h or less, the recommended practical lower limit is 2.7 m while the recommended lower and upper limits are 3.5 m and 3.7 m¹, respectively. TAC also indicates that on roads where buses or larger trucks are expected to regularly use these lanes, a minimum lane width of 3.3 m is recommended.

The intersection of Lakeshore Road West and Bronte Road presents a misalignment between the north and south leg, as shown in **Figure 21**. Additionally, the northbound and southbound left-turning lanes present a negative offset which limits the visibility of approaching vehicles proceeding through the intersection for the left-turning vehicles on the opposite approach.

The southbound channelized right turn at the same intersection was also observed to have a wide turning radii with a lane width of approximately 8 m. A wide turning radius may encourage drivers to travel along the channel at higher speeds. However, it was noted that this movement is currently fully signalized with a NO RIGHT TURN ON RED prohibition and that the pedestrian crossing has its own designated pedestrian signal heads.

¹ 2017 TAC Geometric Design Guide for Canadian Roads, Table 4.2.3: Through Lane Widths - Urban Roadways



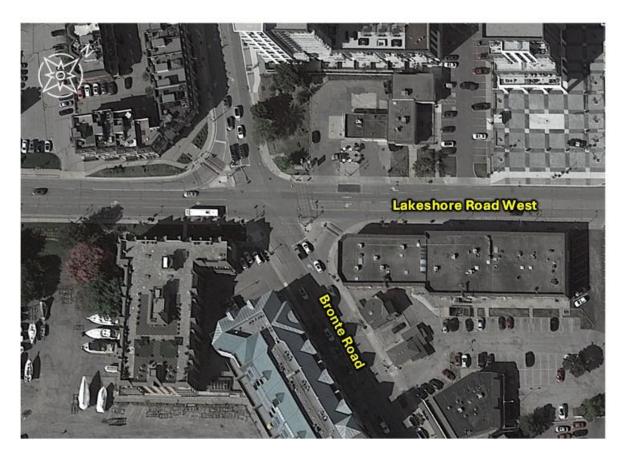


Figure 21: Misalignment at the north and south legs of Lakeshore Road West and Bronte Road

3.2 Pavement Markings and Signage

Pavement Markings

Faded pavement markings were observed at the following intersections:

- Lakeshore Road West and East Street:
 - South, west and east legs (undergoing construction)
- Lakeshore Road West and Nelson Street:
 - South and East legs (undergoing construction)
- Bronte Road and Marine Drive:
 - North and south legs (near construction area)



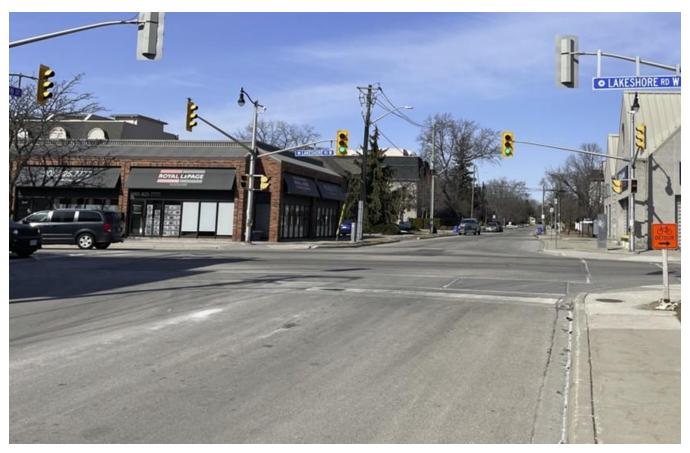


Figure 22: Faded Pavement Markings at Lakeshore Road West and Nelson Street

The signalized intersections along Lakeshore Road West have single line crosswalks at all approaches, with the exception of Lakeshore Road West and Bronte Road, which has ladder crosswalks for all approaches, including the channelized southbound right-turn movement. Similarly, the unsignalized intersections within the study area also have single line crosswalks on all approaches, with the exception of Bronte Road and Marine Drive.



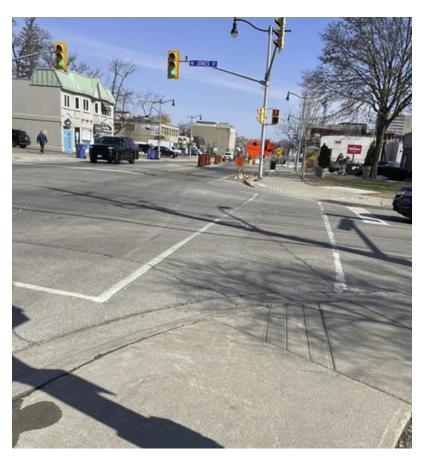


Figure 23: Single Line Crosswalks at Lakeshore Road West and Jones Street

The intersection pedestrian signal at Bronte Road and Ontario Street and the two pedestrian crossovers (PXOs) along Ontario Street and Jones Street and Nelson Street have a ladder crosswalk implemented.

Signage

Posted speed limit signs are not consistently displayed within the study area, with the following streets not having any posted speeds:

- East Street
- Nelson Street
- Jones Street
- Marine Drive

Left side STOP signs are provided at all all-way stop controlled unsignalized intersections with the exception of:

- Bronte Road and Marine Drive: south leg
- Marine Drive and Jones Street: north and south legs
- Marine Drive and Nelson Street: north and south legs



3.3 Parking

On-street parking is permitted along multiple roads within the study area. A higher utilization of on-street parking was observed during the weekend site visit along Bronte Road between Lakeshore Road and Ontario Street. **Figure 24** shows the locations where on-street parking is allowed. As it can be seen, some streets allow on-street parking along the entire road. This may create visibility issues for vehicles approaching an intersection as the STOP sign may not be visible or the parked vehicles may restrict the sight line of other incoming vehicles.





Figure 24: On-Street Parking Map

During the site visit it was also observed that when a large vehicle was parked on the permitted area on the west side of the north leg of the intersection of Nelson Street and Marine Drive, the STOP sign would be obstructed by the parked vehicle, as shown in **Figure 25.** While not observed elsewhere, there is a likelihood that legally parked vehicles could be blocking visibility of STOP signs at other locations in Bronte Village.





Figure 25: STOP sign obstructed by parked vehicle

Parking facilities are present on the west side of Bronte Road between Lakeshore Road West and Marine Drive. During the site visit, it was observed that parked vehicles limit the visibility of approaching vehicles travelling southbound on Bronte Road to drivers exiting the parking facilities (**Figure 26**).

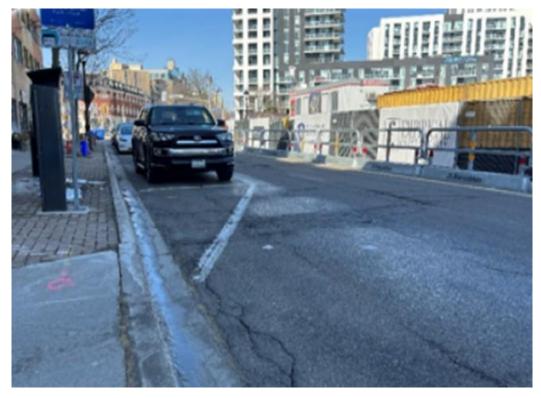


Figure 26: Looking left from 100 Bronte Road parking lot exit

3.4 Illumination

Illumination poles / light standards are provided within the study area as follows:

- Lakeshore Road West: illumination poles on both sides
- Bronte Road: light standards on both sides
- Ontario Street: illumination poles on the south side only, approximately 35 m apart
- East Street: illumination poles on the west side only, approximately 35 m apart
- Marine Drive: illumination poles on the north side only, approximately 50 m apart
- Jones Street: illumination poles on the west side only, approximately 30 m apart
- Nelson Street: illumination poles on the west side only, approximately 30 m apart No issues were found with the existing illumination poles / light standards within the study area.

