

Administration and Operations Committee Agenda

Date: Tuesday, June 17, 2025
Time: 9:00 a.m.
Location: Council Chambers
7 Broadway Street West
Paris, ON

Alternative formats and communication supports are available upon request. For more information, please contact the County of Brant Accessibility and Inclusion Coordinator at 519-442-7268 or by email accessibility@brant.ca

	Pages
1. Attendance	
2. Approval of Agenda	
<u>Recommendation</u>	
THAT the Administration and Operations Committee agenda for June 17, 2025, be approved.	
3. Declaration of Pecuniary Interests	
4. Delegations / Petitions / Presentations	
5. Adoption of Minutes from Previous Meetings	
5.1 <u>Administration and Operations Committee Minutes of May 20, 2025</u>	13 - 25
<u>Recommendation</u>	
THAT the Administration and Operations Committee minutes of May 20, 2025, be approved.	
6. Business Arising from the Minutes	
7. Consent Items	
7.1 <u>Consent Items to be Approved</u>	
7.1.1 <u>RPT-0154-25 - Naming of New Parks (2), Paris - S. DeLaronde</u>	25 - 28
<u>Recommendation</u>	

THAT RPT-0154-25 Naming of New Parks (2), Paris, be received as information;

AND that Council approve the listed park names for public feedback.

- 7.1.2 RPT-0238-25 - CIP Application STG-25-02 - 2 Main Street South - B. Webb 29 - 38

Recommendation

THAT Community Improvement Plan (CIP) Application STG-25-02 from the owner of 2 Main Street South, St. George, for façade improvements be approved to a maximum of \$4,350.

AND that the Chief Administrative Officer be authorized to execute the Community Improvement Plan Agreement for STG-25-02

- 7.1.3 RPT-0239-25 - CIP Application BUR-25-01 - 114 King Street - B. Webb 39 - 46

Recommendation

THAT Community Improvement Plan (CIP) Application BUR-25-01 from the tenant of 114 King Street, Burford, for signage improvements be approved to a maximum of \$1,550.

AND that the Chief Administrative Officer be authorized to execute the Community Improvement Plan Agreement for BUR-25-01

- 7.1.4 RPT-0236-25 - OPS-RFP-25-02 Design, Tendering and Contract Administration of Bridge Projects - G. Dinsay 47 - 52

Recommendation

THAT OPS-RFP-25-02 Design, Tendering and Contract Administration of Bridge Projects be awarded as follows:

- Horner Creek Bridge to G. Douglas Vallee Limited for the bid price of \$118,505.00 (excluding HST);
- Horner Culvert to G. Douglas Vallee Limited for the bid price of \$69,305.00 (excluding HST);
- Yeigh Bridge to Gannett Fleming Canada ULC for the bid price of \$130,158.00 (excluding HST);

- 7.1.5 RPT-0207-25 - OPS-RFT-25-11 - Urban and Rural Resurfacing Award - J. Marcos 53 - 62

Recommendation

THAT OPS-RFT-25-11 – Urban and Rural Resurfacing be awarded to GIP Paving Inc. for the bid price of \$2,348,800.00 (excluding HST).

7.2 Consent Items to be Received

- 7.2.1 Fire Prevention Activity Report - May 2025 - M. Owen 63 - 64

- 7.2.2 RPT-0245-25 - Data Analysis - Automated Speed Enforcement Program - G. Bergeron and H. Gilmore 65 - 72

Recommendation

THAT RPT-0245-25 - Data Analysis - Automated Speed Enforcement Program be received as information.

8. Staff Reports

- 8.1 RPT-0166-25 - Noise By-law Update - A. Paine 73 - 76

Recommendation

THAT the Committee receive this report as information and that a review of the County of Brant Noise By-law No. 108-22 will be completed in 2026.

- 8.2 RPT-0177-25 - OPS-RFP-25-04 Engineering Services for Detailed Design of Two (2) New Sanitary Pumping Stations and Forcemains, and Various Watermain and Sewer Replacements in Cainsville - S. DiGiovanni 77 - 82

Recommendation

WHEREAS the Cainsville Master Servicing Plan was completed in March 2024 and provided recommendations to upgrade to the Cainsville water and wastewater servicing networks, including the construction of two (2) new sanitary pump stations (SPS) and forcemains, as well as various watermains and sanitary sewer replacements (the Works);

AND whereas County of Brant Staff (Staff) shortlisted three (3) qualified consultants through an Expression of Interest process to bid on the detailed design, tendering and contract administration of these Works;

THAT Council approve that OPS-RFP-25-04 Engineering Services for Detailed Design of Two (2) New Sanitary Pumping Stations and Forcemains, and Various Watermain and Sewer Replacements in Cainsville be awarded to RJ Burnside & Associates for the submitted price of \$1,283,879.31 (excluding HST).

- 8.3 RPT-0113-25 - Various Parking and Traffic Modifications - Roads - R. Knap 83 - 116

Recommendation

WHEREAS the Roads Division have received various requests for parking and traffic modifications for several different locations throughout the County of Brant. Requests were submitted through the Brant Safe Streets (BSS) program and by various County Departments.

AND Whereas the following parking and stopping restrictions are recommended to the following sections of road:

THAT Parking By-Law Number 004-19 be amended by the following proposed stopping restrictions:

Thompson Street, in St. George

- To implement into Schedule 2, Stopping Prohibited Anytime, on the north side from West Street to Main Street South;

Cobblestone and Sacred Heart Elementary Schools

Cobblestone Drive, in Paris

- To implement into Schedule 2, Stopping Prohibited Anytime, on the north side from approximately 15 metres east of Irongate Drive to approximately 15 metres west of Irongate Drive;
- To remove from Schedule 3, Parking Prohibited Anytime, on the north side from nine (9) metres east of Irongate Drive to nine (9) metres west of Irongate Drive;

Irongate Drive, in Paris

- To implement into Schedule 2, Stopping Prohibited Anytime, on the east side from approximately 15 metres north of Cobblestone Drive to Cobblestone Drive; To remove from Schedule 3, Parking Prohibited Anytime, on the east side from nine (9) metres north of Cobblestone Drive to Cobblestone Drive;
- To implement into Schedule 2, Stopping Prohibited Anytime, on the west side from approximately 15 metres north of Cobblestone Drive to Cobblestone Drive;
- To remove from Schedule 3, Parking Prohibited Anytime, on the west side from nine (9) metres north of Cobblestone Drive to Cobblestone Drive;

Grandville Circle, in Paris

- To implement into Schedule 2, Stopping Prohibited Anytime, on the north side from Cobblestone Drive to McQueen Drive;
- To implement into Schedule 6, Parking Prohibited during certain times of the day, a one (1) hr time limit, from 8:00 am to 5:00 pm, Monday to Friday, September to June, on the south side of Grandville Circle between the two (2) Sacred Heart Elementary School entrances;
- To implement into Schedule 6, Parking Prohibited during certain times of the day, a one (1) hr time limit, from 8:00 am to 5:00 pm, Monday to Friday, September to June, on the west side of Grandville Circle between the two (2) Sacred Heart Elementary School entrances;

Northward Elementary Schools

Silver Street, in Paris

- To implement into Schedule 2, Stopping Prohibited Anytime, by extending the no stopping restriction on the north side from civic address 123 Silver Street to approximately 15 metres west of Oak Avenue;

Kathleen Street, in Paris

- To implement into Schedule 2, Stopping Prohibited Anytime, by extending the no stopping restriction on the south side from Market Street to civic address 34 Kathleen Street;

Market Street, in Paris

- To implement into Schedule 2, Stopping Prohibited Anytime, on the east side from Silver Street to approximately 25 metres north of Silver Street;
- To remove from Schedule 3, Parking Prohibited Anytime, on the east side from Silver Street to nine (9) metres north of Silver Street;

Franklin Street, in Paris

- To implement into Schedule 2, Stopping Prohibited Anytime, on the west side from Silver Street to approximately 15 metres south of Silver Street;
- To remove from Schedule 3, Parking Prohibited Anytime, on the west side from Silver Street to nine (9) metres south of Silver Street;

Oakland Scotland Elementary School

Church Street West, in Scotland

- To implement into Schedule 2, Stopping Prohibited Anytime, on the north side from Augustus Street to Talbot Street;
- To implement into Schedule 2, Stopping Prohibited Anytime, on the south side from Augustus Street to approximately 54 metres east of Finlay Street;
- To implement into Schedule 2, Stopping Prohibited Anytime, on the south side from approximately 154 metres west of Talbot Street to Simcoe Street;

THAT Traffic By-Law Number 182-05 be amended by installing the following proposed yield signs, weight restriction regulations and a speed limit reduction:

Portland Street at Mulholland Drive

- To implement into Schedule C, Yield Signs, Portland Street – for eastbound direction at it intersects with Mulholland Drive;
- To implement into Schedule C, Yield Signs, Portland Street – for westbound direction at it intersects with Mulholland Drive;

East River Road

- To implement into Schedule Q, Weight Restriction of a Maximum of three (3) Tonnes between German School Road to Green Lane / Willow Street;

Potruff Road

- To implement into Schedule J, Speed Limit. To extend the existing 60 km/hr speed limit from 400 metres north of Robinson Road to Bethel Road;

THAT the appropriate bylaws be amended to recognize new stop signs, new speed limits and pending no parking signs as a result of Development;

Development has requested that the appropriate bylaws be amended to recognize new stop signs and no parking signs as a result of the Development of the various new subdivisions. With the recent subdivision registrations of Arlington Meadows Stage 7A, Scenic Ridge Phase 3A and the Industrial Subdivision, the following information is to be amended. Note all regulatory signage is currently installed in these developments.

Arlington Meadows Stage 7A

THAT Traffic By-Law Number 182-05 be amended by installing the following proposed Stop sign regulations:

- To implement into Schedule B, Stop Signs, McKie Road – for southbound direction as it intersects with Mattingley Street;
- To implement into Schedule B, Stop Signs, Mattingley Street – for westbound direction as it intersects with Newstead Road;
- To implement into Schedule B, Stop Signs, Elson Street – for eastbound direction as it intersects with Newstead Road;
- To implement into Schedule B, Stop Signs, Elson Street – for westbound direction as it intersects with Savannah Ridge Drive;

Parking By-Law 004-19 - Schedule 3, Parking Prohibited Anytime:

- South side of Mattingley Street from the intersection of Newstead Road, to approximately 159 metres east of Newstead Road;
- East side of Newstead Road from the intersection of Mattingley Street, to approximately 77 metres north of Newstead Road.
- East side of Newstead Road from the intersection of Mattingley Street to Arding Circle;
- South side of Elson Street from approximately 68 metres east of Savannah Ridge Drive to the intersection of Newstead Road.

Scenic Ridge Phase 3A

THAT Traffic By-Law Number 182-05 be amended by installing the following proposed Stop sign regulations:

- To implement into Schedule B, Stop Signs, Newstead Road – for southbound direction as it intersects with Arding Circle;
- To implement into Schedule B, Stop Signs, Normal-Markle Street – for westbound direction as it intersects with Arding Circle;
- To implement into Schedule B, Stop Signs, Arding Circle – for westbound direction as it intersects with Cassady Street;
- To implement into Schedule B, Stop Signs, Cassady Street – for southbound direction as it intersects with Scenic Ridge Gate;
- To implement into Schedule B, Stop Signs, Cassady Street – for westbound direction as it intersects with O'Neil Place;
- To implement into Schedule B, Stop Signs, O'Neil Place – for northbound direction as it intersects with Arding Circle;
- To implement into Schedule B, Stop Signs, O'Neil Place – for southbound direction as it intersects with Scenic Ridge Gate;
- To implement into Schedule B, Stop Signs, Noman-Markle Street – for eastbound direction as it intersects with O'Neil Place;
- To implement into Schedule B, Stop Signs, Arding Circle – for eastbound direction as it intersects with O'Neil Place;

Parking By-Law 004-19 - Schedule 3, Parking Prohibited Anytime:

No Parking:

- East side of Cassady Street from the intersection of Scenic Ridge Gate to

the intersection of O'Neill Place;

- East side of Newstead Road from the intersection of Mattingley Street to Arding Circle;
- East side of O'Neill Place from the intersection of Scenic Ridge Gate to the intersection of Cassady Street;
- East side of O'Neill Place from the intersection of Cassady Street to the intersection of Arding Circle;
- North side of Norman-Markle Street from the intersection of Arding Circle to the intersection of O'Neill Place;
- North side of Arding Circle from the intersection of O'Neill Place to the intersection of Newstead Road;
- North side of Arding Circle from the intersection of Newstead Road to approximately 212 meters west of Newstead Road;
- North side of Arding Circle from the intersection of O'Neill Place to approximately 112 meters west of O'Neil Place;

Industrial Plan of Subdivision located at 61 Bethel Road.

THAT Traffic By-Law Number 182-05 be amended by installing the following proposed Stop sign regulations:

- To implement into Schedule B, Stop Signs, Shawcross Street – for eastbound direction as it intersects with Pottruff Road;
- To implement into Schedule B, Stop Signs, Shawcross Street – for westbound direction as it intersects with Astle Avenue;
- To implement into Schedule B, Stop Signs, Astle Avenue – for southbound direction as it intersects with Bethel Road.

AND that these recommendations follow the guidelines of the May 23, 2019, approved Council report "CD-19-63 - Brant Safe Streets Speed Control and Road Safety Strategy".

AND that the necessary By-Laws be raised for consideration at the June Council meeting.

8.4 RPT-0143-25 - St. George Infrastructure Front-Ending Agreement - R. Walton

117 - 122

Recommendation

WHEREAS the County of Brant (the County) is proceeding with transportation, water and wastewater servicing projects (Infrastructure Projects) to service proposed development within the County of Brant's urban settlement area of St. George;

AND whereas a group of developers (St. George Landowners Group) have approached the County to assist with financing and construction of the Infrastructure Projects to provide services which allow housing to proceed in St. George.

AND whereas Committee is also considering approval in principle of the St. George Water and Wastewater Servicing Allocation Policy (RPT-0144-25) at the June 17, 2025, Administration and Operations Committee Meeting subject to a public

consultation period;

THAT the St. George Infrastructure Front-Ending Agreement be approved in principle subject to public consultation for the St. George Water and Wastewater Servicing Allocation Policy with final consideration by Council in July.

- 8.5 RPT-0144-25 - St. George Water and Wastewater Allocation Policy - R. Walton and S. DiGiovanni 123 - 134

Recommendation

WHEREAS water and wastewater servicing capacity are currently limited within the County of Brant's urban settlement area of St. George;

AND whereas the St. George Wastewater Treatment Plant (WWTP) is being upgraded and expanded to a total capacity of 3,900 cubic meters per day (m3/day);

AND whereas there is a need to limit servicing allocation for new development within the St. George Urban Settlement Area to within the new WWTP capacity;

THAT Staff recommend that the St. George Water and Wastewater Servicing Allocation Policy be approved in principle subject to public consultation and final approval by Council in July.

- 8.6 RPT-0244-25 - Road Safety Reserve Fund Policy - H. Gilmore 135 - 144

Recommendation

WHEREAS the Municipal Act, S.O. 2001, c.25, as amended, authorizes municipal Councils to establish reserve funds for any purpose for which it has authority to spend money;

AND whereas the County of Brant has established an independent Automated Speed Enforcement (ASE) program;

AND whereas Council directed staff to prepare policies to ensure the responsible and sustainable management of potential revenues generated by the ASE program to fund program expansion, reserve funds to cover potential revenue shortfalls, and support future road safety initiatives;

THAT RPT-0244-25 - Road Safety Reserve Fund Policy be received and the Road Safety Reserve Fund Policy be approved;

AND that a Road Safety Reserve Fund be established, to be funded by revenue from the ASE Program.

- 8.7 RPT-0235-25 - Phase Two (2) Scotland-Oakland Master Environmental Servicing Plan (MESP) Consultant Award - D. Mellor and S. DiGiovanni 145 - 224

Recommendation

WHEREAS the Scotland-Oakland Master Environmental Servicing Plan (MESP) was initiated in 2024, with Phase One (1) of the MESP completed in February 2025 by Stantec and Arcadis;

AND Whereas the results of the Phase One (1) MESP were presented to Council via RPT-0017-25 in February 2025, with the recommendation to initiate an integrated Master Plan Study as Phase Two (2) of the Scotland-Oakland Master

Environmental Servicing Plan (MESP);

AND Whereas a Drinking Water Quality Advisory was issued in March 2025 to the communities of Scotland and Oakland pertaining to high nitrate concentrations as found during Phase One (1) of the MESP;

AND Whereas a One-time Nitrate Sampling opportunity was offered to the residents of Scotland and Oakland in response to the Drinking Water Quality Advisory, the results of which indicating that the average nitrate concentration in the primary drinking water aquifer exceed the Ontario Drinking Water Quality Standard (ODWQS);

AND Whereas a total budget of \$350,000 was approved through RPT-0110-24 for the Scotland-Oakland MESP, with \$185,018.37 remaining in the budget as of May 2025;

AND WHEREAS RPT-0017-25 approved the initiation of the Phase Two (2) MESP in 2025 with the remaining approved budget with the provision that additional budget would be required in 2026 to complete the Phase Two (2) MESP;

THAT Council approve \$115,000 be allocated from water reserves, wastewater reserves, water development charge reserve and wastewater development charge reserve and;

THAT Council approve the extension of Stantec's and Arcadis' existing contracts to complete Phase Two (2) of the MESP in the amounts of \$220,850 and \$56,850, respectively.

- 8.8 RPT-0251-25 - Overview of Bill 5, Protect Ontario by Unleashing our Economy Act, 2025 - Z. Gable and H. Gilmore 225 - 232

Recommendation

THAT RPT-0251-25 - Overview of Bill 5, Protect Ontario by Unleashing our Economy Act, 2025, be received as information.

- 8.8.1 Notice of Motion - Councillor Oakley 233 - 234

WHEREAS, on June 5th, 2025 the Government of Ontario passed Bill 5: Protecting Ontario by Unleashing Our Economy Act, 2025, which proposes substantial changes to environmental planning legislation, including the repeal of the Endangered Species Act and the creation of "Special Economic Zones" that can be override local planning authority and public consultation;

AND Whereas the County of Brant wholeheartedly supports increasing housing supply and economic growth, but believes this must be achieved without undermining environmental protections or compromising the integrity of municipal planning processes;

AND Whereas Bill 5, as proposed, risks weakening safeguards for Ontario's natural heritage and reducing the role of municipalities in managing growth in a responsible and locally informed manner;

AND Whereas the County of Brant has made a pledge through the Land Acknowledgement to working in allyship with indigenous nations, sharing responsibility for the stewardship of the land, and a strong commitment to

the Truth and Reconciliation calls to action, of which the 92nd call to action highlights “[committing] to meaningful consultation, building respectful relationships, and obtaining the free, prior, and informed consent of Indigenous peoples before proceeding with economic development projects,

AND Whereas both of the County of Brant’s neighbouring Indigenous councils, the Six Nations of the Grand River Elected Council and the Missisaugas of the Credit First Nation council have expressed their strong concern and opposition to Bill 5, referring to Bill 5 as “Legalized Lawlessness”. Now Therefore Be It Resolved That Council for the County of Brant:

- Opposes the provisions in Bill 5 that would reduce environmental protections, override municipal planning authority, or prevent good faith consultation with Indigenous nations;
- Urges the Province of Ontario to advance housing and infrastructure growth through policies that respect sound environmental planning principles and uphold the planning tools available to local governments;
- Urges the Province to support municipalities through ensuring responsible growth through infrastructure projects designed to ensure protection of sensitive wildlife and natural resources;
- Implores that Bill 5: Protecting Ontario by Unleashing Our Economy Act, 2025 be repealed and consultation with municipal organizations such as the Association of Municipalities of Ontario and Rural Ontario Municipal Association be prioritized for the creation of legislation that would accomplish shared goals between both levels of government as equal partners. And Directs that this resolution be forwarded to:
 - The Honourable Doug Ford, Premier of Ontario
 - The Honourable Rob Flack, Minister of Municipal Affairs and Housing
 - The Honourable Todd McCarthy, Minister of the Environment, Conservation and Parks,
 - The Honourable Greg Rickford, Minister of Indigenous Affairs and First Nations Economic Reconciliation
 - Will Bouma, MPP for Brantford-Brant
 - Ernie Hardeman, MPP for Oxford
 - Brian Riddell, MPP for Cambridge
 - Marit Stiles, MPP for Davenport & Leader of the Official Opposition
 - Bonnie Crombie, Leader of the Ontario Liberal Party
 - Mike Schriener, Leader of the Ontario Green Party
 - Rural Ontario Municipal Association
 - Association of Municipalities of Ontario
 - All Ontario Municipalities for their awareness and consideration

9. **Committee Reports & Minutes**
- 9.1 Brant Connects Committee Report and Minutes of May 7, 2025 235 - 240
- 9.2 Brant Heritage Committee Report and Minutes of June 5, 2025 241 - 246
- 9.3 Biggars Lane Landfill Liaison Committee Report and Minutes of June 9, 2025 247 - 254
10. **Communications**
11. **Other Business**
12. **In Camera**
- 12.1 RPT-0247-25 - Grand River Street North Property Acquisitions - S.239(2)(c) A proposed or pending acquisition or disposition of land by the municipality or local board - J. Murphy
- 12.2 RPT-0240-25 - Business and Technology Solutions - Update and Resources - S.239(2)(a) The security of the property of the municipality or local board - H. Boyd
- 12.3 RPT-0248-25 - Citizen Appointment to the Brant Heritage Committee - S.239(2)(b) Personal matters about an identifiable individual, including municipal or local board employees - S. Pluck
- 12.4 Biggars Lane Landfill Liaison Committee In Camera Report and Minutes of June 9, 2025
13. **Next Meeting and Adjournment**



Administration and Operations Committee Minutes

Date: May 20, 2025
Time: 9:00 a.m.
Location: Council Chambers
7 Broadway Street West
Paris, ON

Present: Mayor Bailey, Councillors Kyle, MacAlpine, Howes, Oakley, Bell, Peirce, Chambers, Miller, Coleman, and Garneau

Staff: Newton, Boyd, Mete, Stevenson, Bazzard, Eby, Maxwell, Mifflin, Dyjach, and Allison

Alternative formats and communication supports are available upon request. For more information, please contact the County of Brant Accessibility and Inclusion Coordinator at 519-442-7268 or by email accessibility@brant.ca

Councillor Peirce in the Chair.