3.5 Traffic Control

During the site visit it was observed that the intersection of East Street and Ontario Street was converted to an all-way stop-controlled intersection. This change was completed by the Town in June 2024.

Additionally, it was noted that the north-south movements at the signalized intersections along Lakeshore Road West had Leading Pedestrian Interval (LPI) installed. This feature provides the pedestrians with a 5 second head start over vehicles turning at the intersection. This feature was installed by the Town in 2023.

3.6 Access Management

Currently there are two accesses near the intersection of Lakeshore Road West and Bronte Road. One access is the gas station located on the NE corner of the intersection at approximately 13 m east of Bronte Road. This gas station only has two access points fronting Lakeshore Road West and vehicles wanting to head southbound on Bronte Road or eastbound on Lakeshore Road West could potentially conflict with vehicles travelling westbound along Lakeshore Road West. These potential conflicts were not observed during the field investigation.

The second access is the entrance to 2464 Lakeshore Road West complex, located in the SW corner of the intersection at approximately 15 m south Lakeshore Road West. During the field investigation it was observed that a few vehicles would suddenly stop to enter this access, which would potentially cause a rear-end collisions between the vehicle entering the access and the vehicle following, as shown in **Figure 27**.



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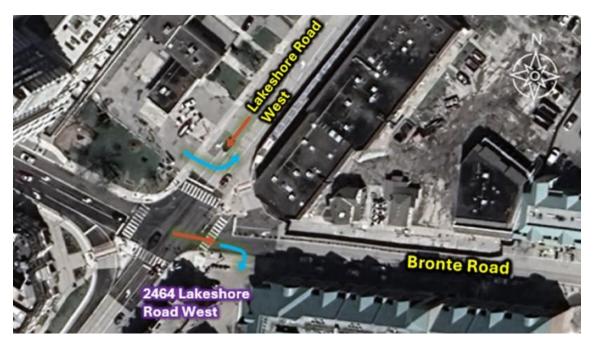


Figure 27: Conflict points from accesses near Lakeshore Road West and Bronte Road

3.7 AODA Compliance

Elements within the study area were reviewed for compliance with the Accessibility for Ontarians with Disabilities Act (AODA)². It was noted that the majority of pushbuttons at signalized intersections were equipped with Accessible Pedestrian Signals (APS) and an arrow pointing in the direction of travel (**Figure 28**). However, some of the pushbuttons at the intersection of Lakeshore Road West and East Street did not have a directional tactile arrow (**Figure 29**).

Additionally, it was noted that the following intersections did not have tactile walking surface indicators:

- Lakeshore Road West and Jones Street: SW and SE corners
- Lakeshore Road West and Nelson Street: all corners
- Lakeshore Road West and East Street: all corners
- East Street and Marine Drive: all corners
- Nelson Street and Marine Drive: all corners
- Jones Street and Marine Drive: all corners
- Marine Drive and Bronte Road: all corners

² O. Reg. 191/11: INTEGRATED ACCESSIBILITY STANDARDS. https://www.ontario.ca/laws/regulation/110191





Figure 28: AODA compliant pushbutton



Figure 29: Pushbutton Missing Tactile Directional Arrow

It was also observed that the crosswalk on the south leg of Bronte Road and Marine Drive does not have a curb ramp on the west side of Bronte Road, as shown in **Figure 30**.





Figure 30: Crosswalk with curb ramp missing

3.8 Traffic Operations and Site User Interactions

Traffic operations were observed during the third site visit between the AM peak hour (7:30 AM - 9:30 AM) and PM peak hour (3:45 PM - 4:45 PM).

Higher volumes were observed during the PM peak hour, especially along Lakeshore Road West. Queue build-up was observed in the westbound direction along Lakeshore Road West on approach to Nelson Street (**Figure 31**). However, the queues were observed to be cleared every cycle.





Figure 31: PM Peak queues westbound at Lakeshore Road West and Nelson Street

Another observation made during the first site visit was some impatient drivers travelling westbound on Lakeshore Road West on the approach to Nelson Street were using the left-turning lane to pass a stopped bus.

3.9 Swept Path Analysis for Truck Movements on Bronte Road at Marine Drive

With the one-way closure in place, trucks heading north on Bronte Road are required to make a northbound right turn movement at Marine Drive. As this movement is occurring at a skewed intersection, the Town directed CIMA to evaluate the swept path of trucks making this movement. It was determined that heavy single unit trucks (HSU) and WB-20 trucks would be unable to complete this movement without tracking over the stop bar on the east approach. While not desirable, this was considered to be acceptable in the context of a constrained urban environment with low-volumes and lower operating speeds. Town staff also indicated that WB-20 trucks rarely operate along Bronte Road. A copy of the swept path analysis is provided in **Appendix C**.

3.10 Other Observations

Signs for future implementation of Automated Speed Enforcement (ASE) cameras were seen along Ontario Street. Town Staff confirmed that the speed cameras would be implemented around the end of May 2025 and remain in place for 4 months.



CIMA+ project number: Z0021069 7-May- 2025 - Review 00

4. Findings and Recommendations

This section summarizes our findings, potential treatments, recommended improvements, and other corrective actions for the study area based on the office and field reviews undertaken. The findings and recommendations are presented individually for the intersections of Bronte Road at Lakeshore Road and at Marine Drive, as well as for the road segment along Bronte Road between Lakeshore Road West and Marine Drive. A separate section labelled Remaining Study Area provides findings and recommendations for the other intersections and road segments within the study area not included above.

4.1 Summary of Study Findings

4.1.1 Lakeshore Road West and Bronte Road

Below is a summary of findings specific to the intersection of Lakeshore Road West and Bronte Road:

- High frequency of angle collisions reported during the pre-closure two-operation period (28%):
 - 6 out 11 collisions involving a NB vehicle
- Conflict points present near the intersection due to accesses within 15 meters or less of the intersection
 - Gas station on the NE corner
 - Plaza / building complex on the SW corner
- Misalignment on north-south legs, limiting visibility of incoming through traffic to northbound/southbound left-turning vehicles
- Queues spilling back to adjacent intersections were observed for the westbound direction on Lakeshore Road during PM peak
- · Wide southbound right-turn channel
- Traffic analysis results indicated that:
 - For the proposed Scenario 3 Post Closure Period (Two-Way Operations), the intersection is expected to have two queue lengths exceeding the available storage length (WBR and NBL in the PM peak hour) and some movements with Level of Service D and E (SBT, SBL, NBL, NBT and NBR).
 - For the proposed Scenario 4 Post Closure Period (One-Way Operations), the intersection is expected to have one queue length exceeding the available storage length (WBR in the PM peak hour) and some movements with Level of Service D and E (SBT and SBL).



4.1.2 Bronte Road between Lakeshore Road and Marine Drive

For this road segment, it was noted that there is limited visibility of incoming vehicles for drivers exiting the parking facilities on Bronte Road. The obstruction was observed to be caused by the vehicles parked on the street.

4.1.3 Bronte Road and Marine Drive

For the intersection of Bronte Road and Marine Drive, the following was noted:

- Faded ladder crosswalks potentially due to the ongoing construction
- Lack of curb cut on the west side of south leg crosswalk
- No operational issues were identified due to the closure
- Under one-way operation, larger trucks (HSU and WB-20) would be required to track over the stop bar on the east approach to the intersection, although this is considered acceptable in the context of a constrained low volume low speed urban environment

4.1.4 Remaining Study Area

The following presents a summary of the main findings noted in the remainder of the study area.

- On-street parking is permitted too close to the stop bar at several unsignalized intersections. This may potentially reduce the visibility of vehicles or pedestrians approaching the intersections. This finding is applicable to the following locations:
 - Marine Drive and Jones Street: all legs
 - Marine Drive and Nelson Street: south, east and north legs
 - Marine Drive and East Street: west leg
- A large vehicle parked on the street obstructed the STOP sign in the southbound direction at the intersection of Marine Drive and Nelson Street
- Lack of posted speed limit signage on the following roads:
 - East Street
 - Nelson Street
 - Jones Street
 - Marine Drive
- Lack of tactile walking surface indicators at the following locations:
 - Lakeshore Road West and Jones Street: SW and SE corners
 - Lakeshore Road West and Nelson Street: all corners
 - Lakeshore Road West and East Street: all corners



- East Street and Marine Drive: all corners
- Nelson Street and Marine Drive: all corners
- Jones Street and Marine Drive: all corners
- Marine Drive and Bronte Road: all corners
- Single line crosswalks at the following signalized intersections:
 - Lakeshore Road West and Jones Street
 - Lakeshore Road West and Nelson Street
 - Lakeshore Road West and East Street
- Vehicle operating speeds along Ontario Street present moderate speeding with an excess speed of 9 km/h over the posted speed limit, however this will likely be addressed when the speed camera is installed at this location.

4.2 Recommendations

Through the office review and field investigations, a series of findings/issues and corresponding potential countermeasures identified. Similarly to how the findings were presented in the previous section, the recommendations are presented individually for the intersections of Bronte Road at Lakeshore Road and at Marine Drive, the road segment along Bronte Road between Lakeshore Road West and Marine Drive, and for the other intersections and road segments within the study area not included above.

For identified issues, consideration was given to the implementation timing of the treatment with low-cost treatments being recommended in the short-term (within the next 12 months), medium-cost treatments being recommended within 1 - 5 years, and significant-cost treatments or treatments requiring coordination with other parties being recommended in the long-term (>5 years).

4.2.1 Lakeshore Road West and Bronte Road

It is recommended that the road segment of Bronte Road between Lakeshore Road West and Marine Drive, be maintained as a one-way southbound movement. Benefits of this approach are:

- The intersection would have a reduction in conflict points along Bronte Road and at either intersection and there would be a likely reduction in the potential for angle collisions (as further evidenced by the apparent drop in the frequency of angle collisions in the period following the one-way closure of Bronte Road in March 2024 to the end of the year);
- Through the removal of the northbound lanes, the entire southeast corner of the intersection (taken up by the northbound right turn channel island) can be devoted to streetscaping, providing a larger area for active transportation users; and



• The width of the south leg would be significantly narrowed, reducing the exposure of pedestrians to traffic.

The noted traffic impacts for the 2028 horizon year are considered minimal and can be managed through signal timing adjustments, including the potential for signal coordination along Lakeshore Road.

Other treatments noted for consideration are:

- Review and assess the option of converting the southbound right-turn channel to a 'Smart Channel' to reduce speeds and pedestrian crossing distances;
- Consider implementing guidelines through the intersection to provide additional guidance to southbound through drivers; and
- Install a one-way arrow on Bronte Road opposite the access on the southeast corner of the intersection to further discourage illegal northbound movements.

Figure 32 shows a high-level sketch of the recommendations for the intersection illustrating the above recommendations, grouped into short (0 - 2 years), medium (3 - 5 years) and long-term recommendations (5+ years).



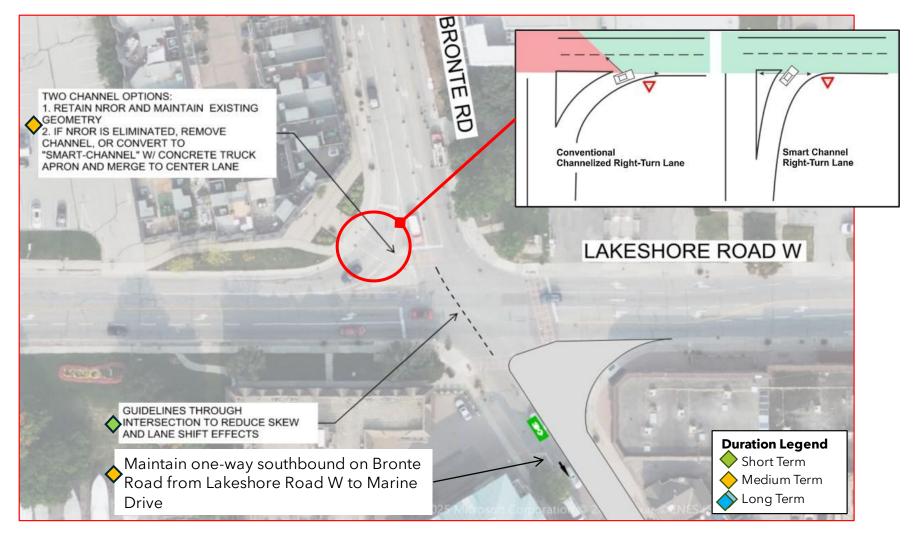


Figure 32: Recommendations for the Intersection of Lakeshore Road West and Bronte Road

4.2.2 Bronte Road between Lakeshore Road and Marine Drive

Along Bronte Road between Lakeshore Road and Marine Drive, consider the removal of 1 - 2 parking spaces near the parking garage entrances to improve visibility of approaching vehicles.