1. Attendance

Attendance was taken.

2. Approval of Agenda

Moved by Mayor Bailey
Seconded by Councillor Oakley

That the Administration and Operations Committee agenda of May 20, 2025, be approved.

Yes (11): Mayor Bailey, Councillor Kyle, Councillor MacAlpine, Councillor Howes, Councillor Oakley, Councillor Bell, Councillor Peirce, Councillor Chambers, Councillor Miller, Councillor Coleman, and Councillor Garneau

Carried (11 to 0)

3. Declaration of Pecuniary Interests

None.

4. Delegations / Petitions / Presentations

4.1 Jim Bruzzese and Otilia Grec - BMA Management Consulting - Stormwater Revenue Requirement Analysis

Jim Bruzzese appeared before the Committee and presented the stormwater revenue requirement analysis. He presented the annual infrastructure gap (2024 AMP Study), inputs and assumptions, 2026-2030 Operating Budget Projection, Capital Budget (2025-2030) and Sources of Funding, reserve statement, and concluded with Closing the Infrastructure Gap.

Moved by Councillor Coleman
Seconded by Councillor Kyle

That the delegation from Jim Bruzzese and Otilia Grec - BMA Management Consulting - Stormwater Revenue Requirement Analysis, be received as information.

Yes (11): Mayor Bailey, Councillor Kyle, Councillor MacAlpine, Councillor Howes, Councillor Oakley, Councillor Bell, Councillor Peirce, Councillor Chambers, Councillor Miller, Councillor Coleman, and Councillor Garneau

Carried (11 to 0)

4.2 MJMA Architecture & Design - Brant Sports Complex Expansion

Phil Mete, General Manager of Community Services, appeared before Committee and introduced the project.

Monica Lung and Mark Downing appeared before the Committee and presented the Brant Sports Complex Expansion. They presented the concept, consultation with 2 design options, class D costing, the preferred design, sustainability, accessibility and inclusivity, and they concluded with next steps.

Moved by Councillor Oakley
Seconded by Mayor Bailey

That S.10 d. of Procedure By-law 14-20 be waived to allow the delegation to speak for longer than 10 minutes.

Yes (11): Mayor Bailey, Councillor Kyle, Councillor MacAlpine, Councillor Howes, Councillor Oakley, Councillor Bell, Councillor Peirce, Councillor Chambers, Councillor Miller, Councillor Coleman, and Councillor Garneau

Carried (11 to 0)

Moved by Councillor Oakley
Seconded by Mayor Bailey

That the delegation from MJMA Architecture & Design - Brant Sports Complex Expansion be received as information and referred to item 8.4 RPT-0114-25 - Brant Sports Complex Expansion - Design Options - S. Ellins and K. Ballantyne.

Yes (11): Mayor Bailey, Councillor Kyle, Councillor MacAlpine, Councillor Howes, Councillor Oakley, Councillor Bell, Councillor Peirce, Councillor Chambers, Councillor Miller, Councillor Coleman, and Councillor Garneau

Carried (11 to 0)

4.3 Phil Harris - Mt. Pleasant Park Multi-Sports Pad Request

Phil Harris and Jay Robinson appeared before the Committee and presented on the Mt. Pleasant Park Multi-Sports Pad Request. Harris presented an aerial view of the site, he noted rink challenges, why it is needed, and the comparable J.L. Scott McLean Recreation Pad, Tillsonburg, as an example.

Discussion took place surrounding operation logistics and estimated costs.

Moved by Councillor Coleman
Seconded by Mayor Bailey

That the delegation Phil Harris - Mt. Pleasant Park Multi-Sports Pad Request, be received as information and referred to the 2026 budget process.

Yes (11): Mayor Bailey, Councillor Kyle, Councillor MacAlpine, Councillor Howes, Councillor Oakley, Councillor Bell, Councillor Peirce, Councillor Chambers, Councillor Miller, Councillor Coleman, and Councillor Garneau

Carried (11 to 0)

5. Adoption of Minutes from Previous Meetings

5.1 Administration and Operations Committee Minutes of April 15, 2025

Moved by Councillor Howes
Seconded by Councillor Bell

That the Administration and Operations Committee minutes of April 15, 2025, be approved.

Yes (11): Mayor Bailey, Councillor Kyle, Councillor MacAlpine, Councillor Howes, Councillor Oakley, Councillor Bell, Councillor Peirce, Councillor Chambers, Councillor Miller, Councillor Coleman, and Councillor Garneau

Carried (11 to 0)

6. Business Arising from the Minutes

None.

7. Consent Items

7.1 Consent Items to be Approved

Moved by Councillor Chambers
Seconded by Councillor Coleman

That the following consent items be approved:

- 7.1.1 RPT-0115-25 - Award of OPS-RFT-25-09 Main Street and Dumfries Street Reconstruction - C. Brown
- 7.1.2 RPT-0152-25 - Award of OPS-RFT-25-12 Paris WPCP ESA Compliance Upgrades - C. Brown
- 7.1.3 RPT-0161-25 - OPS-RFT-24-06 - Pavement Markings - Longitude Lines Contract Extension, OPS-RFT-24-19
- 7.1.5 RPT-0204-25 - CIP Application STG-25-01 for 41 Main Street South - B. Webb
- 7.1.6 RPT-0212-25 - CIP-25-10 - 13 Grand River Street North - B. Webb
- 7.1.7 RPT-0213-25 Declaration of a Vacant Seat on the Brant Heritage Committee - S. Pluck
- 7.1.8 West Nile Virus Permission Letter - 2025

Yes (11): Mayor Bailey, Councillor Kyle, Councillor MacAlpine, Councillor Howes, Councillor Oakley, Councillor Bell, Councillor Peirce, Councillor Chambers, Councillor Miller, Councillor Coleman, and Councillor Garneau

Carried (11 to 0)

7.1.4 RPT-0151-25 - Award of OPS-RFT-25-06 Low Volume Road Rehabilitation

In response to questions, Mark Eby, Director of Infrastructure and Asset Management, advised gas tax funds are usually allocated towards larger scale projects. He advised a report is forthcoming to Committee on the roads within the County that are awaiting gravel to hardtop conversion.

Moved by Councillor Chambers
Seconded by Councillor Coleman

THAT Community Improvement Plan (CIP) Application STG-25-01 from the owners of 41 Main Street South, St. George, for accessibility improvements be approved to a maximum of \$2,900.

AND that the Chief Administrative Officer be authorized to execute the Community Improvement Plan Agreement for STG-25-01.

Yes (11): Mayor Bailey, Councillor Kyle, Councillor MacAlpine, Councillor Howes, Councillor Oakley, Councillor Bell, Councillor Peirce, Councillor Chambers, Councillor Miller, Councillor Coleman, and Councillor Garneau

Carried (11 to 0)

7.2 Consent Items to be Received

Moved by Councillor Oakley
Seconded by Mayor Bailey

That the following consent items be received as information:

7.2.1 Fire Prevention Activity Report - April 2025 - C. Murray

7.2.2 RPT-0167-25 - Fire Services Annual Report - D. Watson

7.2.3 RPT-0084-25 - Burford Fire Station Renovations Construction Update - C. Stevenson

Yes (11): Mayor Bailey, Councillor Kyle, Councillor MacAlpine, Councillor Howes, Councillor Oakley, Councillor Bell, Councillor Peirce, Councillor Chambers, Councillor Miller, Councillor Coleman, and Councillor Garneau

Carried (11 to 0)

8. Staff Reports

8.1 RPT-0203-25 - Housekeeping By-law Amendments

Moved by Councillor Bell
Seconded by Councillor Coleman

WHEREAS, as part of good practice, reviewing municipal by-laws is essential to ensure that they are relevant, effective and align with the evolving needs and priorities of the community;

AND WHEREAS, Enforcement Services has identified by-laws that require amendments in response to issues staff and municipal law enforcement officers have observed in the field;

THAT, the Committee receive RPT 203-25 Housekeeping By-law Amendments;

AND THAT the Committee approve the attached amending by-law (Appendix 1) amending the following by-laws as further explained in this report:

Road Use By-Law No. 33-12

- Updating the authorizing section;
- Requiring owners or occupants to maintain the boulevard grass/vegetation (excluding municipal trees) to a height 20 cm or less;

- Exempting boulevard grass/vegetation maintenance provisions adjacent to Agricultural, Agricultural Employment and Resource Extraction zones;
- Requiring owners or occupants to clear any accumulation of organic debris from the sidewalk that may interfere with pedestrian travel and/or creates a potential hazard;
- Defining Organic Debris;
- Updating subsection 6.1 Grass Area – Abutting Highway – Planting – Maintenance by changing the maintenance requirement from “may” to “shall” and referencing the newly created subsection.

Pool Enclosure By-Law No. 134-23

- Inclusion of a Fail to Comply with an Order provision for proceedings.

Yard Maintenance By-law No. 97-17

- Inclusion of service provisions for Orders issued under the authority of the Municipal Act.

Yes (11): Mayor Bailey, Councillor Kyle, Councillor MacAlpine, Councillor Howes, Councillor Oakley, Councillor Bell, Councillor Peirce, Councillor Chambers, Councillor Miller, Councillor Coleman, and Councillor Garneau

Carried (11 to 0)

8.2 RPT-0119-25 - Stormwater Utility Program Update and Development of a Stormwater Funding Strategy

Andrea Bazzard, Director of Environmental Services appeared before Committee and presented the stormwater management year in review. She presented the stormwater management system, operations update, stormwater utility update, public education, financial planning, and she concluded with final thoughts.

Moved by Councillor Kyle
Seconded by Councillor MacAlpine

Whereas Council approved RPT-103-23 in May 2023 which directed staff to consider a Stormwater Utility Program, undertake public consultation and report back to Council;

And Whereas Council approved RPT-0275-24 in May 2024 which directed staff to prepare a financial plan for stormwater operations and develop an enhanced public education program;

And Whereas staff began developing the operations and maintenance program in 2024 as required by the Consolidated Linear Infrastructure Environmental Compliance Approval (CLI-ECA) and submitted the second annual report of the Stormwater Management System in May 2025 (RPT-0128-25);

And Whereas staff prepared a financial plan for the Stormwater Management System (Stormwater Revenue Requirement Analysis, BMA 2025) and developed public education materials available at www.brant.ca/stormwater;

That staff be directed to develop a Stormwater Funding Strategy, engage with the community and report back to Council.

Yes (11): Mayor Bailey, Councillor Kyle, Councillor MacAlpine, Councillor Howes, Councillor Oakley, Councillor Bell, Councillor Peirce, Councillor Chambers, Councillor Miller, Councillor Coleman, and Councillor Garneau

Carried (11 to 0)

8.3 RPT-0128-25 - 2024 Annual Performance Report - Stormwater Management System

Moved by Councillor Coleman
Seconded by Councillor Kyle

Whereas the Consolidated Linear Infrastructure Environmental Compliance Approval (CLI-ECA) issued under the Environmental Protection Act (EPA) to fulfill requirements in section 53 of the Ontario Water Resources Act (OWRA) requires the Owner of the Stormwater Management System to prepare an Annual Performance Report summarizing operational activities and issues, monitoring data, system maintenance, abnormal conditions and system alterations.

And Whereas the 2024 Annual Performance Report for the County of Brant (the County) Stormwater Management System was submitted to the Ministry of Environment, Conservation and Parks (MECP) by April 30, 2025;

That, RPT-0128– 25 2024 Annual Performance Report – Stormwater Management System be received as information, and;

That, the 2024 Annual Performance Report - Stormwater Management System be made available to the public no later than June 1st, 2025.

Yes (11): Mayor Bailey, Councillor Kyle, Councillor MacAlpine, Councillor Howes, Councillor Oakley, Councillor Bell, Councillor Peirce, Councillor Chambers, Councillor Miller, Councillor Coleman, and Councillor Garneau

Carried (11 to 0)

8.4 RPT-0114-25 - Brant Sports Complex Expansion - Design Options

Discussion took place surrounding maximizing square footage, Brant Municipal Enterprises consultation, affordability and debit limits, detailed design costs, development charge allocation funding, and the community's request for an indoor swimming pool.

Moved by Councillor Coleman
Seconded by Councillor Kyle

That RPT-0114-25 Brant Sports Complex Expansion – Design Options report be received as information; and

That staff be directed to proceed with Option 3 - Preferred Design as described in the report; and

That staff be directed to pursue all funding opportunities and commence community fundraising; and

That staff be directed to work with MacLennan Jaunkalns Miller Architects Inc. (MJMA Architects) to complete detailed design;

And that staff bring the final design/cost estimates complete with grant application(s) results, a fundraising update to Council for final approval prior to tendering for construction.

Yes (6): Councillor Kyle, Councillor MacAlpine, Councillor Howes, Councillor Oakley, Councillor Peirce, and Councillor Miller

No (5): Mayor Bailey, Councillor Bell, Councillor Chambers, Councillor Coleman, and Councillor Garneau

Carried (6 to 5)

8.5 RPT-0215-25 - Water and Wastewater Rate - July 1, 2025 to June 30, 2025

Discussion took place surrounding rate calculations and affordability.

Moved by Mayor Bailey
Seconded by Councillor Kyle

That RPT-0215-25 Water & Wastewater Rate - July 1, 2025 to June 30, 2029 be received as information;

That the following Water and Wastewater rates be approved for the period July 1, 2025 to June 30, 2029:

WATER

	July 1, 2025 to June 30, 2026	July 1, 2026 to June 30, 2027	July 1, 2027 to June 30, 2028	July 1, 2028 to June 30, 2029
Meter Size (Inches)	Fixed Monthly Rates			
5/8	\$44.24	\$43.77	\$42.83	\$42.35

3/4	\$66.34	\$65.64	\$64.23	\$63.51
1	\$110.57	\$109.40	\$107.05	\$105.85
1½	\$221.16	\$218.81	\$214.11	\$211.71
2	\$353.86	\$350.10	\$342.58	\$338.74
3	\$752.02	\$744.03	\$728.05	\$719.89
Volumetric Usage (m³)	Volumetric Rates			
0 to 15	\$2.63	\$2.66	\$3.07	\$3.12
15.1 to 45	\$2.91	\$2.94	\$3.39	\$3.44
45.1 to 100	\$3.04	\$3.07	\$3.54	\$3.60
100.1 and over	\$2.63	\$2.66	\$3.07	\$3.12

Seasonal Premium - May 1 to August 31 for Residential Consumers using over 45 cubic meters

45.1 to 100	\$3.95	\$3.99	\$4.60	\$4.68
100.1 and over	\$3.42	\$3.46	\$3.99	\$4.06

WASTEWATER

	July 1, 2025 to June 30, 2026	July 1, 2026 to June 30, 2027	July 1, 2027 to June 30, 2028	July 1, 2028 to June 30, 2029
Meter Size (Inches)	Fixed Monthly Rates			
5/8	\$21.29	\$23.19	\$25.42	\$27.70
3/4	\$31.93	\$34.77	\$38.12	\$41.54
1	\$53.21	\$57.96	\$63.53	\$69.23
1½	\$106.43	\$115.93	\$127.08	\$138.48
2	\$170.29	\$185.49	\$203.33	\$221.56

3	\$361.90	\$394.20	\$432.11	\$470.86
Volumetric Usage (m³)	Volumetric Rates			
0 to 15	\$1.86	\$2.06	\$2.21	\$2.46
15.1 to 45	\$2.05	\$2.26	\$2.43	\$2.71
45.1 to 100	\$2.14	\$2.37	\$2.55	\$2.84
100.1 and over	\$1.86	\$2.06	\$2.21	\$2.46

And that a by-law amending the Fees and Charges By-law be presented for Council's consideration following the statutory public meeting on May 27.

Yes (10): Mayor Bailey, Councillor Kyle, Councillor MacAlpine, Councillor Howes, Councillor Oakley, Councillor Peirce, Councillor Chambers, Councillor Miller, Councillor Coleman, and Councillor Garneau

No (1): Councillor Bell

Carried (10 to 1)

9. Committee Reports & Minutes

9.1 Accessibility Advisory Committee Minutes of April 28, 2025

Moved by Councillor Kyle
Seconded by Mayor Bailey

That the Accessibility Advisory Committee Minutes of April 28, be approved.

Yes (11): Mayor Bailey, Councillor Kyle, Councillor MacAlpine, Councillor Howes, Councillor Oakley, Councillor Bell, Councillor Peirce, Councillor Chambers, Councillor Miller, Councillor Coleman, and Councillor Garneau

Carried (11 to 0)

9.2 Brant Heritage Committee Report and Minutes of May 1, 2025

Moved by Councillor MacAlpine
Seconded by Councillor Howes

That the Brant Heritage Committee Report and Minutes of May 1, 2025, be approved, including the following recommendations:

1. That the membership position held by Gordon Varney on the Brant Heritage Committee be declared vacant.

2. That the Brant Heritage Committee receives Report RPT-0197-25 for information;

And, hereby endorses and submits this report to Council to satisfy the applicable condition(s) of the decision for permit application RPT-0197-25.H1, including the proposed verandah restoration.

Yes (11): Mayor Bailey, Councillor Kyle, Councillor MacAlpine, Councillor Howes, Councillor Oakley, Councillor Bell, Councillor Peirce, Councillor Chambers, Councillor Miller, Councillor Coleman, and Councillor Garneau

Carried (11 to 0)

10. Communications

- 10.1 Ministry of Municipal Affairs and Housing - Correspondence Re: Bill 17 - Protect Ontario by Building Faster and Smarter Act

Moved by Councillor Miller

Seconded by Councillor Oakley

That the County of Brant Council direct staff to present a report addressing correspondence received from the Ministry of Municipal Affairs and Housing regarding Bill 17 - Protect Ontario by Building Faster and Smarter Act, at the June 10, 2025, Council meeting.

Yes (11): Mayor Bailey, Councillor Kyle, Councillor MacAlpine, Councillor Howes, Councillor Oakley, Councillor Bell, Councillor Peirce, Councillor Chambers, Councillor Miller, Councillor Coleman, and Councillor Garneau

Carried (11 to 0)

11. Other Business

None.

12. In Camera

Moved by Councillor Oakley

Seconded by Councillor Coleman

That the Administration and Operations Committee convene In Camera to discuss:

- RPT-0205-25 - Bawcutt Centre Update - S.239(2)(f) Advice that is subject to solicitor-client privilege, (e) Litigation or potential litigation, (k) Position, plan, procedure to be applied to negotiations - M. Maxwell and H. Boyd

- RPT-0217-25 - Citizen Appointment to Library Board - S.239(2)(b) Personal matters about an identifiable individual, including municipal or local board employees - S. Katikapalli

Yes (11): Mayor Bailey, Councillor Kyle, Councillor MacAlpine, Councillor Howes, Councillor Oakley, Councillor Bell, Councillor Peirce, Councillor Chambers, Councillor Miller, Councillor Coleman, and Councillor Garneau

Carried (11 to 0)

Committee convened In Camera at 12:07 p.m. to discuss RPT-0205-25 - Bawcutt Centre Update - S.239(2)(f) Advice that is subject to solicitor-client privilege, (e) Litigation or potential litigation, (k) Position, plan, procedure to be applied to negotiations - M. Maxwell and H. Boyd

and RPT-0217-25 - Citizen Appointment to Library Board - S.239(2)(b) Personal matters about an identifiable individual, including municipal or local board employees - S. Katikapalli . This portion of the meeting is recorded in the Confidential – In Camera minutes of May 20, 2025. Committee reconvened in Open Session at 12:49 p.m. on a motion of Councillors Bell and Coleman.

Moved by Councillor Coleman
Seconded by Councillor Garneau

That Susan Eddy be appointed to the County of Brant Library Board for the remainder of the term.

Yes (11): Mayor Bailey, Councillor Kyle, Councillor MacAlpine, Councillor Howes, Councillor Oakley, Councillor Bell, Councillor Peirce, Councillor Chambers, Councillor Miller, Councillor Coleman, and Councillor Garneau

Carried (11 to 0)

13. Next Meeting and Adjournment

Committee adjourned at 12:50 p.m. to meet again on June 17, 2025 at the County of Brant Council Chambers.

Secretary



Administration and Operations Committee Report

To: The Chair and Members of the Administration and Operations Committee
From: Stephanie DeLaronde, Client & Business Services Supervisor
Date: June 17, 2025
Report #: RPT-0154-25
Subject: Naming of New Parks (2), Paris
Purpose: For Approval

Recommendation

That RPT-0154-25 Naming of New Parks (2), Paris, be received as information;
And that Council approve the listed park names for public feedback.

Executive Summary

The Parks and Recreation Asset Naming Policy is the guiding document to approve the name for recreational assets in the community. Parks and open spaces are most commonly created through approved development applications. On an as required basis, staff will bring forward a report to Council that itemizes the names and locations for new parks and/or open spaces to be approved to be posted for public feedback prior to approval and inclusion in the Parks Use By-Law 225-04.

Strategic Plan Priority

Strategic Priority 3 - Healthy, Safe, and Engaged Communities

Impacts and Mitigation

Social Impacts

Allowing the public to provide feedback on park name selection and be engaged in the civic process related to parks and recreation asset naming.

Environmental Impacts

None

Economic Impacts

Costs associated with the park spaces are included in the current operating or capital budgets.

Report

Background

The table below outlines the proposed names for two new parks within Paris. Public consultation was completed in early 2025 and previously in 2017 by staff through the EngageBrant platform in order to gather name suggestions for new parks that would be built as land is acquired through ongoing development.

Through recent and past public engagement on EngageBrant, additional new park names have been selected and are requested to be posted for public feedback for 21 days as outlined within the parks and recreation asset naming policy.