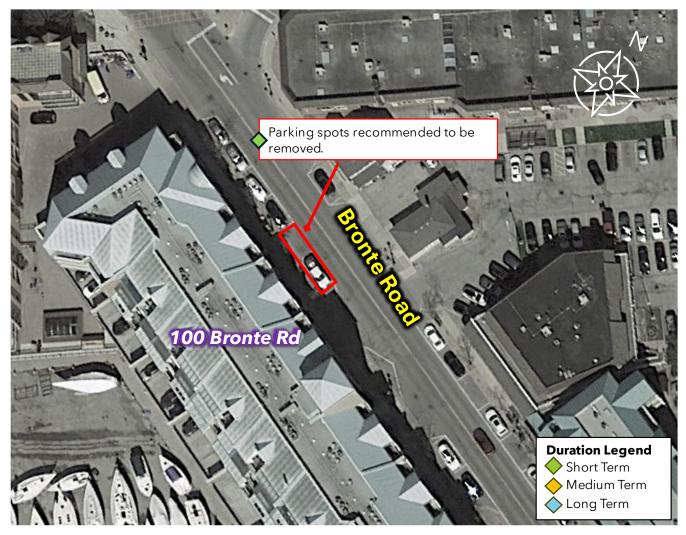


Figure 33: Recommendations for the Road Segment along Bronte Road between Lakeshore Road West and Marine Drive

4.2.3 Bronte Road and Marine Drive

At the intersection of Bronte Road and Marine Drive, the following is recommended:

Repainting of faded ladder crosswalks



 Construction of curb cut on the west side of south leg crosswalk with tactile surface indicators following OPSD 310.033³

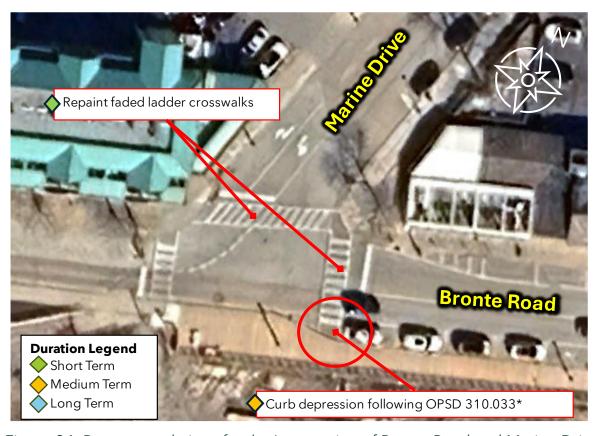


Figure 34: Recommendations for the Intersection of Bronte Road and Marine Drive

4.3 Remaining Study Area

Figure 35 to **Figure 36** show the traffic related and active transportation related recommendations for the remaining of the road segments and the intersections within the study area.

^{*}Ontario Provincial Standard Drawing - OPSD 310.033 Concrete Sidewalk Ramps at Unsignalized Intersections. https://www.roadauthority.com/Standards/Home/FileDownload?standardFileId=b0ade4b8-6053-4896-a310-5d6e77765903



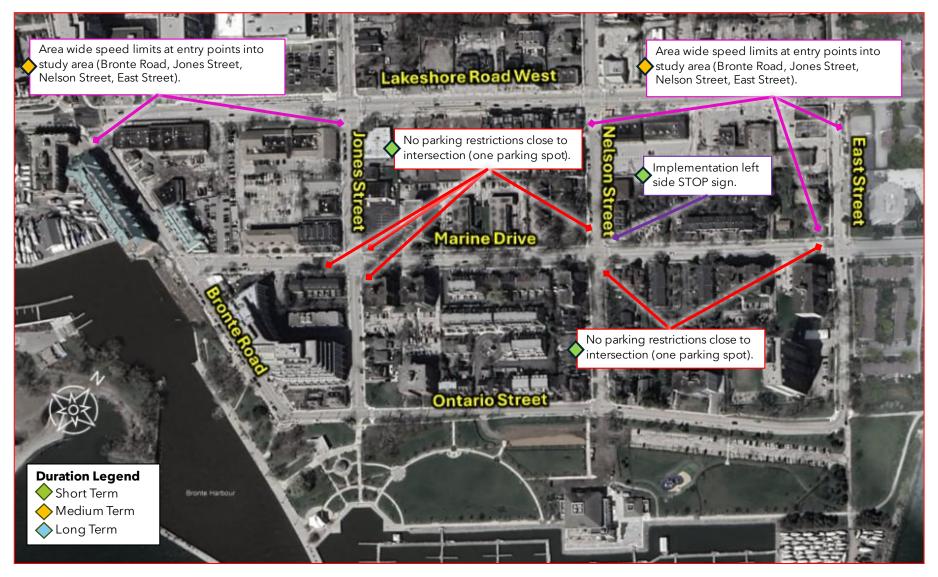


Figure 35: Traffic Related Recommendations - Remaining Study Area - Part 1





Figure 36: Active Transportation Related Recommendations - Remaining Study Area - Part 2







REPORT

Council

Meeting Date: August 11, 2025

FROM: Clerk's Department

DATE: July 29, 2025

SUBJECT: Council Staff Relations Policy

WARD: Town-wide Page 1

RECOMMENDATION:

1. That the updated Council Staff Relations Policy, attached as Appendix A, be approved.

2. That the Information flow and interactions between Members of Council and Staff Procedure be rescinded.

KEY FACTS:

The following are key points for consideration with respect to this report:

- A council staff relations policy is mandated under Section 270 of the Municipal Act, 2001.
- Established in 2019, the town's Council Staff Relations Policy has been reviewed and updated based on a scan of best practices from municipalities across Ontario.
- The revised Policy provides clearer definitions of the roles and responsibilities
 of elected officials and municipal staff, supporting effective governance and
 reinforcing the neutrality of the public service.
- Updates emphasize the importance of maintaining appropriate boundaries to prevent political interference in staff operations and to preserve the integrity of political-administrative relationships.
- The updated Policy also strengthens the framework for the Integrity Commissioner to assess and address complaints, particularly those involving conduct and incivility, by setting clearer expectations.

BACKGROUND:

Since its adoption in 2019, the Council Staff Relations Policy (Policy) has supported the principles of respectful governance by guiding interactions between Council Members and Staff. Serving as a foundational document to foster a respectful,

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productive, and supportive working relationship that promotes effective decisionmaking and the efficient delivery of municipal services.

There has been growing sector-wide attention on the importance of clearly defining the roles, responsibilities, and authority of Members of Council and Staff, highlighting the need to align local policies with evolving standards around accountability, workplace respect, and staff support. This reflects an evolving governance landscape across Ontario, informed by advocacy from municipal associations and recent legislative developments, most recently, the introduction of *Bill 9, the Municipal Accountability Act, 2025*. This legislation reinforces the Province's commitment to enhancing accountability, transparency, and respectful behaviour in municipal governance. It includes measures to strengthen the role of Integrity Commissioners, enhance codes of conduct, and support municipal staff in delivering services in increasingly complex and high-pressure environments.

The Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO), in its <u>submission</u> to the province regarding Strengthening Codes of Conduct and Integrity Commissioner Framework, has flagged the importance of aligning the Council Staff Relations Policy with existing employment-related legislation and standards (notably Section 270 of the *Municipal Act* and legislation on workplace harassment and violence). Aligning these areas can help create a more consistent and enforceable framework that better supports both Council and Staff in their respective roles.

This review is part of a broader, phased modernization of the Town's governance and accountability framework. It builds on the 2024 updates to the Council Code of Conduct and Integrity Commissioner Protocol and will be followed by updates to the Employee Code of Conduct, Accountability and Transparency Policy, and other related documents. Together, these initiatives support consistent expectations for professional conduct, role clarity, and ethical behaviour across the organization. There is a renewed focus on improving how residents, businesses, and visitors interact with Town services. A respectful, well-understood framework for Council and Staff interactions is critical to supporting this work and ensuring staff are equipped to provide high-quality, Council approved services consistently and confidently.

COMMENT/OPTIONS:

The Policy establishes principles that support respectful, productive, and supportive interactions between Council and Staff, key to delivering high-quality services to the community. It emphasizes the foundational principle of municipal governance: that elected officials are responsible for setting policy, while municipal staff are responsible for implementing that policy and managing day-to-day operations.

To support this distinction, the policy provides strengthened language around:

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- The clear separation of political direction and administrative operations.
- The role of the CAO as the head of the municipal administration.
- The importance of maintaining neutrality of public service.
- Ensuring that Council direction is provided through appropriate channels and not to individual staff.

The proposed updates were informed by current municipal practices, relevant codes of conduct, Integrity Commissioner reports, and legal guidance to ensure the revised policy reflects sector best practices and continues to support Council's commitment to respectful, effective governance. The updated policy sets out a governance framework that supports clarity, accountability, and good decision-making. It also helps ensure that the Integrity Commissioner has a well-defined policy to refer to when evaluating conduct or complaints, particularly in matters where the roles of elected officials and staff may be misunderstood or challenged.

Guiding Principles:

The revised Policy outlines six guiding principles that establish the foundation for a respectful, productive, and supportive working relationship between Council and staff. These principles are not only values, but practical commitments that guide communication, collaboration, and decision-making. Together, they reflect the culture of professionalism and mutual respect that the Town seeks to foster.

The first principle, **Mutual Respect and Shared Responsibility**, emphasizes the importance of maintaining a respectful, civil, and inclusive environment. Both Council and Staff share responsibility for upholding dignity in all interactions, which is essential to building and maintaining public trust. Disparaging or disrespectful comments directed at the Town, Council, staff, or individuals are unacceptable. Concerns regarding Staff performance must be addressed through confidential internal processes, while complaints about Council members should be referred to the Integrity Commissioner.

The second principle, **Clarity of Roles and Responsibilities**, highlights the importance of respecting the distinct but complementary roles of Council and Staff in serving the community. Council, as a collective body, is responsible for setting policy, representing the public interest, and providing strategic direction. Staff are tasked with managing day-to-day operations, offering professional advice, and implementing Council's decisions. A respectful and effective working relationship depends on a clear understanding of these roles and on individual Council members acting within their elected responsibilities.

The third principle, **Respectful Communication and Use of Established Channels**, reinforces the need for open, honest, and respectful communication to support effective governance. To ensure clarity and efficiency, communication should follow established channels: routine service inquiries should be directed to

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ServiceOakville; non-routine policy or program questions to the appropriate Director; broader or strategic matters to the CAO or relevant Commissioner. Requests or inquiries not related to the business of the Corporation, will be directed to the Mayor's Office for response.

Adhering to these channels promotes accountability and timely responses and equips Members of Council with a clear and scalable pathway to obtain the information they need. Routing routine requests through ServiceOakville is especially important, as it enables the Town to track service demand, monitor complaints, measure performance, and build a centralized knowledge base to support future inquiries. Recognizing the varying complexity of Council inquiries, the policy encourages Members to consider the nature and scale of their requests, whether a quick point of clarification or a deeper policy analysis, so that the appropriate Staff, resources, and process are involved.

The fourth principle, **Council Provides Direction by Resolution**, affirms that Council provides direction to the administration only through formal resolutions or legislated Mayoral authority. Council is collectively responsible for setting service levels and must adhere to formal decision-making processes. The CAO, as the head of administration, is responsible for implementing Council's decisions and overseeing staff operations. This governance structure ensures clarity, accountability, and effective service delivery.

The fifth principle, **Fair and Consistent Access to Information**, supports good governance by ensuring that all Members of Council have equal access to information. This enables informed, collective decision-making and reinforces transparency and consistency in how information is shared. The CAO plays a key role in facilitating this process. Fair and consistent information-sharing builds trust, enhances collaboration, and leads to better outcomes for the community.

The final principle, **Respect for Time and Priorities**, emphasizes that mutual respect between Council and Staff is essential to good governance. Acknowledging each other's roles, workloads, and time constraints helps sustain a productive working relationship. When Council Members provide advance notice of questions, Staff can prepare more informed responses, leading to more efficient meetings and better decision-making. At the same time, individual Members must avoid directing operational work, respecting the boundaries of Staff responsibilities. This clarity supports strategic focus and enables Council and Staff to work effectively together in service of the community.

The remainder of the Council Staff Relations Policy provides structural clarity by outlining the roles and authorities of key municipal actors, as defined in the *Municipal Act*. It clearly defines the responsibilities of Council, the Head of Council, the CAO, and municipal officers and employees. Staff are responsible for

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implementing Council's decisions and offering objective, professional advice to support informed decision-making. The Mayor, as Head of Council, serves as the official spokesperson for the municipality and plays a key role in addressing matters that fall outside the Town's jurisdiction. The policy also includes sections on monitoring and contraventions to support accountability, as well as a definitions section to ensure consistent understanding and application across the organization. These updates reinforce effective governance and help ensure everyone operate within their defined roles.

RECOMMENDATION

Staff recommend the approval of the updated Council Staff Relations Policy, attached as Appendix A to this report. The revised policy reflects best practices, recent legislative developments, and a strengthened framework to support respectful and professional interactions between Members of Council and municipal Staff. It is designed to support Staff in confidently and professionally delivering Council approved services, while also equipping Members of Council with a clear and scalable pathway to obtain the information they need.

This approach supports efficient, accurate responses without discouraging open communication. The goal is to elevate engagement, aligning Staff support with the scope of Council requests to improve outcomes for both Council and the public. Its development included extensive consultation with Senior Staff, Legal, and the Town's Integrity Commissioner, whose input was instrumental in shaping the policy's guiding principles. The Integrity Commissioner's support reinforces the policy's alignment with ethical standards and its role in fostering a respectful, accountable working environment.

NEXT STEPS

To support implementation, an internal Staff job aid will be developed to uphold the policy's principles and strengthen working relationships that help Council Members serve their constituents. This practical, accessible resource will translate the policy's intent into everyday application. While the policy provides the formal framework for Council Staff interactions, the job aid will offer practice-based insights, examples, and decision-making tips to help Staff respond to Council requests with confidence and consistency.

Given the wide range of Council inquiries, from simple clarifications to complex, multi-departmental analyses, training and education are essential. The job aid will offer a structured yet flexible reference to help Staff assess request scope, select appropriate response channels, and align with policy expectations. Its goal is to build shared understanding, reduce ambiguity, and support timely, accurate communication. It will also help Staff navigate public expectations, which may not always reflect how public governance operates. As a living document, the job aid will

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evolve with feedback, best practices, and future policy updates to remain a relevant and effective support tool.

CONSIDERATIONS:

(A) PUBLIC

A clear and well-communicated Council Staff Relations Policy helps build public trust by promoting transparency, accountability, and professionalism in local governance. It reassures residents that their elected officials and municipal Staff are working collaboratively and effectively to serve the community's best interests

(B) FINANCIAL

There are no direct financial implications associated with the approval of the revised policy. Integrity Commissioner service costs, which vary based on the volume and nature of requests for advice, education, support, and complaint investigations, are covered through the operating budget.