Table 1

New Park Space	Location	Civic Address	Rationale for Naming
Deer Ridge Park	Nith Peninsula Subdivision	124 Gort Avenue, Paris	Subdivision lands are surrounded by Barkers Bush and are known to have many deer frequent the peninsula lands
Doug Hanna Park	Grandville subdivision, Becker St and Grandville Circle are the closest intersection	7 Becker Street, Paris	Doug Hanna is a resident of Paris and an acclaimed member of the Paris Horticultural Society. He was awarded the Canadian Garden Hero award in 2022, Year of the Garden. Doug was also a longstanding member of the Paris Parks and Recreation Advisory Committee and had spearheaded many park projects over the years.

Summary and Recommendations

It is recommended that the names listed in Table 1 be approved to be posted to EngageBrant for 21 days in order to gain public feedback, as per the Parks and Recreation Asset Naming Policy, and prior to submitting names for Council approval and addition to the Parks Use By-Law 225-04.

Attachments

N/A

Reviewed By

Philip Mete, General Manager of Community Services

Copied To

Kathy Ballantyne, Director of Facilities & Special Projects

By-law and/or Agreement

By-law Required	No
-----------------	----

Agreement(s) or other documents to be signed by Mayor and /or Clerk	No
---	----



Administration and Operations Committee Report

To: The Chair and Members of the Administration and Operations Committee
From: Brandon Webb, Research and Marketing Economic Development Officer
Date: June 17, 2025
Report #: RPT-0238-25
Subject: CIP Application STG-25-02 – 2 Main Street South
Purpose: For Approval

Recommendation

THAT Community Improvement Plan (CIP) Application STG-25-02 from the owner of 2 Main Street South, St. George, for façade improvements be approved to a maximum of \$4,350.
AND that the Chief Administrative Officer be authorized to execute the Community Improvement Plan Agreement for STG-25-02

Strategic Plan Priority

Strategic Priority 1 - Economic and Financial Resilience

Impacts and Mitigation

Social Impacts

N/A

Environmental Impacts

N/A

Economic Impacts

The application is eligible for \$4,350 in funding under the Downtown St. George Community Improvement Plan.

Report

Background

Through Section 28 of the Planning Act, Council has established Community Improvement Plans and Design Guidelines for the downtown core areas of Burford, Paris, and St. George. Community Improvement Plans give Council the ability to approve several different grants to support businesses and property owners within the cores to make property improvements. These plans were amended in July of 2022 to ensure the programs were running effectively.

As of this report date, 71 Downtown projects have been approved, two (2) are pending approval, 51 projects have been completed, 14 are in progress, and six (6) applications have been withdrawn.

Approved CIP Projects 2025 To Date

Project	Grant Value	Construction Value	Leveraged Percentage
CIP-25-01 – 5,7,9 Grand River St. N.	\$33,700	\$330,000	11%
CIP-25-02 – 69 Grand River St. N.	\$63,000	\$400,000	15%
CIP-25-03 – 105 Grand River St. N.	\$16,500	\$29,000	56%
CIP-25-04 – 54 Grand River St. N.	\$14,500	\$41,205	35%
CIP-25-05 – 71 Grand River St. N.	\$43,000	\$250,000	17%
CIP-25-06 – 80 Grand River Street N.	\$196	\$392	50%
CIP-25-08 – 109 Grand River Street N.	\$1,275	\$2,550	50%
STG-25-01 – 41 Main Street S.	\$2,900	\$5,038	59%
CIP-25-10 – 13 Grand River Street North	\$10,304	\$19,550	52%
CIP-25-11 – 44 Grand River Street N.	\$2,727	\$5,453	50%
CIP-25-12 – 31 Mechanic Street	\$963	\$1,926	50%
Pending Approval - BUR-25-01 – 114 King Street	\$1,550	\$3,100	50%
Pending Approval - STG-25-02 – 2 Main Street South	\$4,350	\$8,700	50%
TOTAL	\$194,965	\$1,096,914	17%

Analysis

The Community Improvement Plan application STG-25-02 for 2 Main Street South was received in May of 2025. A location map of the property has been provided as Attachment 1.

This application is for the Façade Improvement Grant, a grant that assists businesses with the cost of updating elements of their façade, including but not limited to improvements to windows and doors, to a maximum of \$12,500, as the property is a corner property.

Summary of Incentives – STG-25-02 – 2 Main Street South

Grant Program	Value of Grant
Façade Improvement Grant	\$4,350
Total Value of Grant	\$4,350
Total Construction Value	\$8,700
Grant as a Percentage of Construction	50%

The owner of 2 Main Street South is applying to install a new commercial steel door to replace the existing wooden door, as seen in Attachment 2. This new door will help to reduce costs related to heating and cooling and will improve the security of the building. An example of this new door design has been included as Attachment 3, with the window depicted being made of a single pane of frosted glass. The business owner did speak to staff regarding potential rehabilitation of the existing door, however, due to rotting deterioration and the door being warped, it would not be possible to rehabilitate the existing door as a front entrance door. The existing front wooden door will be kept and repurposed by the business owner within the restaurant. Another element of this application is the replacement of the upper-story windows with black aluminum capping to match the recent black capping and painting of windows on the main floor.

Application STG-25-02 aligns with one of the core principles of the County of Brant's refreshed Economic Development Strategy. This application and all Community Improvement Plan applications align with the principle of "Energetic and Financially Feasible Downtown and Community Cores".

Summary and Recommendations

The completed application was reviewed by the interdepartmental Community Improvement Plan review team and deemed consistent with the applicable Community Improvement Plan guidelines and recommended for approval.

In addition, below is a summary of the CIP Capital Account.

Current Balance of CIP Capital Account (as of April 1, 2025)	\$429,621
Previously Approved CIP Grants Not Paid Out (as of June 1, 2025)	\$308,209
Previously Approved CIP Grants Withdrawn (as of June 1, 2025)	\$5,625
Previously Approved CIP Grants Paid Out (as of June 1, 2025)	\$196
Total Grants Proposed at the June 17, 2025, Administration and Operations Committee Meeting	\$5,900
Remaining CIP Capital Account if All Grants Approved and Paid	\$115,316

Lastly, to align with the delegated authority granted by Council in downtown Paris to allow the General Manager of Strategic Initiatives to approve projects below \$5,000, staff intend to

request Council for the same delegated authority for St. George and Burford either through a resolution or the upcoming changes of the delegated authority by law.

Attachments

- Attachment 1 – Location Map
- Attachment 2 – Existing Wooden Door
- Attachment 3 – Example of New Door Design

Reviewed By

Melissa Connor, General Manager of Strategic Initiatives

Copied To

Zach Gable, Director of Economic Development and Tourism

By-law and/or Agreement

By-law Required	No
Agreement(s) or other documents to be signed by Mayor and /or Clerk	No

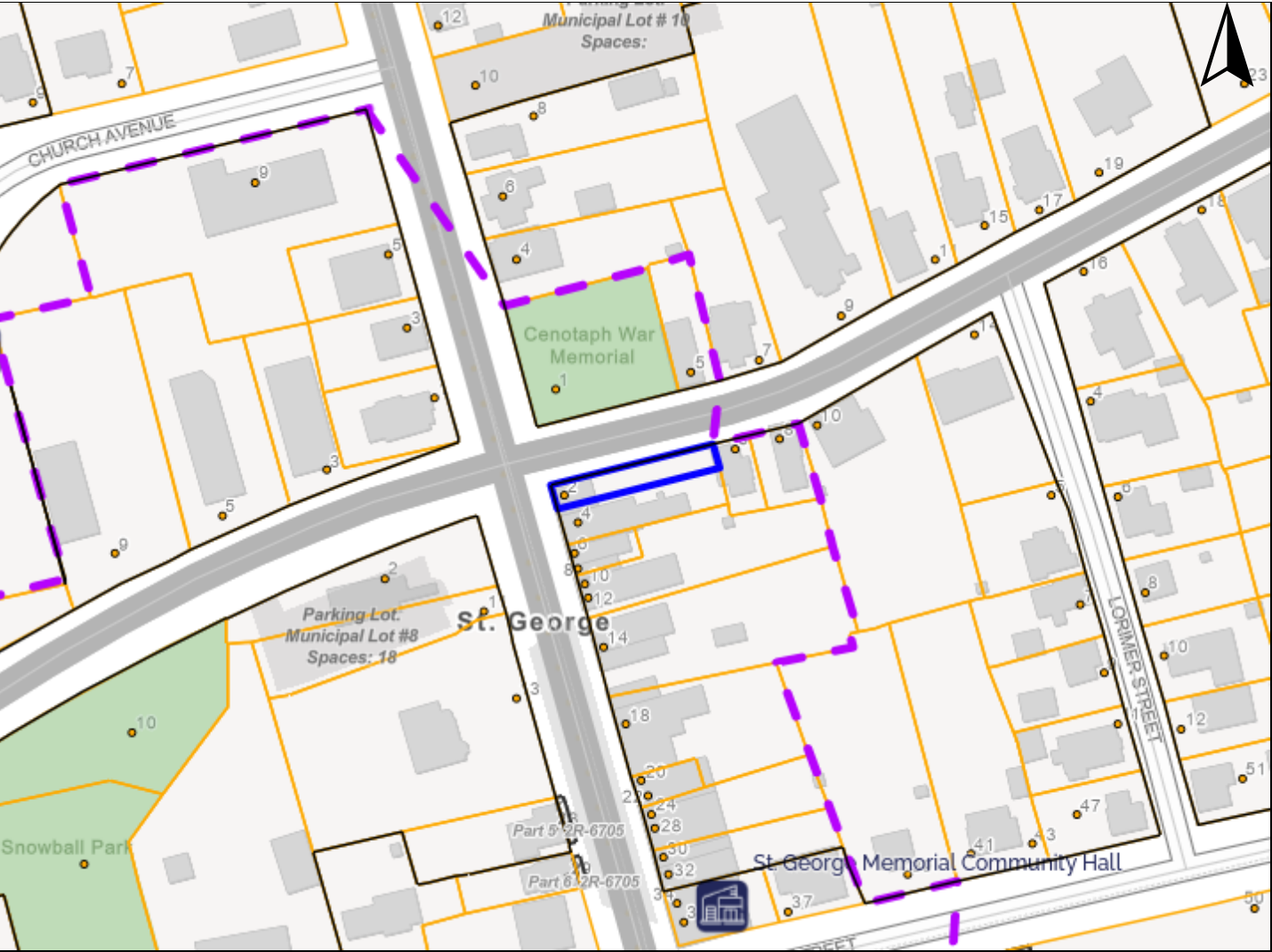
RPT-0238-25 Attachment 1 - Location Map
Community Improvement Plan

File No. STG-25-02


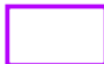
2 MAIN STREET SOUTH



Attachment 1 - 2 Main Street South



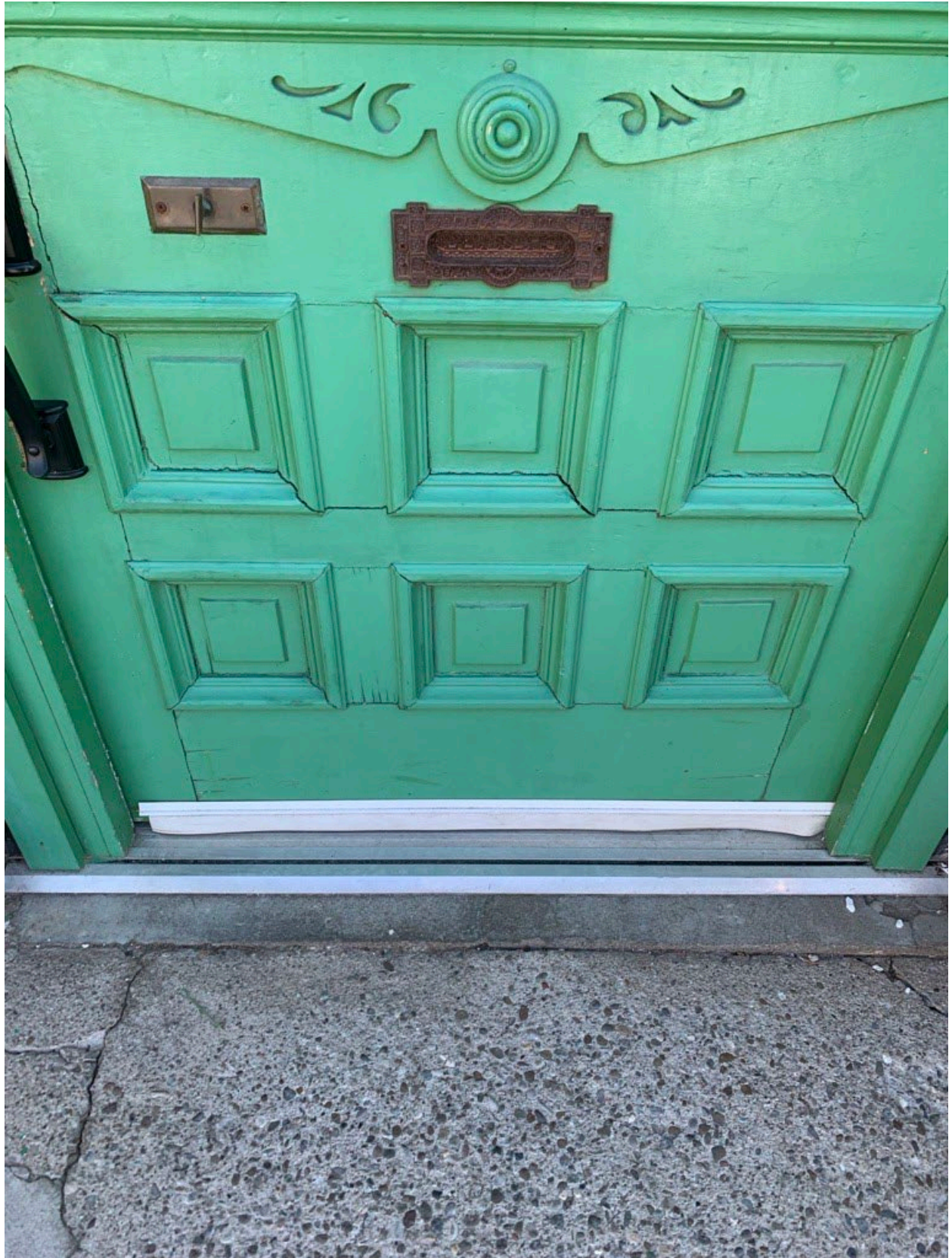
LEGEND

-  Property Boundary
-  Community Improvement Program Boundary

This map is for illustrative purposes only. Information contained thereon is not a substitute for professional review or site survey and is subject to change without notice. The County of Brant takes no responsibility for, nor guarantees, the accuracy for the information contained on this map. Any interpretations or conclusions drawn from this map are the sole responsibility of the user.

RPT-0238-25 Attachment 2 – Existing Door





RPT-0238-25 Attachment 3 – Example New Door Design





Administration and Operations Committee Report

To: The Chair and Members of the Administration and Operations Committee
From: Brandon Webb, Research and Marketing Economic Development Officer
Date: June 17, 2025
Report #: RPT-0239-25
Subject: CIP Application BUR-25-01 – 114 King Street
Purpose: For Approval

Recommendation

THAT Community Improvement Plan (CIP) Application BUR-25-01 from the tenant of 114 King Street, Burford, for signage improvements be approved to a maximum of \$1,550.

AND that the Chief Administrative Officer be authorized to execute the Community Improvement Plan Agreement for BUR-25-01

Strategic Plan Priority

Strategic Priority 1 - Economic and Financial Resilience

Impacts and Mitigation

Social Impacts

N/A

Environmental Impacts

N/A

Economic Impacts

The application is eligible for \$1,550 in funding under the Downtown Burford Community Improvement Plan.

Report

Background

Through Section 28 of the Planning Act, Council has established Community Improvement Plans and Design Guidelines for the downtown core areas of Burford, Paris, and St. George. Community Improvement Plans give Council the ability to approve several different grants to support businesses and property owners within the cores to make property improvements. These plans were amended in July of 2022 to ensure the programs were running effectively.

As of this report date, 71 Downtown projects have been approved, two (2) are pending approval, 51 projects have been completed, 14 are in progress, and six (6) applications have been withdrawn.

Approved CIP Projects 2025 To Date

Project	Grant Value	Construction Value	Leveraged Percentage
CIP-25-01 – 5,7,9 Grand River St. N.	\$33,700	\$330,000	11%
CIP-25-02 – 69 Grand River St. N.	\$63,000	\$400,000	15%
CIP-25-03 – 105 Grand River St. N.	\$16,500	\$29,000	56%
CIP-25-04 – 54 Grand River St. N.	\$14,500	\$41,205	35%
CIP-25-05 – 71 Grand River St. N.	\$43,000	\$250,000	17%
CIP-25-06 – 80 Grand River Street N.	\$196	\$392	50%
CIP-25-08 – 109 Grand River Street N.	\$1,275	\$2,550	50%
STG-25-01 – 41 Main Street S.	\$2,900	\$5,038	59%
CIP-25-10 – 13 Grand River Street North	\$10,304	\$19,550	52%
CIP-25-11 – 44 Grand River Street N.	\$2,727	\$5,453	50%
CIP-25-12 – 31 Mechanic Street	\$963	\$1,926	50%
Pending Approval - BUR-25-01 – 114 King Street	\$1,550	\$3,100	50%
Pending Approval - STG-25-02 – 2 Main Street S.	\$4,350	\$8,700	50%
TOTAL	\$194,965	\$1,096,914	17%

Analysis

The Community Improvement Plan application BUR-25-01 for 114 King Street was received in May of 2025. A location map of the property has been provided as Attachment 1.

This application is for the Signage Improvement Grant, a grant that assists businesses with the cost of acquiring new signage for their building to a maximum of \$3,000.

Summary of Incentives – CIP-25-10 – 13 Grand River Street North

Grant Program	Value of Grant
Signage Improvement Grant	\$1,550
Total Value of Grant	\$1,550
Total Construction Value	\$3,100
Grant as a Percentage of Construction	50%

The tenant of 114 King Street is applying to install new materials on the existing awning to reflect their business. A proposed design is included as Attachment 2, with the applicant indicating that the text below the logo may be removed from the final design, as this text is currently on the windows of the building.

Application BUR-25-01 aligns with one of the core principles of the County of Brant's refreshed Economic Development Strategy. This application and all Community Improvement Plan applications align with the principle of "Energetic and Financially Feasible Downtown and Community Cores".

Summary and Recommendations

The completed application was reviewed by the interdepartmental Community Improvement Plan review team and deemed consistent with the applicable Community Improvement Plan guidelines and recommended for approval.

In addition, below is a summary of the CIP Capital Account.

Current Balance of CIP Capital Account (as of April 1, 2025)	\$429,621
Previously Approved CIP Grants Not Paid Out (as of June 1, 2025)	\$308,209
Previously Approved CIP Grants Withdrawn (as of June 1, 2025)	\$5,625
Previously Approved CIP Grants Paid Out (as of June 1, 2025)	\$196
Total Grants Proposed at the June 17, 2025, Administration and Operations Committee Meeting	\$5,900
Remaining CIP Capital Account if All Grants Approved and Paid	\$115,316

Lastly, to align with the delegated authority granted by Council in downtown Paris to allow the General Manager of Strategic Initiatives to approve projects below \$5,000, staff intend to request Council for the same delegated authority for St. George and Burford either through a resolution or the upcoming changes of the delegated authority by law.