(C) IMPACT ON OTHER DEPARTMENTS & USERS

The revised Policy, developed in consultation with senior leaders, provides clarity and consistency across departments in how to engage with Members of Council. It supports a unified organizational approach, strengthens interdepartmental coordination, and empowers Staff at all levels to respond to Council requests with confidence and alignment.

(D) COUNCIL STRATEGIC PRIORITIES

This report supports the corporate strategic priority of accountable government and service excellence by reinforcing the Council Staff Relations Policy as a foundational document that promotes consistent expectations for professional conduct, role clarity, and ethical behaviour across the organization, and ultimately strengthening public trust.

(E) CLIMATE CHANGE/ACTION

This matter does not impact climate change/action.

APPENDICES:

Appendix A – Draft Staff Council Relations Policy

Prepared by:

Andrea Coyne, Manager, Elections, Policy, Print Services

Submitted by:

William Short, Town Clerk

Approved by: Sheryl Ayres, Commissioner Corporate Services



Council Staff Relations

Policy number: G-GEN-008
Section: Governance

Sub-section: General

Author: Clerk's Department

Authority: Council

Effective date: 2019-02-25

Review by date: 5 years from Council approval date

Last modified: Council approval date

Policy statement

The Town of Oakville requires a respectful, productive, and supportive relationship between Members of Council and employees of the Corporation.

Purpose

The purpose of this policy is to maintain a respectful, productive and supportive relationship between Members of Council (Council) and Staff, as defined in this policy.

This policy is part of a broader framework of policies such as:

- Accountability and Transparency Policy
- Code of Conduct for Members of Council
- Employee Code of Conduct
- Occupational Health, Safety and Workplace Violence Policy
- Respectful Conduct Policy
- Town of Oakville Procedure By-law
- Use of Corporate Resources During an Election Period Procedure

Scope

This policy applies to all Members of Council (Council) and Staff of The Corporation of the Town of Oakville (Town). This policy applies to all interactions, including on-site and offsite of town facilities, before, during and after work hours.

Legislative Requirements

Section 270(1) of the *Municipal Act, 2001*, as amended, requires that all municipalities adopt and maintain a policy regarding the relationship between Members of Council and the Staff of the Corporation.

The *Municipal Act* also sets out core responsibilities of Council, the Mayor, the CAO and Staff, as identified in the Authority section of this policy.

Principles

These principles represent the cornerstone of maintaining a respectful, productive and supportive workplace. Ontario's municipal governance model, as set out in the *Municipal Act*, requires Council to set policy and provide direction to Staff through bylaws and resolutions, and the Mayor to act as the head of Council and the CEO. Staff, under the direction of the Chief Administrative Officer, implement the Council/Mayor direction and provide professional and technical advice to Council. Individual councillors may ask Staff for information, request clarification, or share feedback. However, direction comes only through Council approved by-laws or resolutions, or under the Mayor's authority (Part VI.1 Special Powers and Duties of the Head of Council, *Municipal Act, 2001*).

The principles below outline the working relationship between Council and Staff to uphold a respectful, productive and supportive environment.

1. Mutual Respect and Shared Responsibility

Council and Staff share a responsibility to foster a respectful, productive, and supportive environment rooted in civility, dignity, and mutual respect. All interactions shall reflect the town's commitment to a healthy, safe, and inclusive workplace, free from discrimination and harassment. By upholding these values, Council and Staff build public trust, support the town's strategic priorities, and serve the community with integrity.

Council Members and Staff shall refrain from making disparaging comments about the Town, Council, Staff, or individuals. Derisive, vexatious, or disrespectful behaviour or conduct toward Council or Staff will not be tolerated.

Council Members shall not publicly comment on a Staff members performance. Comments or concerns related to Staff performance shall be directed to the CAO to be considered through the appropriate confidential performance review processes. Complaints or concerns regarding individual Council Members shall be directed to the Integrity Commissioner.

2. Clarity of Roles and Responsibilities

Both Council and Staff share a commitment to working in partnership to serve the community effectively. A respectful, productive and supportive working relationship between Council and Staff relies on understanding their distinct but complementary roles.

- a. Council, acting as a collective body, exercises fiduciary and representative responsibilities for the town's governance. Council sets policy, represents the public interest, and provides strategic direction.
- b. In accordance with s. 227 of the *Municipal Act*, Staff are responsible for managing day-to-day operations in alignment with Council's direction. This includes offering technical expertise, providing objective and professional advice, implementing Council's decisions, and undertaking research and providing informed advice to Council on municipal policies and programs.
- c. Individual Members of Council are to act in the capacity of their elected responsibilities and not in any technical capacity outside their elected responsibilities. Staff will provide independent recommendations based on their professional advice and in good faith, free from political influence.

3. Respectful Communication and Use of Established Channels

Council and Staff are expected to communicate in a productive, open, honest, and respectful manner that supports effective governance. To maintain accountability, consistency, and professional boundaries, all operational and administrative matters must be managed through appropriate protocols and communication channels.

- a. Routine inquiries by Council members related to service delivery will be directed to Service Oakville, however, in the case where specific staff have provided information, follow up to that Staff member would be appropriate.
- b. Non-routine inquiries related to specific policy or program matter may be directed to an appropriate Director.
- c. Non-routine inquiries or change in policy or programs must be directed through the CAO or appropriate Commissioner. This includes verbal, written, and electronic communications.
- d. Requests or inquiries not related to the business of the Corporation, will be directed to the Mayor's Office for response.

4. Council Provides Direction by Resolution

Council is the elected voice of the residents and businesses of Oakville, sets policy and provides direction to the administration solely by Council resolution or Mayoral legislated authority.

Council as a whole is responsible for establishing service levels. Changes to those service levels, or the initiation of new work, must be approved by Council resolution. Individual Members of Council do not have the authority to direct Staff or request new work, such as reports or actions, outside of Council-approved by-laws and resolutions.

All Members must uphold the governance structure and adhere to formal decision-making processes.

The Chief Administrative Officer (CAO) is the head of the administration and is responsible for implementing Council's decisions and overseeing Staff. Under the direction of the CAO, Staff will implement the decisions of Council.

5. Fair and Consistent Access to Information

Staff shall treat Council as a collective decision-making body and ensure that all Members receive equal access to timely, accurate, and relevant information. This includes information on town-wide matters and materials necessary to support informed decision-making at Committee and Council.

The CAO is responsible for establishing and implementing effective processes for responding to information requests from Council and Members of Council.

6. Respect for Time and Priorities

Members of Council and Staff are to be respectful of each other's time, workloads, and priorities, and make good use of Council meeting time, to enable informed decision-making. Advance notice of inquiries and questions to Staff from Council provides an opportunity for Staff to provide quality reports, advice, and feedback.

No individual member of Council may direct Staff in operational matters or request that Staff undertake work. The only exception is the Mayor's ability to provide a Mayoral direction as established under Part VI.1 of the *Municipal Act, 2001*.