Attachments

Attachment 1 – Location Map

Attachment 2 – Proposed Sign Design

Reviewed By

Melissa Connor, General Manager of Strategic Initiatives

Copied To

Zach Gable, Director of Economic Development and Tourism

By-law and/or Agreement

By-law Required	No
-----------------	----

Agreement(s) or other documents to be signed by Mayor and /or Clerk	No
---	----

RPT-0239-25 Attachment 1 - Location Map

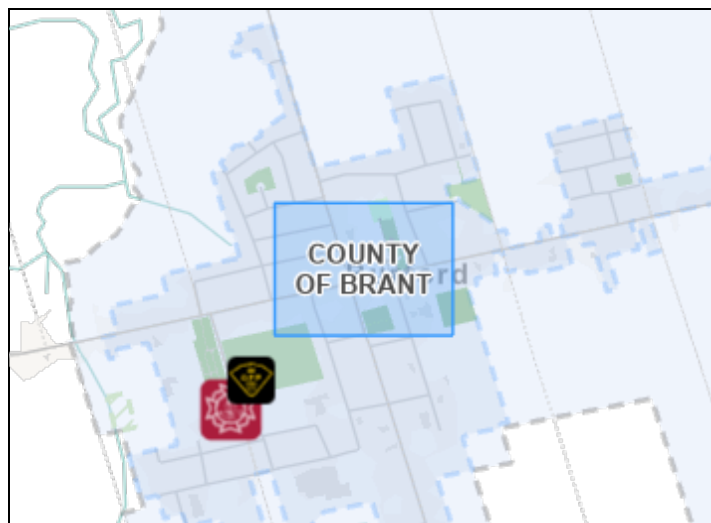
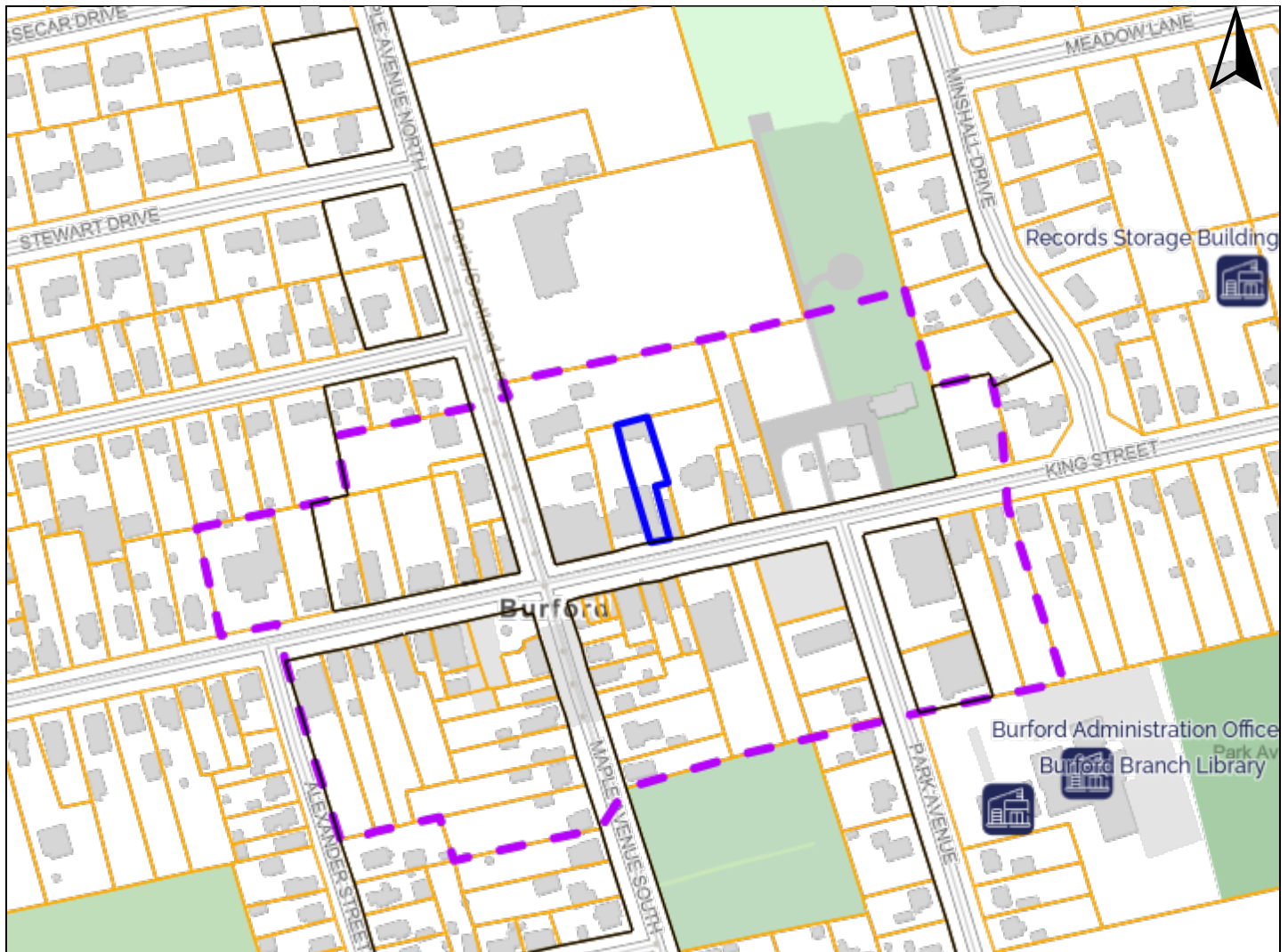
Community Improvement Plan

File No. BUR-25-01

114 KING STREET



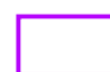
Attachment 1 - Property Map



LEGEND



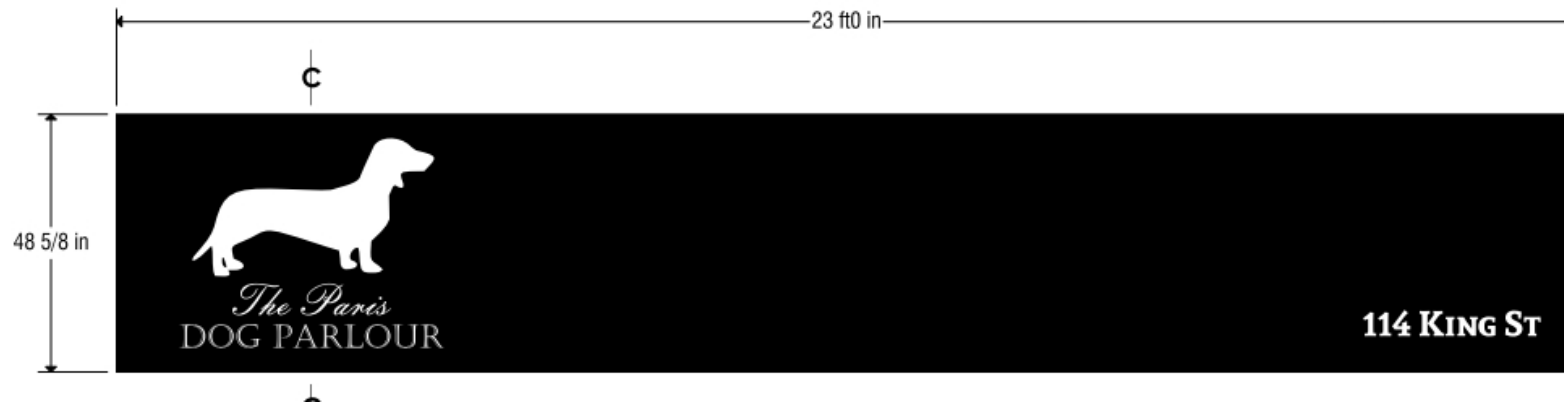
Property Boundary



Community Improvement Program Boundary

This map is for illustrative purposes only. Information contained thereon is not a substitute for professional review or site survey and is subject to change without notice. The County of Brant takes no responsibility for, nor guarantees, the accuracy for the information contained on this map. Any interpretations or conclusions drawn from this map are the sole responsibility of the user.

RPT-0239-25 Attachment 2 – Proposed Sign Design



Administration and Operations Committee Report

To: The Chair and Members of the Administration and Operations Committee
From: Gessele Dinsay, Inspector
Date: Tuesday, June 17, 2025
Report #: RPT-0236-25
Subject: OPS-RFP-25-02 Design, Tendering and Contract Administration of Bridge Projects
Purpose: For Approval

Recommendation

That OPS-RFP-25-02 Design, Tendering and Contract Administration of Bridge Projects be awarded as follows:

- Horner Creek Bridge to G. Douglas Vallee Limited for the bid price of \$118,505.00 (excluding HST);
- Horner Culvert to G. Douglas Vallee Limited for the bid price of \$69,305.00 (excluding HST);
- Yeigh Bridge to Gannett Fleming Canada ULC for the bid price of \$130,158.00 (excluding HST);

Strategic Plan Priority

Strategic Priority 2 - Focused Growth and Infrastructure

Impacts and Mitigation

Social Impacts

These projects will extend the life of the existing structures for the efficient movement of people.

Environmental Impacts

These projects are being completed in a timely manner to avoid full replacement which results in reduced impacts to the watercourses they cross.

Economic Impacts

These projects will extend the life of the existing structures for the efficient movement of goods.

Report

Background

Request for Proposal No. OPS-RFP-25-02 Design, Tendering and Contract Administration of Bridge Projects was released on Tuesday, April 1, 2025.

The following bridges were included in the request for proposal:

- Horner Creek Bridge located on County Highway 2 between West Quarter Townline Road and Middle Townline Road;
- Horner Culvert located on County Highway 2 between Middle Townline Road and Etonia Road;
- Robinson Road Bridge located on Robinson Road between Cleaver Road and Rest Acres Road;
- Yeigh Bridge located on Highway 53 between Middle Townline Road and Harley Road;

All bridge projects are funded from the Capital levy. Horner Creek Bridge and Horner Culvert are on a boundary road with Oxford County. Oxford County staff are aware of the pending work agree for it to proceed. Associated costs for the projects will be shared with Oxford County on a 50/50 basis.

Robinson Road Bridge has been included in the proposal list but is not being awarded at this time. Award for this bridge will be pending to the outcome of Cleaver Road Bridge Study currently underway. Bids received for Robinson Road Bridge are not included in the analysis below.

Analysis

Bids were evaluated using the criteria as contained in the Request for Proposal document in accordance with the County of Brant Purchasing Policy By-law No. 87-22 Section 7.6. The evaluation is based on scoring of a technical proposal and a cost proposal. Recommendations for award of individual projects is a combination score of the technical and cost proposals.

There are sufficient funds in the approved 2025 Capital Budget for Horner Creek Bridge, Horner Culvert, and Yeigh Bridge. Funding for these projects is summarized below:

Bridge Name	Remaining Approved Budget	Bid Amount	Funding Need
Horner Creek Bridge	\$160,000	\$118,505	0
Horner Culvert	\$120,000	\$69,305	0
Yeigh Bridge	\$185,000	\$130,158	0

Summary and Recommendations

Seven (7) proposals were received by the County of Brant Purchasing Department prior to the 2:00 pm closing time on Friday, May 2, 2025.

Staff recommend that OPS-RFP-25-02 Design, Tendering and Contract Administration of Bridge Projects be awarded as follows:

- Horner Creek Bridge to G. Douglas Vallee for the bid price of \$118,505.00 (excluding HST);
- Horner Culvert to G. Douglas Vallee for the bid price of \$69,305.00 (excluding HST);
- Yeigh Bridge to Gannett Fleming Canada ULC for the bid price of \$130,158.00 (excluding HST)

Attachments

1. Bridge Structure Location Map

Reviewed By

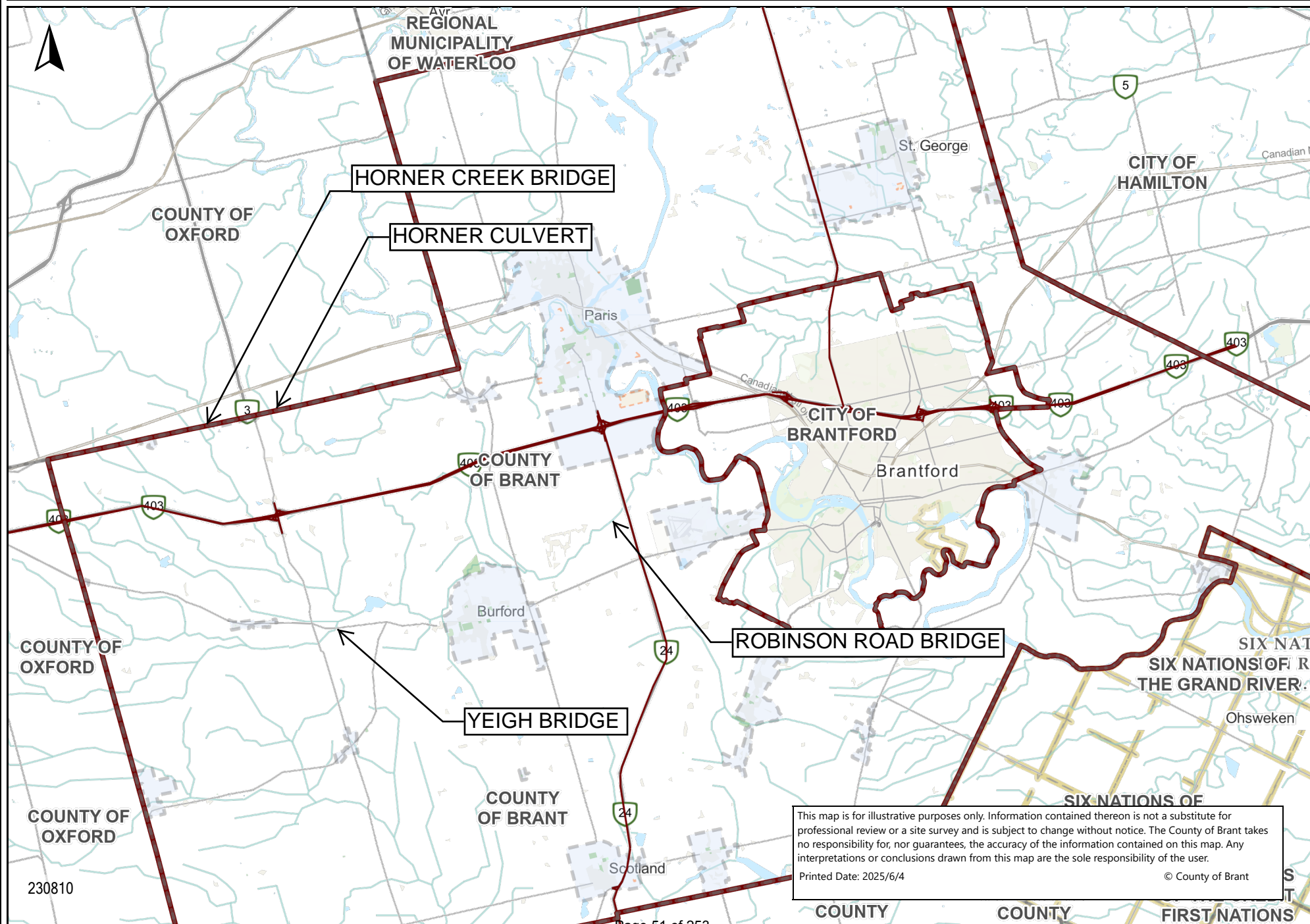
J. Murphy, Capital Project Manager
M. Eby, Director of Infrastructure and Asset Management
D. Mellor, General Manager of Operations

Copied To

1. H. Mifflin, Director of Finance, Treasurer
2. H. Bailey, Manager of Accounting & Budgets
3. LL. Rouse, Purchaser
4. G. Demers, Director of Roads

By-law and/or Agreement

By-law Required	No
Agreement(s) or other documents to be signed by Mayor and /or Clerk	No





Administration and Operations Committee Report

To: The Chair and Members of the Administration and Operations Committee
From: Javier Marcos, C.Tech., Supervisor of Field Services
Date: Tuesday June 17, 2025
Report #: RPT-0207-25
Subject: OPS-RFT-25-11 – Urban and Rural Resurfacing Award
Purpose: For Approval

Recommendation

That OPS-RFT-25-11 – Urban and Rural Resurfacing be awarded to GIP Paving Inc. for the bid price of \$2,348,800.00 (excluding HST).

Strategic Plan Priority

Strategic Priority 2 - Focused Growth and Infrastructure

Impacts and Mitigation

Social Impacts

By doing the necessary paving and improving the quality of the County of Brant's Road network all the residents that use the infrastructure daily will benefit.

Environmental Impacts

There are no significant environmental impacts to note.

Economic Impacts

Continual road improvements decrease transportation costs for goods and people, improve access to markets, and foster economic integration.

Report

Background

Tender No. OPS-RFT-25-11 - Urban and Rural Resurfacing was released on Wednesday, April 30, 2025.

This tender includes asphalt resurfacing on numerous rural and urban roads within the County of Brant. The 2025 resurfacing programs contains a total of 22km of asphalt resurfacing. The following roads are included in the program:

- Watts Pond Road (2000m)
 - Robbins Ridge to Ayr Road
- County Road 22 (5400m)
 - Hwy 54 to Sawmill Road
- Powerline Road(1700m)
 - West of Hudson Gate to 600m west of Cleaver Road
- Sections Located in Paris
 - Columbine Crescent (Forest Drive to Forest Drive) (280m)
 - Owen Avenue (Market St. to Abeles Ave) (200m)
 - Abeles Ave (Owen Ave to Magnolia Drive) (180m)
 - Larkspur Lane (Owen Ave to Magnolia Drive) (180m)
 - Adi Dassler Way (Folsetter Drive to Folsetter Drive) (500m)
- Sections Located in Onondaga
 - Macneil Court (Onondaga)(200m)
- Sections Located in Scotland
 - Finley Street (Peter Street to Cul-de-sac - Scotland) (100m)
 - Augustus Street (Peter Street to 375m North of Peter - Scotland) (375m)
- Sections located in Mount Pleasant
 - Ellis Ave (Trail Head to Mount Pleasant Road) (400m)
- Rural Sections
 - Harley Road (Muir Road South to 700m East of Muir Road South) (400m)
 - Orth Drive (Harley Road to Muir Road South) (250m)

Analysis

In accordance with the County of Brant Purchasing Policy By-law No. 87-22 Section 7.5.2:

“If vendors have not been pre-qualified the bid will be evaluated in accordance with the following evaluation criteria:

Price	70%
Other Criteria as listed in Request for Tender	30%

The follow table summarizes the bids received:

Contractor	Total Tender Price (excluding HST)
GIP Paving Inc.	\$2,348,800.00
Associated Paving & Materials Ltd.	\$2,412,568.00
Steed and Evans Limited	\$2,733,000.00

Cox Construction Limited	\$2,798,859.19
Capital Paving Inc.	\$2,828,000.00
Dufferin Construction Company	\$2,890,480.40

There are sufficient funds in the approved 2025 Capital Budget. The budget savings are due to the County receiving lower unit cost pricing in 2025 compared to previous years.

Engineer's Estimate	Remaining Approved Budget	Tender Amount
\$3,381,169.00	\$1,032,369	\$2,348,800.00

Summary and Recommendations

Six (6) tender submissions were received by the County of Brant Purchasing Department prior to the 2:00 pm closing time on Wednesday June 4, 2025.

Staff recommend that OPS-RFT-25-11 - Urban and Rural Resurfacing be awarded to GIP Paving Inc. for the bid price of \$2,348,800.00 (excluding HST).

Attachments

1. Attachment A – Map of Urban and Rural Resurfacing Program

Reviewed By

M. Eby, Director of Infrastructure
D. Mellor, General Manager of Operations

Copied To

1. H. Mifflin, Director of Finance, Treasurer
2. H. Bailey, Manager of Accounting & Budgets
3. LL. Rouse, Purchaser
4. G. Demers, Director of Roads

By-law and/or Agreement

By-law Required	No
Agreement(s) or other documents to be signed by Mayor and /or Clerk	No

Settlement Boundary Map of the County of Brant



- Part A - County Road 22
- Part B - Powerline Road
- Part C - Urban Resurfacing
- Part D - Watts Pond Road



Legend

—

Street Centreline

—

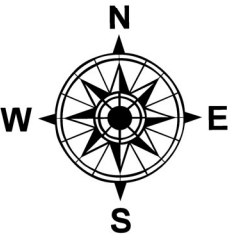
Municipal Boundary

—

Settlement Boundaries

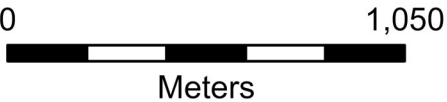
County of Brant: Settlement Areas

Mount Pleasant

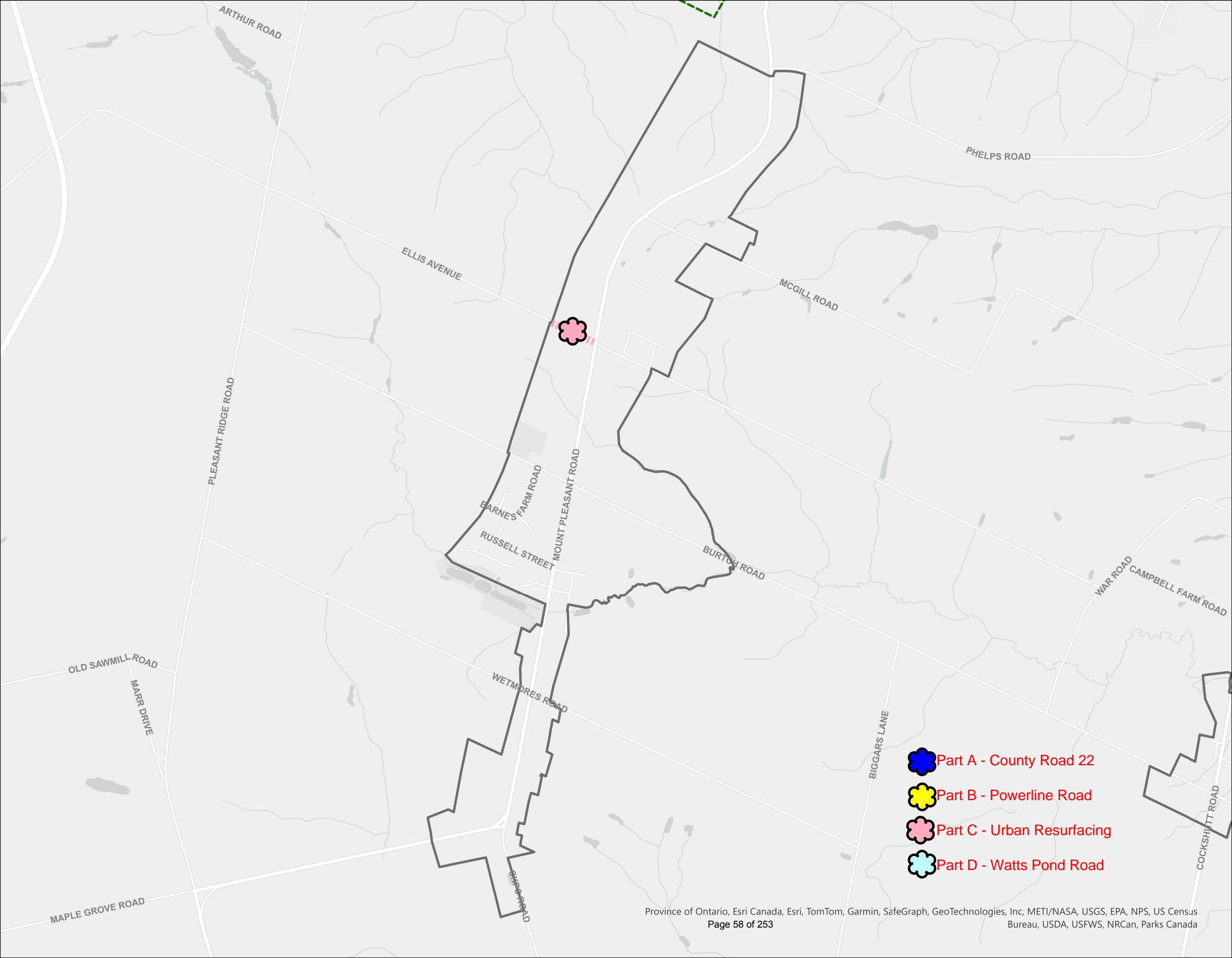


Legend

- County Boundary
- Settlement Boundary

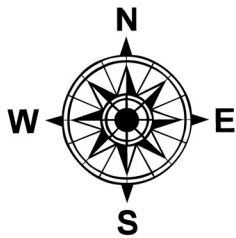


- Part A - County Road 22
- Part B - Powerline Road
- Part C - Urban Resurfacing
- Part D - Watts Pond Road



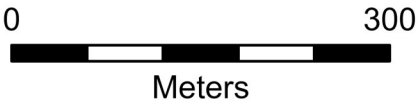
County of Brant: Settlement Areas

New Durham



Legend

- County Boundary
- Settlement Boundary

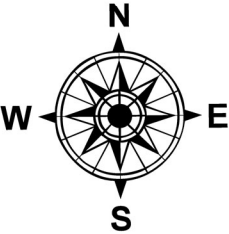


- Part A - County Road 22
- Part B - Powerline Road
- Part C - Urban Resurfacing
- Part D - Watts Pond Road



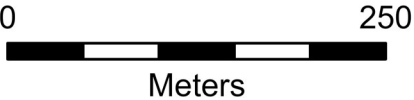
County of Brant: Settlement Areas

Onondaga

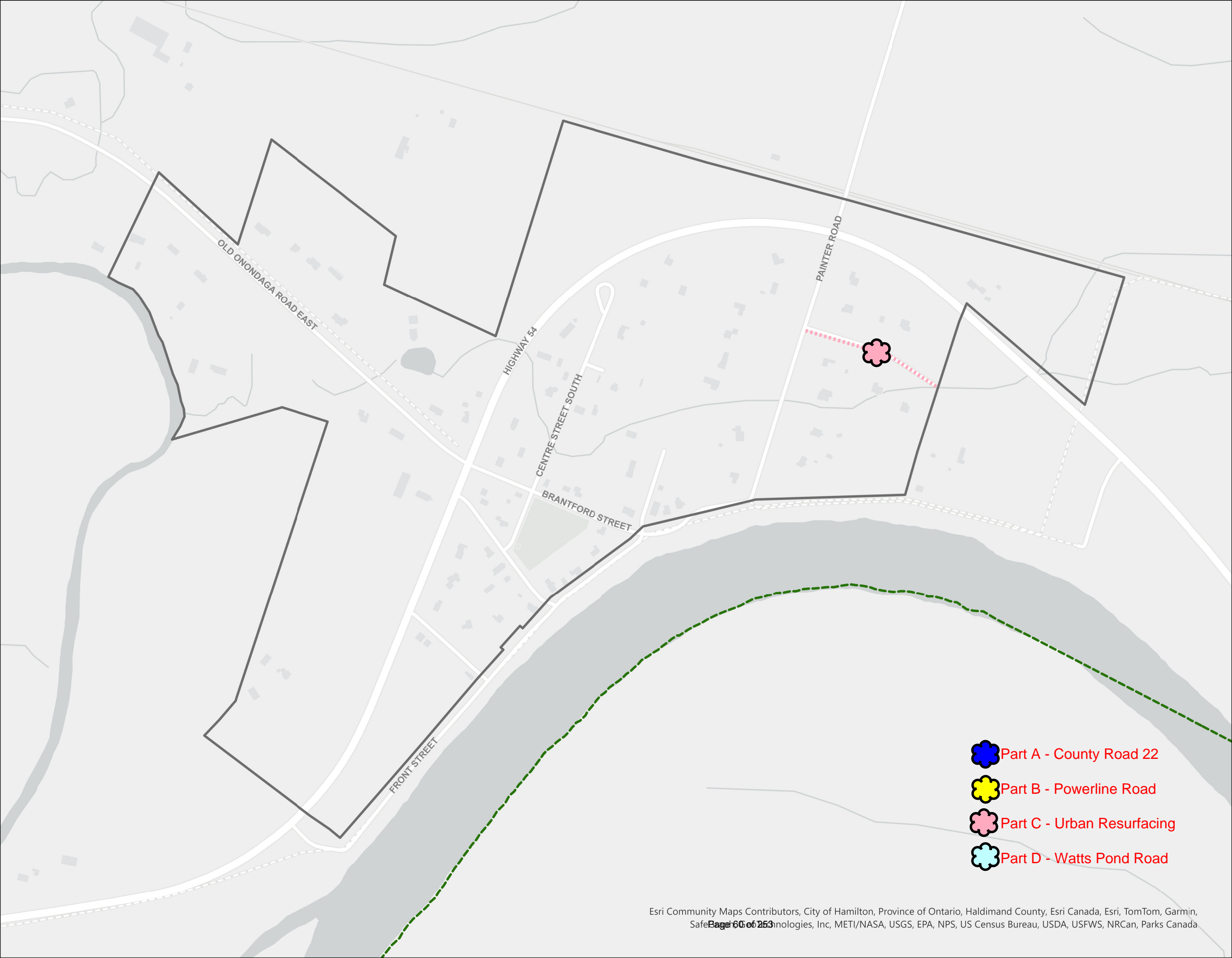


Legend

- County Boundary
- Settlement Boundary

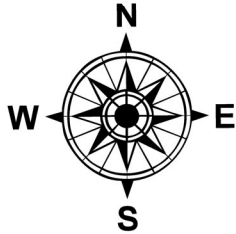


- Part A - County Road 22
- Part B - Powerline Road
- Part C - Urban Resurfacing
- Part D - Watts Pond Road



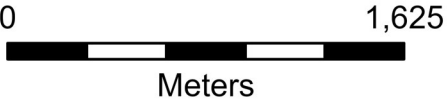
County of Brant: Settlement Areas

Paris

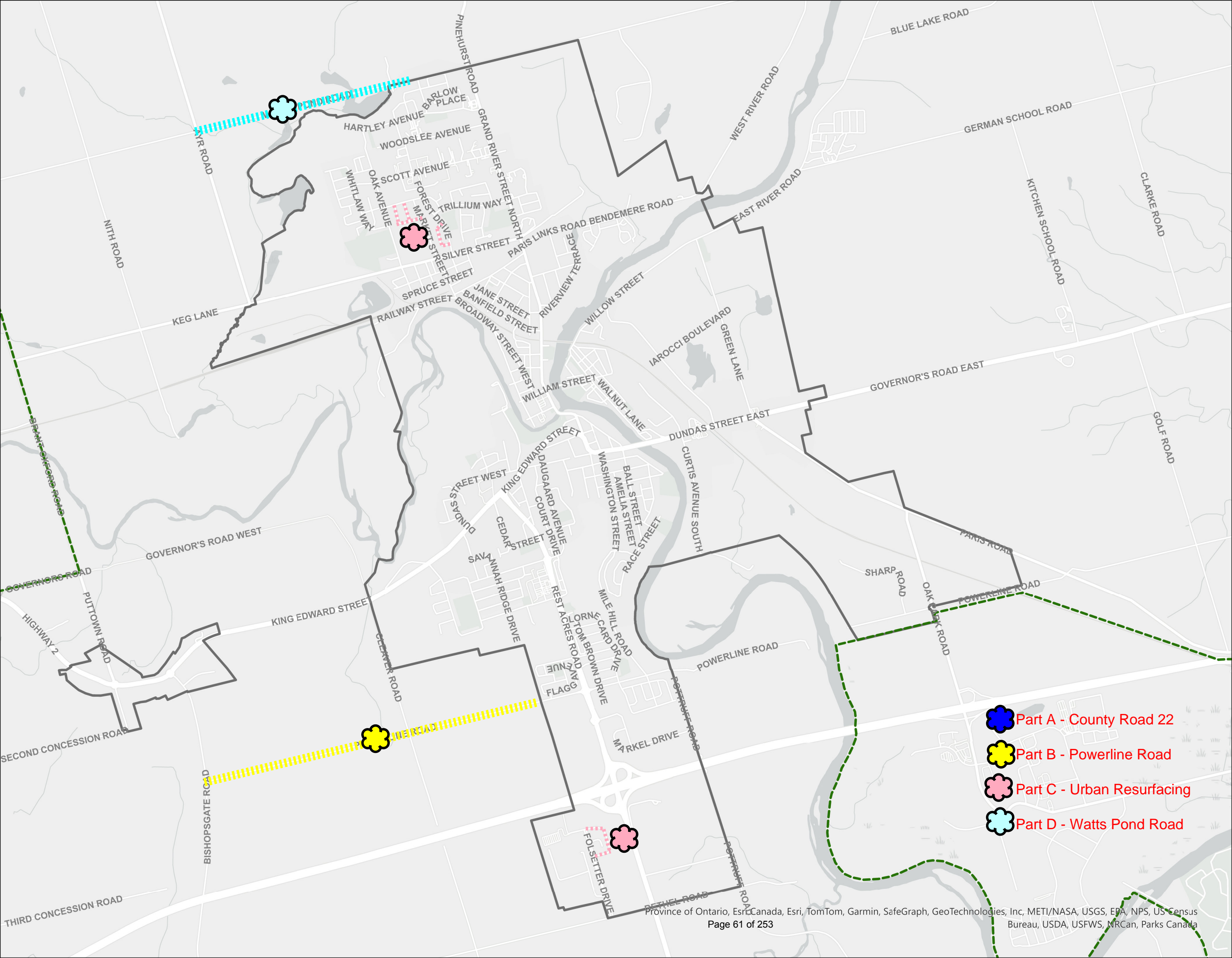


Legend

- County Boundary
- Settlement Boundary

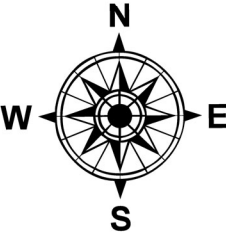


- Part A - County Road 22
- Part B - Powerline Road
- Part C - Urban Resurfacing
- Part D - Watts Pond Road



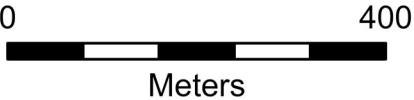
County of Brant: Settlement Areas

Scotland

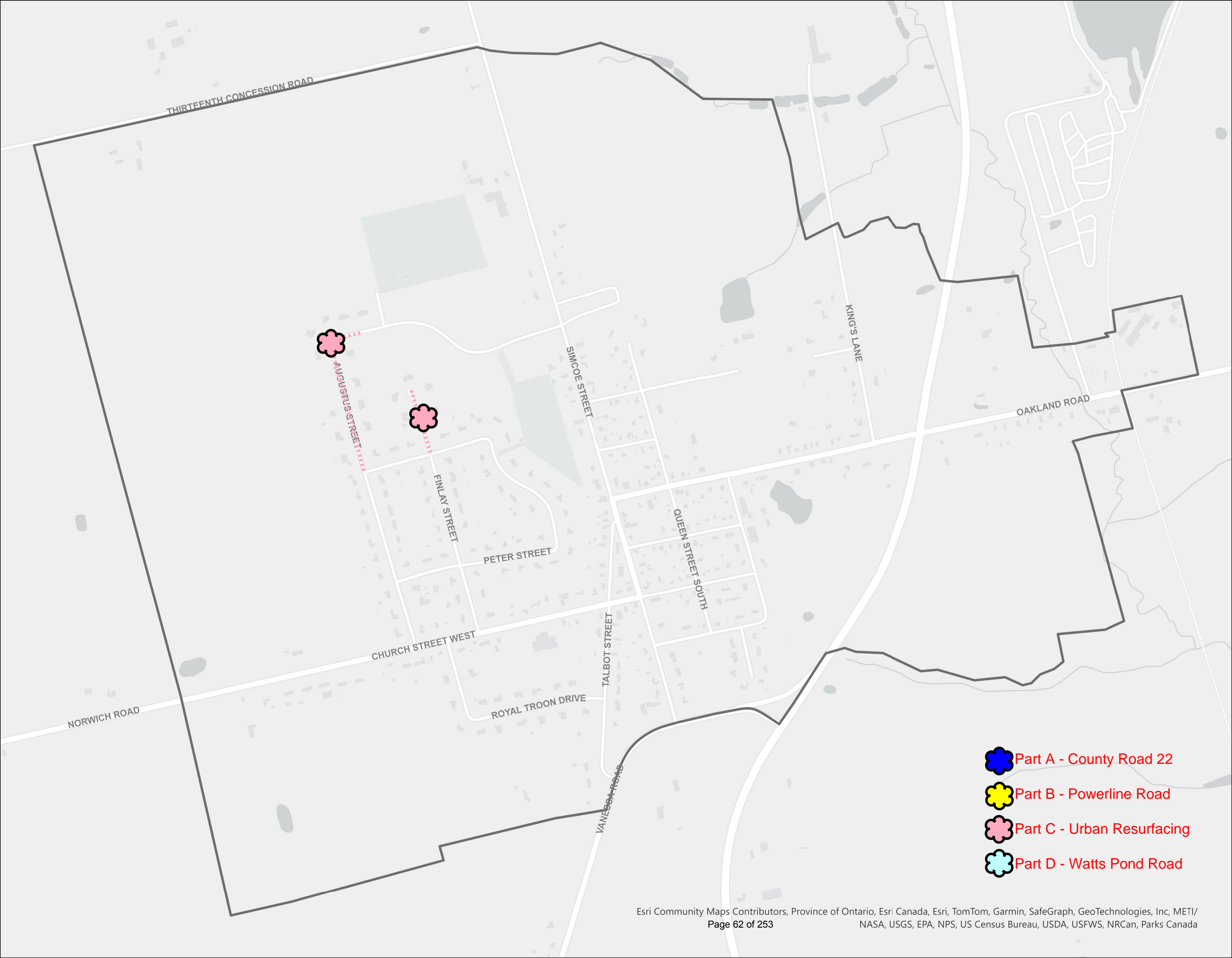


Legend

- County Boundary
- Settlement Boundary



- Part A - County Road 22
- Part B - Powerline Road
- Part C - Urban Resurfacing
- Part D - Watts Pond Road



Fire Prevention Activity Report

May 2025

Property Inspections

Property Type	Monthly Total	Previous Total	Year-to-Date Total	2024 Total
Residential	13	11	53	209
Commercial	4	2	13	95
Industrial	13	8	39	124
Assembly	8	9	35	203
Institutional	0	0	0	47
Agricultural/Other	0	2	10	26
Total:	38	32	150	704

Type of Inspection	Total
Burn Bylaw Inspections	8
Fire Administration Smoke/Carbon Monoxide Alarm Inspections	1

Public Education Activities

Type of Activity	Total
Learn Not to Burn	1
Station Tour / Other	7
Children's Safety Village	2

Fire Prevention Activity Report May 2025

Fire Investigation/Incidents

Type of Investigation/Incident	Total
Structure Fires	2
Other Incidents	1



Administration and Operations Committee Report

To: The Chair and Members of the Administration and Operations Committee
From: Halie Gilmore, Project Manager Corporate Strategy and Greg Bergeron, Director of Enforcement and Regulatory Services
Date: June 17, 2025
Report #: RPT-0245-25
Subject: Data Analysis – Automated Speed Enforcement Program
Purpose: For Information

Recommendation

That RPT-0245-25 - Data Analysis - Automated Speed Enforcement Program be received as information.

Executive Summary

The County of Brant's Automated Speed Enforcement (ASE) Program has been in operation for over four months. During this time, the County has collected valuable data to understand the efficacy of the program and how it operates. This report presents data in three sections: (1) impact analysis, (2) financial analysis, and (3) operations analysis. Collecting, evaluating, and reporting on this data is crucial to foster accountability, community trust, and support effective program expansion.

Strategic Plan Priority

Strategic Priority 3 - Healthy, Safe, and Engaged Citizens

Strategic Priority 4 – Stable and Responsive Governance

Impacts and Mitigation

Social Impacts

Reporting on ASE data fosters transparency, accountability, and improves community trust and perception of the program. Analysis of available data shows the efficacy of the ASE program at reducing vehicle speeds, making it a valuable addition to existing enforcement efforts. By lowering vehicle speeds, this program improves traffic safety by increasing driver reaction time and reducing the likelihood of collisions, especially with pedestrians.

Environmental Impacts

There are no environmental impacts associated with this report.

Economic Impacts

Transactional data shows that the ASE program appears to be operating on a revenue positive basis – within the first four months, revenue collected from penalty orders was greater than program expenses. Net revenue can be used to stabilize the program, support expansion, and the costs of other road safety initiatives.

Report

Background

Through the [Brant Safe Street Strategy](#), the County of Brant (the County) is taking action to reduce speeding and enhance road safety for all users. As part of this work, the County has developed an independent Automated Speed Enforcement (ASE) program and started by implementing one system in a community safety zone. ASE devices are intended to be used alongside other traffic control measures that focus on education, enforcement, and engineering.

The first ASE system was added on Silver Street in Paris outside North Ward Public School. A rough timeline for the implementation is included below:

- October 2024 to January 2025 – ‘Coming soon’ signage was posted to notify drivers and residents that ASE was coming to this location along with the installation of the camera. Testing of the system began and no penalty orders were issued during this time.
- February 2025 – ASE system became operational, and penalty orders started to be issued.
- February to May 2025 – Staff monitored the program and made adjustments as needed over the four-month period.

Over time, the County has collected valuable data to understand the impact of the program, its financial viability, and how it operates. The information is organized in the following sections.

- (1) **Impact Analysis** – Data on speeding incidents pre- and post-implementation shows how the presence of the ASE device and associated signage impact driver behaviour and reduce vehicle speeds.
- (2) **Financial Analysis** – The program is designed to be a self-funded program that does not rely on tax levy funding. Transactional data on fines issued and collected, and costs incurred, showcase the financial viability of the program.
- (3) **Operations Analysis** – Data on the number of penalty orders and appeals processed shows how the program is operating on a day-to-day basis.

Analysis

Impact Analysis

Comparing speeding incidents before and during ASE implementation illustrates how the presence of the system alters driver behaviour and reduces speeding incidents. The table below shows the number of speeding incidents recorded from 8AM-5PM on weekdays across three different time frames (pre-ASE with speed board present, with coming soon signage and speed board, and when the system was operational).

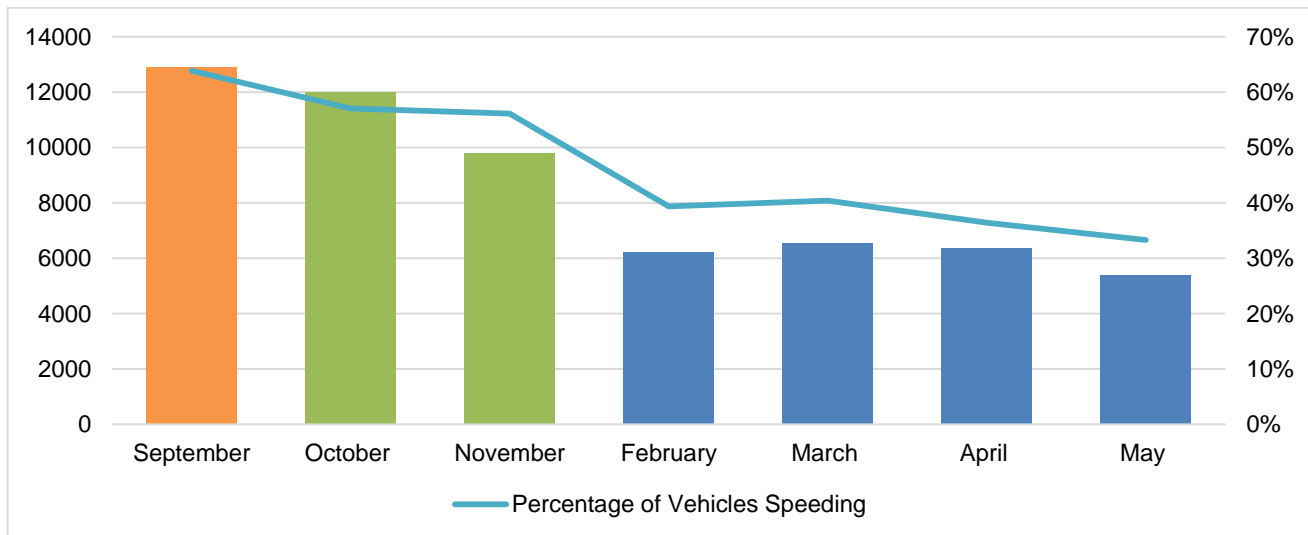
Figure 1 – Speeding Incident Data Before and During ASE Implementation

Month	September	October	November	February	March	April	May ¹
Status	Speed Board	Speed Board and Coming Soon Signage		ASE Device Operational			
Number of Vehicles Recorded Passing	20,196	21,014	17,439	15,767	16,179	17,429	16,153
Number of Speeding Incidents	12,908	11,986	9,791	6,208	6,542	6,351	5,377
Average Speed (km/h)	43.5	42.7	42.3	38.8	39.3	38.2	37.8
Max Speed (km/h)	100	100	87	75	74	70	70
Percentage of Vehicles Speeding	64%	57%	56%	39%	40%	36%	33%

This data demonstrates that the presence of signage and ASE systems has a clear impact on the number of speeding incidents recorded in the area. In September with the speed board present, roughly 64% of vehicles were driving over the speed limit, in contrast, after four months of operating an ASE system, the percentage of vehicles speeding dropped to 33% in May. In this same time frame, the average speed decreased from 43.5 km/h to 37.8 km/h.

The graph below shows that since implementing the ASE device in this location, the percentage of people speeding and the number of speeding incidents has gradually declined. Moving forward, staff will continue to analyze how the presence of ASE devices impacts instances of speeding.