Authority

In accordance with section 224 of the *Municipal Act*, the **role of Council** (as a whole, not individual councillors) is to:

- a) represent the public and to consider the well-being and interests of the municipality;
- b) develop and evaluate the policies and programs of the municipality;
- c) determine which services the municipality provides;
- d) ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of council;
 (d.1) ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality;
- e) maintain the financial integrity of the municipality; and
- f) carry out the duties of council under this or any other Act.

Under section 225 of the *Municipal Act*, the role of the Mayor as the **Head of Council** is to:

- a) act as chief executive officer of the municipality;
- b) preside over council meetings so that its business can be carried out efficiently and effectively;

- c) provide leadership to the council; (c.1) without limiting clause (c), provide information and recommendations to the council with respect to the role of council described in clauses 224 (d) and (d.1):
- d) represent the municipality at official functions; and
- e) carry out the duties of the head of council under this or any other Act.

Under section 226.1 of the *Municipal Act*, the role of the Mayor as **Chief Executive Officer** is to:

- a) uphold and promote the purposes of the municipality;
- b) promote public involvement in the municipality's activities;
- c) act as the representative of the municipality both within and outside the municipality, and promote the municipality locally, nationally and internationally; and
- d) participate in and foster activities that enhance the economic, social and environmental well-being of the municipality and its residents.

Under Part V1.1 of the *Municipal Act*, and subject to applicable regulations, the head of Council has additional responsibilities, which include:

- **284.3** For the purposes of exercising powers or performing duties under this Part, the head of council may, in writing, exercise the powers of the municipality to direct municipal employees to,
- (a) undertake research and provide advice to the head of council and the municipality on policies and programs of the municipality or of the head of council as they relate to the powers and duties under this Part; and
- (b) carry out duties related to the exercise of the power or performance of the duty, including implementing any decisions made by the head of council under this Part.
- **284.5** The powers of a municipality under section 229, with respect to the chief administrative officer, are assigned to the head of council.
- **284.6** (1) Subject to subsection (3), the powers of the municipality with respect to determining the organizational structure of the municipality are assigned to the head of council.
- (2) Subject to subsection (3) and the regulations, subsection (1) includes the power to hire, dismiss or exercise any other prescribed employment powers with respect to the head of any division or the head of any other part of the organizational structure.
- (3) The powers assigned under subsection (1) do not include the power to hire, dismiss or exercise any other prescribed employment powers with respect to any of the following persons:
 - 1. The clerk or deputy clerk.
 - 2. A treasurer or deputy treasurer.
 - 3. An Integrity Commissioner.
 - 4. An Ombudsman.
 - 5. An Auditor General.
 - 6. A registrar, as described in section 223.11.
 - 7. A chief building official, as defined in the Building Code Act, 1992.
 - 8. A chief of police, as defined in the Police Services Act.

- 9. A fire chief, as defined in the Fire Protection and Prevention Act, 1997.
- 10. A medical officer of health, as defined in the Health Protection and Promotion Act.
- 11. Other officers or heads of divisions required to be appointed under this or any other Act.
- 12. Any other prescribed persons.

Under section 229 of the *Municipal Act*, the role of the **Chief Administrative Officer** (CAO) is to:

- a) exercising general control and management of the affairs of the municipality for the purpose of ensuring the efficient and effective operation of the municipality; and
- b) performing such other duties as are assigned by the municipality.

Under section 227 of the *Municipal Act*, the role of **municipal officers and employees** is to:

- a) implement council's decisions and establish administrative practices and procedures to carry out council's decisions;
- b) undertake research and provide advice to council on the policies and programs of the municipality; and
- c) carry out other duties required under this or any Act and other duties assigned by the municipality.

Responsibilities

Members of Council and Staff are required to adhere to this policy and its governing provisions, including the Council Code of Conduct, the Employee Code of Conduct, and other relevant town and provincial legislation.

Council may only act as a collective body; individual members do not have the authority to make decisions on behalf of Council. As outlined in Section 226.1 of the *Municipal Act*, the Mayor, as Chief Executive Officer represents the municipality both within and outside the Town. In accordance with the *Municipal Act*, the Mayor also serves as the official spokesperson for the municipality. This ensures timely, consistent, and coordinated communication on behalf of Council.

Monitoring/Contraventions

Complaints or concerns related to this policy shall be processed as follows:

- 1. The CAO shall be responsible for receiving complaints and/or concerns regarding Staff of the Corporation other than the CAO.
- 2. The Mayor shall be responsible for receiving complaints and/or concerns regarding the CAO.

3. The Integrity Commissioner shall be responsible for receiving complaints and/or concerns regarding individual Members of Council.

Where there is a discrepancy between the Council Staff Relations Policy and the Council Code of Conduct or the Employee Code of Conduct, the language of the applicable Code prevails.

Definitions

"Corporation" means the Corporation of the Town of Oakville.

"Council Code of Conduct" establishes rules that guide Members of Council in performing their diverse roles in representing their constituents and recognizes Members' accountability for managing town resources allocated to them. It is a written Code of Conduct to protect the public interest and helps to ensure that the Members of Council share a common basis for acceptable conduct. These standards are designed to provide a reference guide and a supplement to the legislative parameters within which the members must operate.

"Member(s) of Council" means a member of Council for the Town, including the Mayor.

"Non-routine matter" means a communication, request for information or service that is not typically undertaken in the ordinary course of business, and/or for which there is no routine process, procedure, guideline or convention to guide members and Staff.

"Routine inquiry" means any communication by a Member of Council with a member of Staff that:

- In the ordinary course of business constitutes a type of communication that would typically occur between a member of the public and Staff;
- Constitutes a request for information that is routinely produced by the member of Staff in the course of their duties; or
- Constitutes a request for a service that is routinely done by Staff in the course of their duties and which requires no expenditure of unbudgeted resources.

"Staff" means any individual working for or on behalf of the Town of Oakville, excluding Members of Council. This includes employees of the town, as well as contractors, consultants, volunteers, students, and agents engaged in town business.

References and related documents

Municipal Act, 2001
Municipal Freedom of Information and Protection of Privacy Act
Code of Conduct for Members of Council
Employee Code of Conduct
Occupational Health, Safety and Workplace Violence Policy
Respectful Conduct Policy
Town of Oakville Procedure By-law
Access to Records and Information Policy and related procedures
Accountability and Transparency Policy
Public Notice and Engagement Policy and related procedures

Use of Corporate Resources During an Election Period Procedure

Memo

To: Members of Council

From: Andrea Coyne, Manager, Elections, Policy, Print Services

CC: Will Short, Town Clerk, K. Wiedekowsky, Legal, S. Falola, Clerk's

Date: June 25, 2025

Subject: Corporate Policy Update – Q2 2025

As part of the ongoing corporate policy and procedure review, this memo provides an update of the corporate procedures under the authority of the Chief Administrative Officer (CAO), or delegate, that have been introduced, updated, or reconfirmed. All policies and procedures are reviewed in accordance with established review periods and all policies continue to be submitted to Council for approval.

This report addresses the procedures which have been addressed by the Policy Review Administration Group since March 19, 2025.

Municipal Services / Regulatory

At the Policy Review Administrative Group (PRAG) meeting of March 19, 2025, updates to the <u>Administrative Penalties Procedure</u> were reviewed and approved under the authority of the CAO. These revisions address modifications to virtual and written hearings, reflecting changes in the method of tendering evidence, and the implementation of automated speed enforcement.