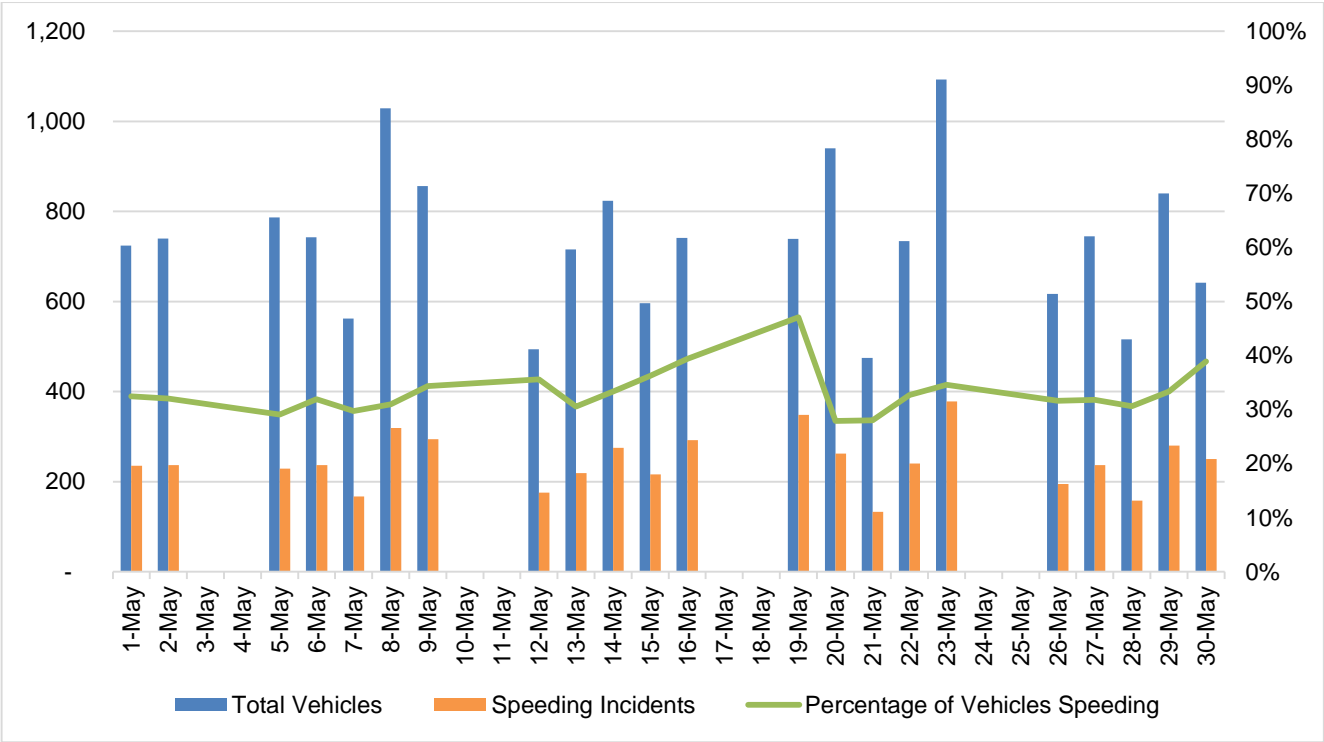
Figure 2 - Number of Speeding Incidents and Percentage of Vehicles Speeding



¹ The ASE camera was not present/operating from May 18 to 31. This data is collected by the separate data tracker (not the camera itself).

Due to theft, the ASE camera was not present at the Silver Street location from May 18-31. Although no penalty orders were issued during this time (as the camera was not operating), the data tracker continued to collect speeding incident data throughout this period. A daily breakdown of total vehicles and speeding incidents for the month of May shows that the daily percentage of vehicles speeding remained relatively constant throughout the month when the camera was present (May 1-17) and absent (May 18-31). Although this data is only representative of a short time frame, this preliminary analysis implies that the removal of the camera itself did not result in any significant shifts in driver’s behaviour.

Figure 3 – Daily Number of Vehicles and Speeding Incidents, May 2025



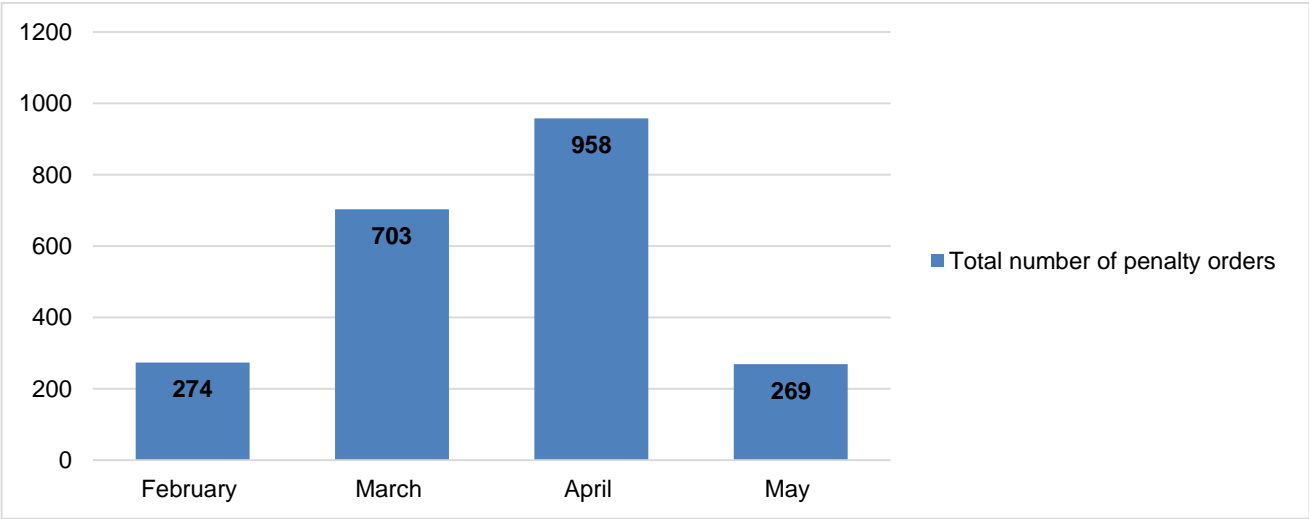
In addition to speeding incident data, the table and graph below show the number of penalty orders issued from February to May and the percentage issued to repeat offenders. During this time, the County issued 2,204 penalty orders, which equates to roughly 18 penalty orders per day.

Total Penalty Orders (February to May)	2,204
Average per Day	18.4
Total Penalty Orders to Repeat Offenders	225

Of these penalty orders, 225 or 10% were issued to repeat offenders (registered owners that have received two or more penalty orders through the County’s ASE program). Data indicates that most repeat offenders have received two penalty orders since the program’s launch, with the highest number issued to a registered owner being six. Staff anticipate that this percentage will decline over time as drivers become more aware of the ASE devices, adjust their driving behavior, and reduce speeds.

With the camera offline from May 18-31 and no penalty orders being issued during this time, penalty order data from the month of May is not reflective of normal program operation. Staff will continue to monitor this data to evaluate how the program improves compliance with the posted speed limit.

Figure 4 – Number of Penalty Orders Issued per Month

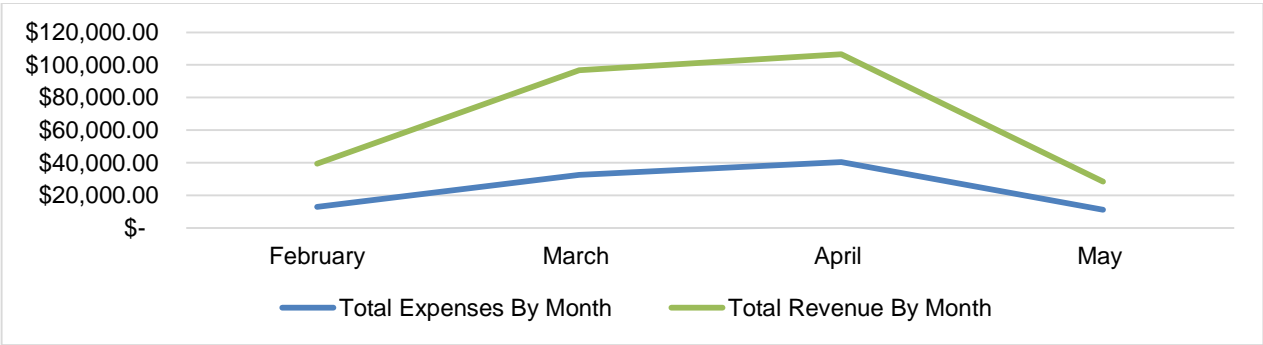


Financial Analysis

The ASE Program is intended to be a cost neutral program, where the amount collected through fines, covers the cost of program operation and helps the County reduce reliance on tax-levy funding to support road safety initiatives. An overview of the fines collected, and the estimated expenses incurred throughout the first four months are provided below. It should be noted that during this time, the Silver Street camera was not operating at full capacity and staff expect higher revenues at this location once it is fully operationalized. Staff are expecting an increase in the number of penalties as final adjustments are made over the coming months, and a new hard-wired camera is introduced. Staff will monitor how these changes impact compliance with the speed limit.

Data shows that program revenues are estimated to be greater than expenses. From February to May, the operating surplus (net revenue) totals approximately \$170,000. This funding can be used to stabilize the program, fund program expansion, and advance other eligible road safety initiatives. Staff have developed a policy to establish a discretionary reserve fund and transparently guide how net revenue will be stored and used in the future (see RPT-0244-25).

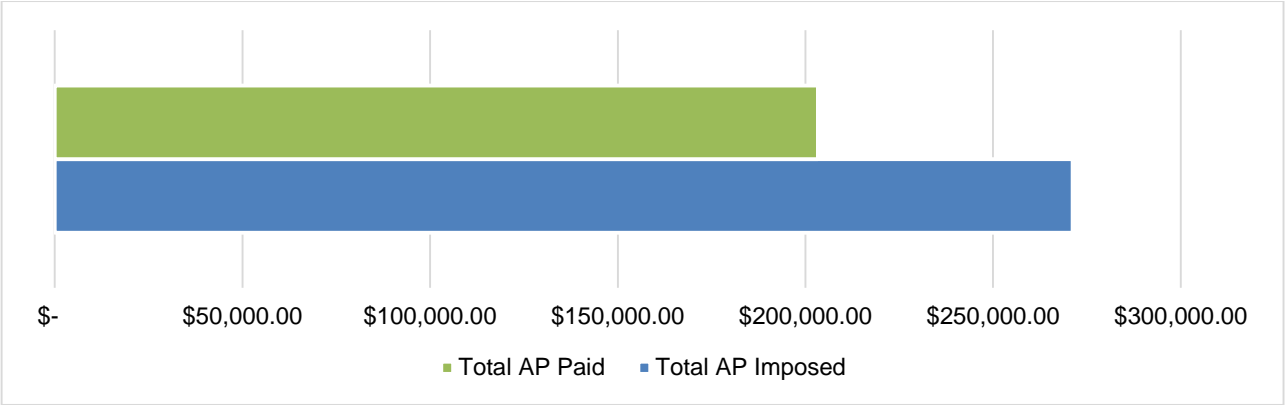
Figure 5 – Revenue and Expenses by Month



The graph below highlights the total amount of administrative penalties imposed, versus paid over the first four months. Data shows that the County issued \$271,000 worth of administrative penalties from February to May. Over this time, the County has collected 75% of penalties issued.

As of April 1, 2025, the County began issuing Past Due Notices to registered owners. Penalty orders that remain unpaid will be sent to the Defaulted Fines Control Centre (DFCC). Renewal of a vehicle permit will not be processed until the penalty order and associated fees have been paid.

Figure 6 – Total AP Imposed versus Total AP Paid

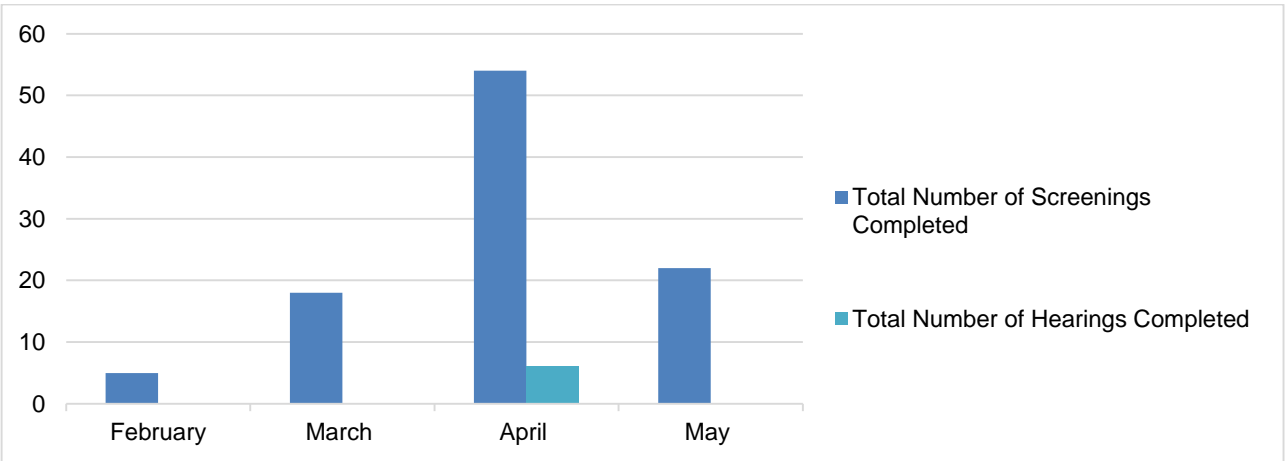


Operations Analysis

In addition to the impact and financial data, other information can be used to understand how the program is operating. Of the 2,204 penalty orders issued, 99 appeals were initiated through the local Administrative Penalty System. This means that approximately 5% of the issued penalty orders were appealed.

The first stage of the appeal process is to request that a screening officer review the penalty order. After the screening, a penalty order can be adjusted or overturned, or a subsequent review by a hearing officer can be requested. The graph below shows the total number of screenings and hearings completed over the first four months. From February to May, 99 screenings and six follow-up hearings were held.

Figure 7 – Total Number of Screenings and Hearings Completed



Screenings are conducted in different ways, including email, phone, and other virtual means (such as videoconferencing). Staff note that the bulk of screenings were completed over email between the screening officer and registered owners. As it stands, the Screening Officer works full-time and does have the capacity to process a higher number of screenings. The Provincial Offences Officer is working in a part-time capacity. When the second and third cameras are installed, this position will likely transition to full time to cope with heightened volume of penalty orders and associated appeals. Staff will continue to monitor appeal data and ensure there is adequate staff capacity to support the program.

Future Reporting to Council

To align with required reporting to the Ministry of Transportation, staff will provide a semi-annual data report on the ASE program in the summer and winter each year. The next data report will be brought forward in winter 2026.

Next Steps with Program Expansion

Operations staff are currently working with the hardware service provider (Traffic Logix) to bring the second and third cameras online in fall 2025. For the second location, 'coming soon' signage was added on Beverly Street in St. George on May 23 in the community safety zone associated with St. George German Elementary School (one sign is located west of Scott Street and one east of College Street). Following the mandatory 90-day signage period, the earliest the camera can begin operating is early September. Consistent with the approach in the first zone, the County will inform residents when the camera will be activated. Staff will also be adding 'coming soon' signage in the community safety zone in front of Mount Pleasant School in preparation for the third camera to be installed later in 2025.

Summary and Recommendations

In summary, it is recommended that the County of Brant Council accept RPT-0245-25 as information. While this report analyzes program data over a short period of time, initial analysis shows promising takeaways:

- From September 2024 to May 2025, the percentage of vehicles speeding at the location on Silver Street declined from 64% to 33%.
- Further, the financial analysis highlights that the ASE program is operating as a self-funded, revenue positive program as anticipated in the original business case.
- Operational data related to screenings and hearings demonstrate that the County has adequate staff capacity to process appeals through different mechanisms (email, phone, and virtual means).

Staff will continue to monitor data surrounding the ASE program to support effective delivery and expansion.

Attachments

N/A

Reviewed By

Adam Crozier, Director of Corporate Strategy
Greg Demers, Director of Roads

Copied To

Cindy Stevenson, General Manager Emergency and Protective Services
David Mellor, General Manager Operations

By-law and/or Agreement

By-law Required	No
Agreement(s) or other documents to be signed by Mayor and /or Clerk	No



Administration and Operations Committee Report

To: The Chair and Members of the Administration and Operations Committee
From: Amanda Paine, Supervisor of Enforcement and Regulatory Services
Date: June 17, 2025
Report #: RPT-166-25
Subject: Noise By-law Update
Purpose: For Information

Recommendation

That the Committee receive this report as information and that a review of the County of Brant Noise By-law No. 108-22 will be completed in 2026.

Executive Summary

Noise control is an essential aspect of maintaining community well-being and livability in urban and non-urban environments. Schedule B of the County of Brant Noise By-law prohibits amplified noise (from a source other than a commercial establishment or a public or municipal hall) when the device is played in such manner or with such volume as to annoy or disturb any person at a Point of Reception. The prohibition applies at all times.

Amplified noise emanating from inside a commercial establishment or public/municipal hall is regulated under schedule C and only permitted during certain times.

Relief from the provisions of the By-law may be sought through a noise exemption process.

This approach allows for consistency across the municipality and the ability for both our police service and our By-law enforcement team to enforce these complaints.

This report outlines the primary difficulties municipalities face when using decibel levels as the basis for noise regulation.

Strategic Plan Priority

Strategic Priority 2 - Effective Communication

Impacts and Mitigation

Social Impacts

A decibel-based enforcement system holds some advantages and disadvantages for the municipality and its residents. Some residents and businesses may welcome a quantifiable limit for their music for instance, while others may still feel the limit is excessive and disruptive.

Environmental Impacts

Noise levels can contribute to environmental impacts in several ways including wildlife disruption, energy use, noise pollution and high levels can create vibration impacts on aquatic ecosystems.

Economic Impacts

If a decibel-based enforcement system was adopted, the use of a consultant would be required to develop such a program. Subject to further analysis, additional resources may be required to administer and enforce the program as the OPP would not have access to the equipment or have the required training and, possibly resources to conduct decibel readings for after-hours complaints. Purchasing equipment and potentially increases in staffing levels would increase the operating costs.

Report

Background

At the February 25, 2025 Council meeting, a delegation attended to address his concerns about the Noise By-law and suggested that decibel levels should be considered for the County By-law. Members of Council posed questions surrounding decibel levels and requested staff to provide further information.

Analysis

Some municipalities consider decibel-based noise bylaws as a method of regulating or prohibiting disruptive sounds. However, while such bylaws offer a seemingly objective approach, they also present implementation and enforcement challenges. Using expensive and specialized equipment can still lead to subjective results due to background noise levels, environmental factors and location of the sound.

Municipal noise by-laws are often written in three different ways: with noise decibel levels, without noise decibel level or a mix of both. With decibel levels, a noise complaint can be assessed with an objective measurement.

Without decibel levels, noise violations may be considered to be subjective based on the evidence of a complainant(s) and/or Municipal Law Enforcement Officers who decide whether the noise is unreasonable or not. This approach is often easier to enforce in practice.

There are pros and cons to both approaches. Noise that stays within a set decibel level limit can still disturb some people based on the environment, weather conditions or location of the noise. Below are some of the challenges that impact decibel reads.

1. Enforcement Complexity

One of the most significant challenges is the complexity of enforcement. Accurately measuring sound requires specialized equipment, such as calibrated sound level meters. The use of a sound meter app on a cellular phone would not be an acceptable tool in a legal proceeding. Preliminary estimates revealed that a sound level meter costs approximately \$3,370.00. The unit requires annual recalibration at an approximate cost of \$660.00. Municipal staff must receive proper training in the use of these devices and in interpreting the data collected to ensure they are complying with the By-law requirements.

As the County transitions from prosecuting noise by-law violations via provincial courts to the administrative penalty system, the quantifiable parameters obtained through the use of costly

decibel meters become less important. Under the administrative penalty system, the burden of proof is based on a balance of probability. The provincial court system requires a much higher burden of proof which is based beyond a reasonable doubt.

2. Environmental Variability

Environmental conditions heavily influence decibel readings. Background noise from traffic, construction, wind, or crowds can interfere with measurements. Additionally, sound levels vary depending on distance from the source, the presence of buildings, foliage, other barriers and atmospheric conditions. This variability makes it difficult to obtain consistent and fair readings and can complicate enforcement efforts.

3. Time-Specific Challenges

Noise levels often fluctuate over time. For instance, music volume, machinery sounds, or barking can spike and dip. Measuring during quieter periods may not capture disruptive peaks, while brief loud events may not raise the average decibel level enough to constitute a violation. Determining when and for how long to measure is critical, yet subjective, making enforcement even more difficult.

4. Public Perception & Practicality

Most residents are unfamiliar with decibel levels and what specific readings actually mean in practical terms. As a result, a By-law based on decibel thresholds may appear confusing or arbitrary. Additionally, certain noises, such as bass-heavy music or persistent dog barking, may be deeply disruptive without necessarily exceeding legal decibel limits. This disconnect can lead to frustration and a perception that the By-law is ineffective or unfair.

Summary and Recommendations

While decibel-based noise bylaws provide measurable standard for noise regulation, their practical implementation is fraught with challenges. Development of a By-law would require the use of a consultant, the purchase of equipment, maintenance costs, training and may be difficult for the public, courts or hearing officers to understand.

The County of Brant may benefit from modernizing the current By-law. Staff are in support of continuing to incorporate a nuisance-based approach that prioritizes community impact over strict numerical thresholds.

A review of our current Noise By-law is scheduled to be conducted before the end of 2026 where further analysis will be undertaken. Staff may utilize public consultation and conduct an environmental scan of similar municipalities to determine where improvements can be made.

Attachments

N/A

Reviewed By

Cindy Stevenson – General Manager Emergency and Protection Services Department
Greg Bergeron – Director of Enforcement and Regulatory Services

Copied To

Alison Newton – CAO

By-law and/or Agreement

By-law Required	No
-----------------	----

Agreement(s) or other documents to be signed by Mayor and /or Clerk	No
---	----



Administration and Operations Committee Report

To: The Chair and Members of the Administration and Operations Committee
From: Stefanie DiGiovanni, Project Engineer
Date: June 17, 2025
Report #: RPT-0177-25
Subject: OPS-RFP-25-04 Engineering Services for Detailed Design of Two (2) New Sanitary Pumping Stations and Forcemains, and Various Watermain and Sewer Replacements in Cainsville
Purpose: For Approval

Recommendation

WHEREAS the Cainsville Master Servicing Plan was completed in March 2024 and provided recommendations to upgrade to the Cainsville water and wastewater servicing networks, including the construction of two (2) new sanitary pump stations (SPS) and forcemains, as well as various watermains and sanitary sewer replacements (the Works);

AND whereas County of Brant Staff (Staff) shortlisted three (3) qualified consultants through an Expression of Interest process to bid on the detailed design, tendering and contract administration of these Works;

That Council approve that OPS-RFP-25-04 Engineering Services for Detailed Design of Two (2) New Sanitary Pumping Stations and Forcemains, and Various Watermain and Sewer Replacements in Cainsville be awarded to RJ Burnside & Associates for the submitted price of \$1,283,879.31 (excluding HST).

Strategic Plan Priority

Strategic Priority 2 - Focused Growth and Infrastructure

Impacts and Mitigation

Social Impacts

This project will support the anticipated community growth and additional employment developments within the planning horizon for the community of Cainsville. There will be impacts of construction for the residents and businesses on existing streets where the new forcemains and watermains will be constructed.

Environmental Impacts

No significant environmental impacts are anticipated as a result of the water and wastewater servicing recommendations. The proposed stormwater works will have a positive impact on the local environment and watercourses by removing sediment and reducing peak flows and erosion.

Economic Impacts

This project supports the growth and additional employment developments within Cainsville, including specific works (i.e. a new sanitary pump station and forcemain, and stormwater management plan) that will directly enable the development of the new Cainsville Premier Employment Hub.

Report

Background

Request for Proposal No. OPS-RFP-25-04 Engineering Services for Detailed Design of Two (2) New Sanitary Pumping Stations and Forcemains, and Various Watermain and Sewer Replacements in Cainsville was released on Tuesday April 8, 2025, to bidders that had been short-listed through an Expression of Interest process. All three (3) prequalified bidders submitted a proposal.

The Cainsville SPS and Linear Works project (the Works) includes the construction of two (2) new sanitary pump stations (SPS) and associated forcemains, the replacement of various aging and undersized watermains, and the development of a stormwater management strategy for the new employment lands in Cainsville. One (1) SPS will be constructed on the site of the existing Cainsville wastewater lagoons (Lagoon SPS), and the other will be located in the new development lands, with the exact location to be determined via consultation with the landowner(s). All infrastructure will be sized to the 2051 growth horizon as per the recommendations of the Cainsville Master Servicing Plan (March 2024). The Works to be completed are illustrated in Attachment 1. The County will be designing the entirety of the works during this contract. Upon completion of the design works construction of the forcemain, pumping station and watermain along Colborne Street East and Shaver Street will proceed. The remaining construction works will be phased over two (2) to three (3) construction contracts and is dependent on development progression in the area.

The project is funded from development charges, wastewater reserves, water reserves, and the general levy.

Analysis

Bids were evaluated using the criteria as contained in the Request for Proposal (RFP) document in accordance with the County of Brant Purchasing Policy By-law No. 87-22 Section 7.6. Based on this evaluation, Staff recommend award of this project to RJ Burnside & Associates for a fee of \$1,283,879.31 (excluding HST).

There are sufficient funds in the approved 2025 Capital Budget to award this bid, as summarized below:

Approved Budget – Engineering & Design	Approved Budget - Total	Award Amount
\$1,850,000	\$9,820,000	\$1,283,879.31

Summary and Recommendations

Three (3) proposals were received by the County of Brant Purchasing Department prior to the 2:00 pm closing time on Thursday, May 22, 2025.

Staff recommend that OPS-RFP-25-04 Engineering Services for Detailed Design of Two (2) New Sanitary Pumping Stations and Force mains, and Various Watermain and Sewer Replacements in Cainsville be awarded to RJ Burnside & Associates for a total submitted price of \$1,283,879.31 (excluding HST).

Attachments

1. Cainsville SPS & Linear Works Map

Reviewed By

M. Maxwell, Director of Engineering and Infrastructure Planning
M. D'Hondt, Solid Waste/Wastewater Operations Manager
D. Mellor, General Manager of Operations

Copied To





A. Bazzard, Director of Environmental Services

By-law and/or Agreement

By-law Required	No
Agreement(s) or other documents to be signed by Mayor and /or Clerk	No



Legend:

-  Location of existing water metering chamber & sanitary manhole
-  New lagoon sanitary pumping station (SPS) location
-  New forcemain
-  Watermain replacements

Lagoon SPS and Linear Works –
Watermain and Forcemain
Locations










Figure

1



Legend:

-  Location of existing water metering chamber & sanitary manhole
-  New South Rail Lands sanitary pumping station (SPS) location
-  New forcemain
-  New watermain
-  Watermain replacements
-  Railway crossing
-  Proposed new SWM pond location

South Rail Lands SPS and Linear Works – Watermain and Forcemain Locations



Figure
2

Administration and Operations Committee Report

To: The Chair and Members of the Administration and Operations Committee
From: Rick Knap, Roads Technologist
Date: June 17, 2025
Report #: RPT- 0113 - 25
Subject: Various Parking and Traffic Modifications - Roads
Purpose: For Approval

Recommendation

Whereas the Roads Division have received various requests for parking and traffic modifications for several different locations throughout the County of Brant. Requests were submitted through the Brant Safe Streets (BSS) program and by various County Departments.

And Whereas the following parking and stopping restrictions are recommended to the following sections of road:

That Parking By-Law Number 004-19 be amended by the following proposed stopping restrictions:

Thompson Street, in St. George

- To implement into Schedule 2, Stopping Prohibited Anytime, on the north side from West Street to Main Street South;

Cobblestone and Sacred Heart Elementary Schools

Cobblestone Drive, in Paris

- To implement into Schedule 2, Stopping Prohibited Anytime, on the north side from approximately 15 metres east of Irongate Drive to approximately 15 metres west of Irongate Drive;
- To remove from Schedule 3, Parking Prohibited Anytime, on the north side from nine (9) metres east of Irongate Drive to nine (9) metres west of Irongate Drive;

Irongate Drive, in Paris

- To implement into Schedule 2, Stopping Prohibited Anytime, on the east side from approximately 15 metres north of Cobblestone Drive to Cobblestone Drive;
- To remove from Schedule 3, Parking Prohibited Anytime, on the east side from nine (9) metres north of Cobblestone Drive to Cobblestone Drive;

- To implement into Schedule 2, Stopping Prohibited Anytime, on the west side from approximately 15 metres north of Cobblestone Drive to Cobblestone Drive;
- To remove from Schedule 3, Parking Prohibited Anytime, on the west side from nine (9) metres north of Cobblestone Drive to Cobblestone Drive;

Grandville Circle, in Paris

- To implement into Schedule 2, Stopping Prohibited Anytime, on the north side from Cobblestone Drive to McQueen Drive;
- To implement into Schedule 6, Parking Prohibited during certain times of the day, a one (1) hr time limit, from 8:00 am to 5:00 pm, Monday to Friday, September to June, on the south side of Grandville Circle between the two (2) Sacred Heart Elementary School entrances;
- To implement into Schedule 6, Parking Prohibited during certain times of the day, a one (1) hr time limit, from 8:00 am to 5:00 pm, Monday to Friday, September to June, on the west side of Grandville Circle between the two (2) Sacred Heart Elementary School entrances;

Northward Elementary Schools

Silver Street, in Paris

- To implement into Schedule 2, Stopping Prohibited Anytime, by extending the no stopping restriction on the north side from civic address 123 Silver Street to approximately 15 metres west of Oak Avenue;

Kathleen Street, in Paris

- To implement into Schedule 2, Stopping Prohibited Anytime, by extending the no stopping restriction on the south side from Market Street to civic address 34 Kathleen Street;

Market Street, in Paris

- To implement into Schedule 2, Stopping Prohibited Anytime, on the east side from Silver Street to approximately 25 metres north of Silver Street;
- To remove from Schedule 3, Parking Prohibited Anytime, on the east side from Silver Street to nine (9) metres north of Silver Street;

Franklin Street, in Paris

- To implement into Schedule 2, Stopping Prohibited Anytime, on the west side from Silver Street to approximately 15 metres south of Silver Street;
- To remove from Schedule 3, Parking Prohibited Anytime, on the west side from Silver Street to nine (9) metres south of Silver Street;

Oakland Scotland Elementary School

Church Street West, in Scotland

- To implement into Schedule 2, Stopping Prohibited Anytime, on the north side from Augustus Street to Talbot Street;
- To implement into Schedule 2, Stopping Prohibited Anytime, on the south side from Augustus Street to approximately 54 metres east of Finlay Street;
- To implement into Schedule 2, Stopping Prohibited Anytime, on the south side from approximately 154 metres west of Talbot Street to Simcoe Street;

That Traffic By-Law Number 182-05 be amended by installing the following proposed yield signs, weight restriction regulations and a speed limit reduction:

Portland Street at Mulholland Drive

- To implement into Schedule C, Yield Signs, Portland Street – for eastbound direction at it intersects with Mulholland Drive;
- To implement into Schedule C, Yield Signs, Portland Street – for westbound direction at it intersects with Mulholland Drive;

East River Road

- To implement into Schedule Q, Weight Restriction of a Maximum of three (3) Tonnes between German School Road to Green Lane / Willow Street;

Potruff Road

- To implement into Schedule J, Speed Limit. To extend the existing 60 km/hr speed limit from 400 metres north of Robinson Road to Bethel Road;

That the appropriate bylaws be amended to recognize new stop signs, new speed limits and pending no parking signs as a result of Development;

Development has requested that the appropriate bylaws be amended to recognize new stop signs and no parking signs as a result of the Development of the various new subdivisions. With the recent subdivision registrations of Arlington Meadows Stage 7A, Scenic Ridge Phase 3A and the Industrial Subdivision, the following information is to be amended. Note all regulatory signage is currently installed in these developments.

Arlington Meadows Stage 7A

That Traffic By-Law Number 182-05 be amended by installing the following proposed Stop sign regulations:

- To implement into Schedule B, Stop Signs, McKie Road – for southbound direction as it intersects with Mattingley Street;

- To implement into Schedule B, Stop Signs, Mattingley Street – for westbound direction as it intersects with Newstead Road;
- To implement into Schedule B, Stop Signs, Elson Street – for eastbound direction as it intersects with Newstead Road;
- To implement into Schedule B, Stop Signs, Elson Street – for westbound direction as it intersects with Savannah Ridge Drive;

Parking By-Law 004-19 - Schedule 3, Parking Prohibited Anytime;

- South side of Mattingley Street from the intersection of Newstead Road, to approximately 159 metres east of Newstead Road;
- East side of Newstead Road from the intersection of Mattingley Street, to approximately 77 metres north of Newstead Road.
- East side of Newstead Road from the intersection of Mattingley Street to Arding Circle;
- South side of Elson Street from approximately 68 metres east of Savannah Ridge Drive to the intersection of Newstead Road.

Scenic Ridge Phase 3A

That Traffic By-Law Number 182-05 be amended by installing the following proposed Stop sign regulations:

- To implement into Schedule B, Stop Signs, Newstead Road – for southbound direction as it intersects with Arding Circle;
- To implement into Schedule B, Stop Signs, Normal-Markle Street – for westbound direction as it intersects with Arding Circle;
- To implement into Schedule B, Stop Signs, Arding Circle – for westbound direction as it intersects with Cassady Street;
- To implement into Schedule B, Stop Signs, Cassady Street – for southbound direction as it intersects with Scenic Ridge Gate;
- To implement into Schedule B, Stop Signs, Cassady Street – for westbound direction as it intersects with O'Neil Place;
- To implement into Schedule B, Stop Signs, O'Neil Place – for northbound direction as it intersects with Arding Circle;
- To implement into Schedule B, Stop Signs, O'Neil Place – for southbound direction as it intersects with Scenic Ridge Gate;
- To implement into Schedule B, Stop Signs, Noman-Markle Street – for eastbound direction as it intersects with O'Neil Place;
- To implement into Schedule B, Stop Signs, Arding Circle – for eastbound direction as it intersects with O'Neil Place;

Parking By-Law 004-19 - Schedule 3, Parking Prohibited Anytime;

No Parking:

- East side of Cassady Street from the intersection of Scenic Ridge Gate to the intersection of O'Neill Place;
- East side of Newstead Road from the intersection of Mattingley Street to Arding Circle;
- East side of O'Neill Place from the intersection of Scenic Ridge Gate to the intersection of Cassady Street;
- East side of O'Neill Place from the intersection of Cassady Street to the intersection of Arding Circle;
- North side of Norman-Markle Street from the intersection of Arding Circle to the intersection of O'Neill Place;
- North side of Arding Circle from the intersection of O'Neill Place to the intersection of Newstead Road;
- North side of Arding Circle from the intersection of Newstead Road to approximately 212 meters west of Newstead Road;
- North side of Arding Circle from the intersection of O'Neill Place to approximately 112 meters west of O'Neil Place;

Industrial Plan of Subdivision located at 61 Bethel Road.

That Traffic By-Law Number 182-05 be amended by installing the following proposed Stop sign regulations:

- To implement into Schedule B, Stop Signs, Shawcross Street – for eastbound direction as it intersects with Pottruff Road;
- To implement into Schedule B, Stop Signs, Shawcross Street – for westbound direction as it intersects with Astle Avenue;
- To implement into Schedule B, Stop Signs, Astle Avenue – for southbound direction as it intersects with Bethel Road.

And that these recommendations follow the guidelines of the May 23, 2019, approved Council report "CD-19-63 - Brant Safe Streets Speed Control and Road Safety Strategy".

And that the necessary By-Laws be raised for consideration at the June Council meeting.

Executive Summary

Various concerns have been raised requesting parking and traffic modifications for several different locations throughout the County of Brant (the County). Requests were submitted through the Brant Safe Streets program and by various County Departments. Staff support the above noted recommendations.

Strategic Plan Priority

Strategic Priority 3 - Healthy, Safe, and Engaged Communities

Impacts and Mitigation

Social Impacts

The majority of residents in these areas will appreciate the various parking and traffic modifications to reduce traffic concerns on identified local streets with the net impact these areas are safer for all residents, for driving and walking.

Environmental Impacts

Will result in a slight emissions increase to the various traffic implementations, especially where parking restrictions were extended near the schools and motorists must park further from the schools.

Economic Impacts

Sufficient funds are available in the 2025 sign operating budget and the 2025 Brant Safe Streets to install the various regulatory signage recommendations and various parking restrictions at an estimated cost noted throughout each individual recommendation.

Report

Background

The Roads Division receives various requests for parking and traffic modifications for several different locations throughout the County. These requests were made through the Brant Safe Streets program and by various County of Brant representatives, such as, but not limited to, other staff members within the Operations Department, By-Law Department and Development Services.

Analysis

Thompson Street

Further to a concern as submitted by a resident, By-Law Department conducted field visits regarding motorists parking on both sides of Thompson Street, in particular during times when the St. George Lawn Bowling Club is active, causing concerns with the travelling public. By-law staff have confirmed that motorists do park on both sides of the streets, as well as in front of driveway entrances, thus causing difficulties for all motorists, including emergency vehicle maneuverability and access if required. Staff have no objection to modifying Parking By-Law Number 004-19 as noted in the above recommendations. Sufficient funds are available in the 2025 sign operating budget at an estimated cost of \$800.

Cobblestone and Sacred Heart Elementary Schools

Cobblestone Drive at Irongate Drive

In a response from a Councillor inquiry regarding parking restrictions near the Cobblestone Drive at Irongate Drive intersection, By-law staff conducted field visits during school dismissal and arrival times and confirmed that motorists were indeed idling their cars within the intersections where no parking signs are installed while waiting for children to leave the Cobblestone and Sacred Heart elementary schools.

Grandville Circle

By-Law staff also observed a number of parking concerns not only with parents/guardians picking up/dropping off children on Grandville Circle during the dismissal and arrival times, but also motorists were utilizing the permitted parking areas on Grandville Circle in front of the schools and are parked for the entire day causing increased disruption to motorists and pedestrians in the area during dismissal and arrival times. By-Law staff have noted that the Sacred Heart Elementary School parking lot appears to be over capacity for faculty parking spaces.

Staff have no objection to modifying Parking By-Law Number 004-19 as noted in the above recommendations to Cobblestone Drive, Irongate Drive and Grandville Circle in order to improve pedestrian safety for all types of movement. Sufficient funds are available in the 2025 sign operating budget at an estimated cost of \$3,000 for these streets located near the Cobblestone and Sacred Heart Elementary Schools.

Northward Elementary School

Silver Street, Kathleen Street

Inquiries were received from residents, and By-law staff conducted field visits during dismissal and arrival school times regarding concerns with motorists parking near Northward Elementary School on Silver Street, and other streets in close proximity to this school. Currently no stopping restrictions exist on a portion of Silver Street and on a portion of Kathleen Street. By-law staff believe extending these restrictions will improve pedestrian safety and all types of vehicular movement in these areas during dismissal and arrival times. Staff have no objection to modifying Parking By-Law Number 004-19 as noted in the above recommendations to Silver Street and Kathleen Street.

Market Street, Franklin Street

Further to Silver Street and Kathleen Street, By-Law staff also noticed motorists parking too close to the intersections of Market Street at Silver Street, as well as Franklin Street at Silver Street causing visibility concerns with pedestrian and vehicle maneuverability. Staff have no objection to modifying Parking By-Law number 004-19 as noted in the above recommendations to the intersections of Market Street and Silver Street, as well as Franklin Street and Silver Street.

Sufficient funds are available in the 2025 sign operating budget at an estimated cost of \$2,000 for these streets located near the Northward Elementary School.

Oakland/Scotland Elementary School

Church Street West

By-Law staff conducted field visits regarding concerns with motorists parking on Church Street West near the Oakland/Scotland Elementary School. Currently, no stopping restrictions exist on Church Street West; however, By-Law staff believe extending these restrictions will improve pedestrian safety and all types of vehicular movements in these areas. Staff have no objection to modifying Parking By-Law Number 004-19 as noted in the above recommendations. Sufficient funds are available in the 2025 sign operating budget at an estimated cost of \$800.

Portland Street at Mulholland Street

Staff have recently assessed this intersection following the guidelines as established within the Ontario Traffic Manual (OTM). This intersection is a T intersection. There is currently an eastbound "Yield" sign, and a westbound "Yield" sign installed for Portland Street, while the northbound direction on Mulholland Drive is an uncontrolled direction. Based on the physical features and geometrics of this intersection, staff have no objections to leaving this intersection as it is currently installed in the field. No additional funds are required as these yield signs only require a By-Law modification.

East River Road

Concerns were raised that heavy trucks are traveling on East River Road between German School Road and Green Lane/Willow Street even though heavy trucks are restricted within this section of road. Although enforcement has been provided, the OPP and the Ministry of Transportation staff are unable to constantly monitor this area. As heavy trucks can still use this section if their destination is unable to be achieved by another route, staff recommends a weight restriction of three (3) tonnes on this section of road to regulate the types of trucks that are permitted to be on this section of road. This will maintain the conditions of the road in question. Staff have no objections to adding this restriction. Sufficient funds are available in the 2025 sign operating budget at an estimated cost of \$800.

Potruff Road

Staff have reviewed the proposed road reconstruction drawings of Potruff Road between Bethel Road and Robinson Road and offer the following comments. Potruff Road has an existing 70 km/hr speed limit and based on the proposed reconstruction drawings, a portion of this road approximately between civic address 71 and civic address 134 will have deficient sight lines around the horizontal and vertical curvatures. A reduction of the speed limit to 60 km/hr will eliminate this deficiency. Since a portion of Potruff Road already has an existing speed limit of 60 km/hr, reducing the remaining portion as noted in the above

recommendation to 60 km/hr will eliminate the anticipated deficiency and also provide a better flow (transition), as it will eliminate multiple speed limit changes on Bethel Road and the entire section of Pottruff Road between Robinson Road and Bethel Road. Sufficient funds are available in the 2025 sign operating budget at an estimated cost of \$800.

Parking & Traffic Regulations Within Development Areas

The attached subdivision plans as noted below are registered subdivision plans and were previously approved. The traffic and parking regulations have all been implemented through the various development stages by the respected developers' consultants/contractors representing each section as noted at the developers' expense. Staff recommend that the various traffic and parking regulations as noted in the above recommendations be approved accordingly. Please be advised regarding the industrial subdivision located at 61 Bethel Road, there has been no provision made for on-street parking.

- Arlington Meadows Stage 7A
- Scenic Ridge Phase 3A
- Industrial Park located at 61 Bethel Road

Summary and Recommendations

Staff recommends amending Parking By-Law 004-19 and Traffic By-Law 182-05 as noted in the above recommendations. All signs shall be erected in accordance with Regulation 615 of the Highway Traffic Act, as well as the Ontario Traffic Manual. The above noted work will be completed once the necessary By-laws have been approved by County Council concurrently with this report, and County sign regulations have been amended.

The recommendations in this report follow the guidelines of the May 23, 2019, approved Council report "CD-19-63 - Brant Safe Streets Speed Control and Road Safety Strategy".

It is recommended that the necessary By-Laws be considered at the June Council meeting, so that the process of changing the signs can start immediately afterward.