Governance / General

At the Policy Review Administrative Group (PRAG) meeting of April 16, 2025, updates to Protection of Privacy Procedure were reviewed and approved under the authority of the CAO. These revisions reflect a process that has been established for individuals to request redaction of their personal information from the website, before or after publication, through written request with clear rationale. Requests will be assessed individually, balancing legal obligations, privacy concerns, and public transparency. Approved redactions apply only to the Town's website, and unredacted records may still be viewed in person upon request.

Should you have any questions, please feel free to contact me.

Andrea Coyne Manager, Elections, Policy, Print Services Clerk's Department

Town of Oakville | 1225 Trafalgar Road, Oakville L6H 0H3 | 905-845-6601 | oakville.ca



Memo

To: Mayor Burton and Members of Council

From: William Short, Town Clerk

CC: Jane Clohecy, CAO

Sheryl Ayres, Commissioner, Corporate Services

Date: July 16, 2025

Subject: Municipal Clearance for Liquor Sales Licence

The following requests for comment regarding Municipal Clearances for liquor sales licences were received and circulated by the Clerk's department from June 25 to July 16, 2025, for the following establishments:

- Chipotle Mexican Grill
- Oakville Estates Retirement Residence

William Short

Town Clerk



THE CORPORATION OF THE TOWN OF OAKVILLE

BY-LAW NUMBER 2025-129

A by-law to dedicate certain land as part of a public highway (Block 83, Plan M-257 – Victoria Street)

COUNCIL ENACTS AS FOLLOWS:

- 1. That certain parcel of land more particularly described in Schedule "A" attached hereto is hereby declared to be part of a public highway, namely Victoria Street.
- 2. Schedule "A" forms part of this By-law.

PASSED this 11th day of August, 2025	
MAYOR	CLERK



By-law Number: 2025-129

SCHEDULE "A"

Block 83, Plan M-257; Oakville



THE CORPORATION OF THE TOWN OF OAKVILLE

BY-LAW NUMBER 2025-130

A by-law to declare that certain land is not subject to part lot control (Blocks 23 and 28, Plan 20M-1275 – Arista Homes (Oakpointe) Inc.)

WHEREAS By-law 2006-125 delegates to the Director of Planning and Development the authority to approve certain applications to designate lands not subject to part lot control; and,

WHEREAS the Director of Planning and Development has approved such an application for the lands described in Schedule "A";

COUNCIL ENACTS AS FOLLOWS:

- 1. Part lot control pursuant to subsection 5 of Section 50 of the *Planning Act*, R.S.O. 1990, c.P-13, as amended does not apply to lands as set out in Schedule "A" attached hereto.
- 2. This by-law expires one (1) year from the date it has been passed by Council.
- 3. Schedule "A" forms part of this by-law.
- 4. The solicitor is hereby authorized to amend the parcel designation, if necessary, upon registration of this by-law.

PASSED this 11th day	of August, 2025		
•	.		
Rob Burton	Mayor	William Short	Town Clerk



By-law Schedule "A"

- 1. Block 23, Plan 20M-1275, designated as Parts 1 to 7, inclusive, on Plan 20R-23015, Oakville
- 2. Block 28, Plan 20M-1275, designated as Parts 8 to 12, inclusive, on Plan 20R-23015, Oakville



THE CORPORATION OF THE TOWN OF OAKVILLE

BY-LAW NUMBER 2025-144

A by-law to confirm the proceedings of a meeting of Council

COUNCIL ENACTS AS FOLLOWS:

- 1. Subject to Section 3 of this by-law, every decision of Council taken at the meeting at which this by-law is passed and every resolution passed at that meeting shall have the same force and effect as if each and every one of them had been the subject matter of a separate by-law duly enacted.
- 2. The execution and delivery of all such documents as are required to give effect to the decisions taken at the meeting at which this by-law is passed and the resolutions passed at that meeting are hereby authorized.
- 3. Nothing in this by-law has the effect of giving to any decision or resolution the status of a by-law where any legal prerequisite to the enactment of a specific by-law has not been satisfied.

PASSED this 11 th day of August, 2025	5
MAYOR	CLERK



THE CORPORATION OF THE TOWN OF OAKVILLE

BY-LAW NUMBER 2025-106

A by-law to remove Holding "H" Provisions on lands described as Part of Lot 24 and 25, Concession 1 NDS Graydon Banning Limited (Mattamy Development Corporation), File No. ZH 1/25

WHEREAS By-law 2023-083 delegates powers and duties with authority from Council to the Commissioner of Community Development to approve by-laws of a minor nature under section 34 of the *Planning Act* with respect to certain matters, including the removal of holding symbols under section 36 of the *Planning Act*;

WHEREAS the Commissioner of Community Development is satisfied that notice of the intention to pass a by-law to authorize the removal of Holding Provision "H55" was given in accordance with the requirements of the *Planning Act*;

WHEREAS the Commissioner of Community Development is satisfied that the conditions for the removal of the holding symbol set out in Section 9 of the Zoning By-law 2009-189, have been satisfied.

THE CORPORATION OF THE TOWN OF OAKVILLE, BY THE COMMISSIONER OF COMMUNITY DEVELOPMENT ACTING UNDER DELEGATED AUTHORITY, ENACTS AS FOLLOWS:

- Map 12(3) of By-law 2009-189, as amended, is further amended by removing the holding symbols from the lands depicted on Schedule 'A' to this By-law.
- 2. Section 9, Holding Provisions, of Bylaw 2009-189, as amended, is further amended by deleting section 9.3.47 in their entirety and replacing it with the following:

"H47 - removed by By-law 2025-106"

This By-law comes into force upon the day it is passed.



By-law Number: 2025-106

PASSED this 2nd day of July, 2025.

Michael Mizzi

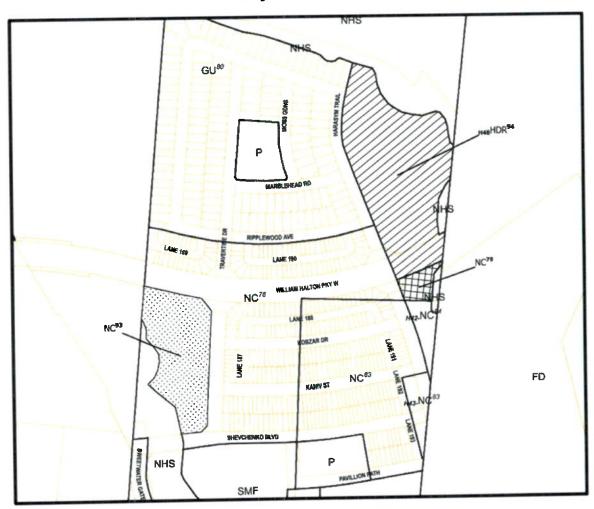
Commissioner of Community Development

Andrea Holland

Acting Town Clerk



SCHEDULE "A" To By-law 2025-106



AMENDMENT TO BY-LAW 2009-189

H47 is removed from the subject lands

H42 is removed from the subject lands

H47/H48 is removed from the subject lands

EXCERPT FROM MAP 12 (3)



SCALE: 1:4,000