Attachments

1. Aerial View 1 – Thompson Street
2. Aerial Views 2 to 4 – Cobblestone and Sacred Heart Elementary School areas
3. Aerial Views 5 to 8 – Northward Elementary School areas
4. Aerial View 9 – Oakland/Scotland Elementary School areas
5. Aerial View 10 – Portland Street at Mulholland Drive
6. Aerial View 11 – East River Road between German School Road to Green Lane / Willow Street
7. Aerial View 12 – Pottruff Road between Bethel Road and Robinson Road
8. Development Drawing 1 – Arlington Meadows Stage 7A Subdivision
9. Development Drawings 2 to 3 – Scenic Ridge Phase 3A Subdivision
10. Development Drawing 4 – Industrial Park Development Subdivision

Reviewed By

1. D. Mellor, General Manager of Operations
2. G. Demers, Director of Roads

Copied To

1. DeMunck, Road Operations Manager
2. K. McAllister, Road Superintendent
3. S. McDonald, Road superintendent
4. B. McDonald, Road Superintendent
5. K. Seitz, Road Superintendent
6. J. Roswell, Road Superintendent
7. G. Bergeron, Director of Enforcement and Regulatory Services
8. Alex Donn, Development Technologist
9. Neil Miles, Development Technologist
10. Sgt. Kevin Coudneys, Brant County OPP

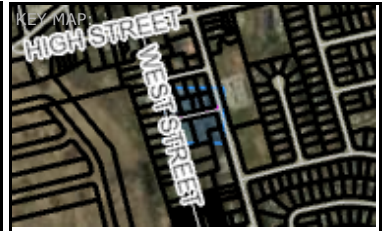
By-law and/or Agreement

By-Law Required	Yes
Agreement(s) or other documents to be signed by Mayor and /or Clerk	No



Thompson Street
Proposed no
stopping restriction
on the north side
from Main Street
South to West
Street

St. George Lawn
Bowling



GENERAL NOTES:

Includes material under copyright of the Queens Printer of Ontario. All rights reserved.
This drawing is for illustrative purposes only. The information contained is not a substitute for professional review or site survey and is subject to change without notice. The county of Brant takes no responsibility for, nor guarantees, the accuracy of the information contained.

LEGEND:

Proposed Road Changes



OnStreet Parking Restrictions

- Stopping Prohibited - Firehall (Schedule 1)
- Stopping Prohibited Anytime (Schedule 2)
- - - - - Parking Prohibited Anytime (Schedule 3)
- - - - - Parking Prohibited - Loading Zone (Schedule 9)
- - - - - Parking Prohibited - Fire Route (Schedule 13)
- - - - - Parking Restricted - Accessible Parking Permit Only (Schedule 12)
- Parking Prohibited - Certain Days or Times (Schedule 4)
- Parking Prohibited - Certain Days of the Month (Schedule 5)
- Parking Restricted - Time Limited (Schedule 6)
- Stopping Prohibited - School Bus Loading Zone (Schedule 7)
- - - - - Parking Permit Application (Schedule 15)
- Parking Allowed

TITLE:

Thompson Street
Proposed Parking
Restrictions



26 PARK AVENUE - P.O. Box 160
BURFORD, ONTARIO
TEL: 519-449-2451

SCALE: 1 : 741

0 5 10
m

DATE (YY/MM/DD):
2025-4-25

SHEET:
1 OF 1



GENERAL NOTES:

Includes material under copyright of the Queens Printer of Ontario. All rights reserved. This drawing is for illustrative purposes only. The information contained is not a substitute for professional review or site survey and is subject to change without notice. The county of Brant takes no responsibility for, nor guarantees, the accuracy of the information contained.

- LEGEND:**
- Proposed Road Changes**
- Proposed Road Changes
- OnStreet Parking Restrictions**
- Stopping Prohibited - Firehall (Schedule 1)
 - Stopping Prohibited Anytime (Schedule 2)
 - Parking Prohibited Anytime (Schedule 3)
 - Parking Prohibited - Loading Zone (Schedule 9)
 - Parking Prohibited - Fire Route (Schedule 13)
 - Parking Restricted - Accessible Parking Permit Only (Schedule 12)
 - Parking Prohibited - Certain Days or Times (Schedule 4)
 - Parking Prohibited - Certain Days of the Month (Schedule 5)
 - Parking Restricted - Time Limited (Schedule 6)
 - Stopping Prohibited - School Bus Loading Zone (Schedule 7)
 - Parking Permit Application (Schedule 15)
 - Parking Allowed

TITLE:

Irongate Drive at
Cobblestone Drive
Proposed No Stopping
Restrictions

COUNTY OF
Brant Simply Grand

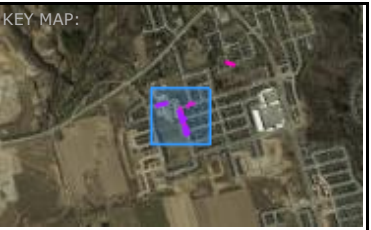
26 PARK AVENUE - P.O. Box 160
BURFORD, ONTARIO
TEL: 519-449-2451

SCALE: 1 : 1369

0 10 20 m

DATE (YY/MM/DD): 2025-5-8

SHEET: 1 OF 1



GENERAL NOTES:

Includes material under copyright of the Queens Printer of Ontario. All rights reserved.
This drawing is for illustrative purposes only. The information contained is not a substitute for professional review or site survey and is subject to change without notice. The county of Brant takes no responsibility for, nor guarantees, the accuracy of the information contained.

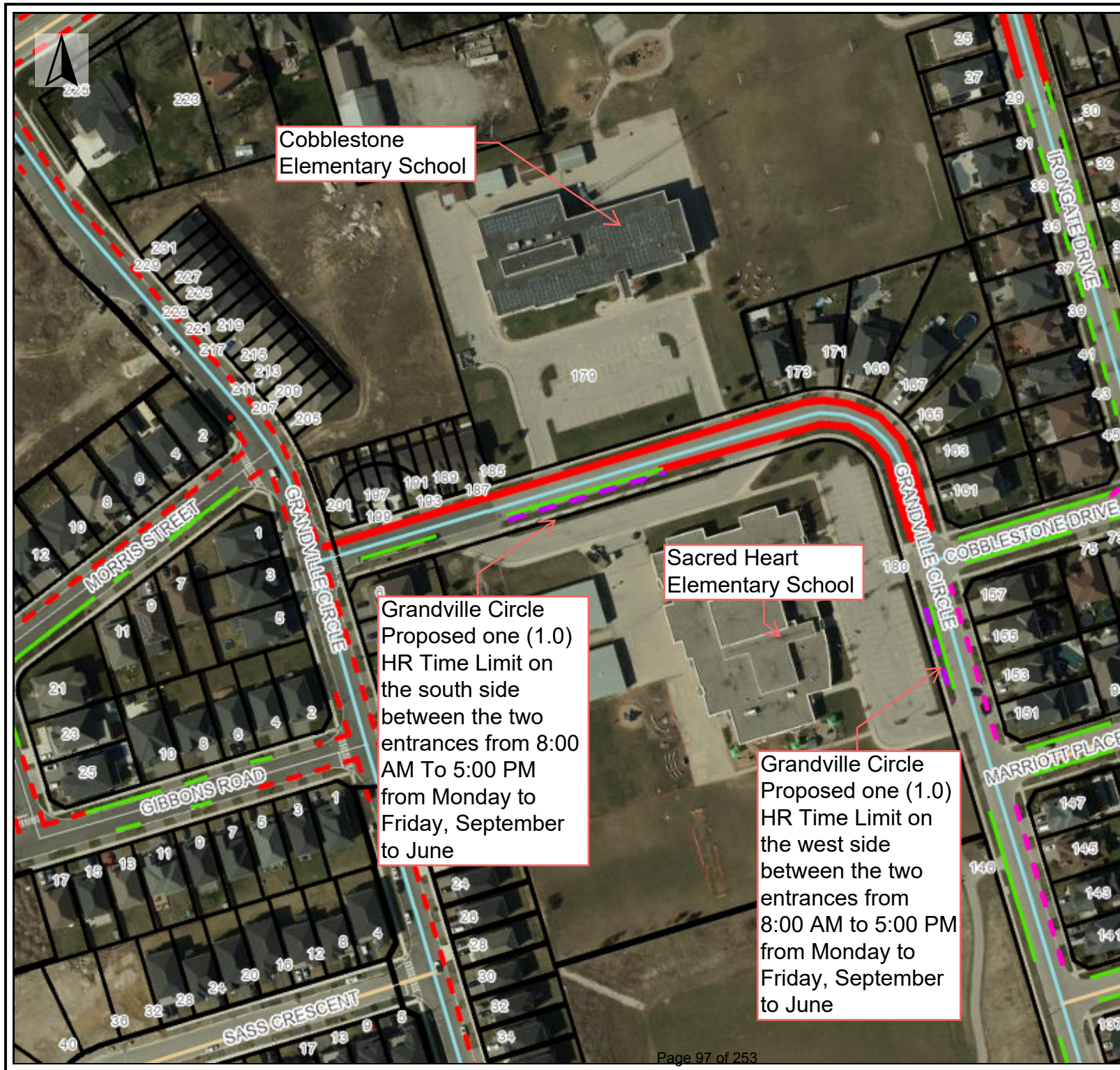
- LEGEND:**
- Proposed Road Changes**
- (dashed pink line)
- OnStreet Parking Restrictions**
- (solid red line) Stopping Prohibited - Firehall (Schedule 1)
 - (solid red line) Stopping Prohibited Anytime (Schedule 2)
 - (dashed red line) Parking Prohibited Anytime (Schedule 3)
 - (dashed red line) Parking Prohibited - Loading Zone (Schedule 9)
 - (dashed red line) Parking Prohibited - Fire Route (Schedule 13)
 - (dashed red line) Parking Restricted - Accessible Parking Permit Only (Schedule 12)
 - (dashed orange line) Parking Prohibited - Certain Days or Times (Schedule 4)
 - (dashed orange line) Parking Prohibited - Certain Days of the Month (Schedule 5)
 - (dashed orange line) Parking Restricted - Time Limited (Schedule 6)
 - (dashed orange line) Stopping Prohibited - School Bus Loading Zone (Schedule 7)
 - (dashed green line) Parking Permit Application (Schedule 15)
 - (dashed green line) Parking Allowed

TITLE:

Grandville Circle - Proposed Stopping Restrictions



DATE (YY/MM/DD): 2025-5-8 **SHEET:** 1 OF 1



Cobblestone
Elementary School

Sacred Heart
Elementary School

Grandville Circle
Proposed one (1.0)
HR Time Limit on
the south side
between the two
entrances from 8:00
AM To 5:00 PM
from Monday to
Friday, September
to June

Grandville Circle
Proposed one (1.0)
HR Time Limit on
the west side
between the two
entrances from
8:00 AM to 5:00 PM
from Monday to
Friday, September
to June



GENERAL NOTES:
Includes material under copyright of the Queens
Printer of Ontario. All rights reserved.
This drawing is for illustrative purposes only. The
information contained is not a substitute for
professional review or site survey and is subject to
change without notice. The county of Brant takes no
responsibility for, nor guarantees, the accuracy of the
information contained.

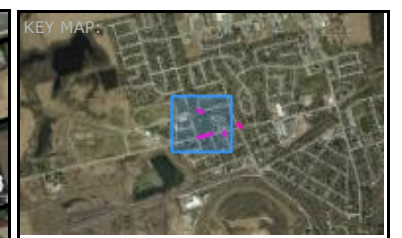
- LEGEND:
- Proposed Road Changes
-
- OnStreet Parking Restrictions
- Stopping Prohibited - Firehall (Schedule 1)
 - Stopping Prohibited Anytime (Schedule 2)
 - Parking Prohibited Anytime (Schedule 3)
 - Parking Prohibited - Loading Zone (Schedule 9)
 - Parking Prohibited - Fire Route (Schedule 13)
 - Parking Restricted - Accessible Parking Permit Only (Schedule 12)
 - Parking Prohibited - Certain Days or Times (Schedule 4)
 - Parking Prohibited - Certain Days of the Month (Schedule 5)
 - Parking Restricted - Time Limited (Schedule 6)
 - Stopping Prohibited - School Bus Loading Zone (Schedule 7)
 - Parking Permit Application (Schedule 15)
 - Parking Allowed

TITLE:
**Sacred Heart &
Cobblestone Elementary
Schools**



SCALE: 1 : 2738
0 25 50 m

DATE (YY/MM/DD): 2025-5-8 SHEET: 1 OF 1



GENERAL NOTES:

Includes material under copyright of the Queens Printer of Ontario. All rights reserved.
This drawing is for illustrative purposes only. The information contained is not a substitute for professional review or site survey and is subject to change without notice. The county of Brant takes no responsibility for, nor guarantees, the accuracy of the information contained.

- LEGEND:
- Proposed Road Changes
-
- OnStreet Parking Restrictions
- Stopping Prohibited - Firehall (Schedule 1)
 - Stopping Prohibited Anytime (Schedule 2)
 - Parking Prohibited Anytime (Schedule 3)
 - Parking Prohibited - Loading Zone (Schedule 9)
 - Parking Prohibited - Fire Route (Schedule 13)
 - Parking Restricted - Accessible Parking Permit Only (Schedule 12)
 - Parking Prohibited - Certain Days or Times (Schedule 4)
 - Parking Prohibited - Certain Days of the Month (Schedule 5)
 - Parking Restricted - Time Limited (Schedule 6)
 - Stopping Prohibited - School Bus Loading Zone (Schedule 7)
 - Parking Permit Application (Schedule 15)
 - Parking Allowed

TITLE:

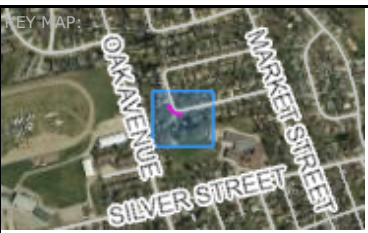
Silver Street - Proposed No Stopping Restriction



SCALE: 1 : 2952

0 25 50 m

DATE (YY/MM/DD): 2025-5-8 SHEET: 1 OF 1



GENERAL NOTES:

Includes material under copyright of the Queens Printer of Ontario. All rights reserved.
This drawing is for illustrative purposes only. The information contained is not a substitute for professional review or site survey and is subject to change without notice. The county of Brant takes no responsibility for, nor guarantees, the accuracy of the information contained.

- LEGEND:**
- Proposed Road Changes**
- (Pink dashed line)
- OnStreet Parking Restrictions**
- (Red solid line) Stopping Prohibited - Firehall (Schedule 1)
 - (Red solid line) Stopping Prohibited Anytime (Schedule 2)
 - (Red dashed line) Parking Prohibited Anytime (Schedule 3)
 - (Red dashed line) Parking Prohibited - Loading Zone (Schedule 9)
 - (Red dashed line) Parking Prohibited - Fire Route (Schedule 13)
 - (Red dashed line) Parking Restricted - Accessible Parking Permit Only (Schedule 12)
 - (Orange solid line) Parking Prohibited - Certain Days or Times (Schedule 4)
 - (Orange solid line) Parking Prohibited - Certain Days of the Month (Schedule 5)
 - (Orange solid line) Parking Restricted - Time Limited (Schedule 6)
 - (Orange solid line) Stopping Prohibited - School Bus Loading Zone (Schedule 7)
 - (Green dashed line) Parking Permit Application (Schedule 15)
 - (Green solid line) Parking Allowed

TITLE:

Kathleen Street Proposed No Stopping Restriction



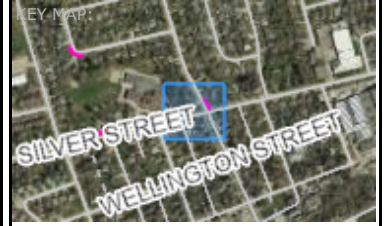
SCALE: 1 : 859

0 5 10 m

DATE (YY/MM/DD): 2025-5-8 **SHEET:** 1 OF 1



Market Street
Proposed No
Stopping
Restriction on the
east side from
Silver Street to
approximately 25
meters north of
Silver Street



GENERAL NOTES:

Includes material under copyright of the Queens Printer of Ontario. All rights reserved.
This drawing is for illustrative purposes only. The information contained is not a substitute for professional review or site survey and is subject to change without notice. The county of Brant takes no responsibility for, nor guarantees, the accuracy of the information contained.

LEGEND:

Proposed Road Changes



OnStreet Parking Restrictions

- Stopping Prohibited - Firehall (Schedule 1)
- Stopping Prohibited Anytime (Schedule 2)
- Parking Prohibited Anytime (Schedule 3)
- Parking Prohibited - Loading Zone (Schedule 9)
- Parking Prohibited - Fire Route (Schedule 13)
- Parking Restricted - Accessible Parking Permit Only (Schedule 12)
- Parking Prohibited - Certain Days or Times (Schedule 4)
- Parking Prohibited - Certain Days of the Month (Schedule 5)
- Parking Restricted - Time Limited (Schedule 6)
- Stopping Prohibited - School Bus Loading Zone (Schedule 7)
- Parking Permit Application (Schedule 15)
- Parking Allowed

TITLE:

Market Street Proposed
No Stopping Restrictions



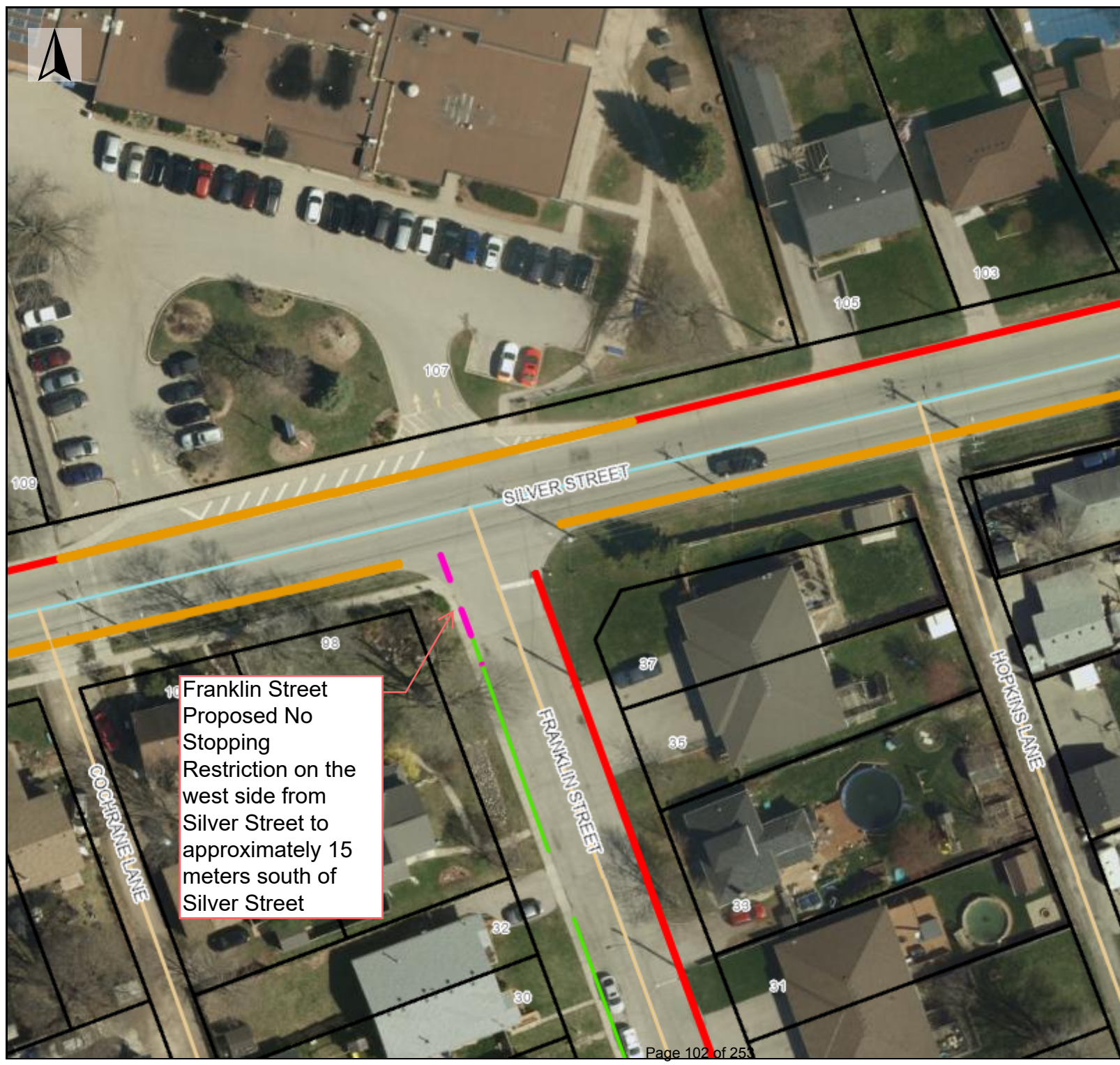
26 PARK AVENUE - P.O. Box 160
BURFORD, ONTARIO
TEL: 519-449-2451

SCALE: 1 : 859

0 5 10
m

DATE (YY/MM/DD):
2025-5-8

SHEET:
1 OF 1



Franklin Street
Proposed No
Stopping
Restriction on the
west side from
Silver Street to
approximately 15
meters south of
Silver Street

GENERAL NOTES:

Includes material under copyright of the Queens Printer of Ontario. All rights reserved.
This drawing is for illustrative purposes only. The information contained is not a substitute for professional review or site survey and is subject to change without notice. The county of Brant takes no responsibility for, nor guarantees, the accuracy of the information contained.

LEGEND:

Proposed Road Changes



OnStreet Parking Restrictions

- Stopping Prohibited - Firehall (Schedule 1)
- Stopping Prohibited Anytime (Schedule 2)
- - - Parking Prohibited Anytime (Schedule 3)
- - - Parking Prohibited - Loading Zone (Schedule 9)
- - - Parking Prohibited - Fire Route (Schedule 13)
- - - Parking Restricted - Accessible Parking Permit Only (Schedule 12)
- Parking Prohibited - Certain Days or Times (Schedule 4)
- Parking Prohibited - Certain Days of the Month (Schedule 5)
- Parking Restricted - Time Limited (Schedule 6)
- Stopping Prohibited - School Bus Loading Zone (Schedule 7)
- - - Parking Permit Application (Schedule 15)
- Parking Allowed

TITLE:

Franklin Street Proposed No Stopping Restriction



26 PARK AVENUE - P.O. Box 160
BURFORD, ONTARIO
TEL: 519-449-2451

SCALE: 1 : 859

DATE (YY/MM/DD):
2025-5-8

SHEET: 1 OF 1



KEY MAP:

GENERAL NOTES:

Includes material under copyright of the Queens Printer of Ontario. All rights reserved.
This drawing is for illustrative purposes only. The information contained is not a substitute for professional review or site survey and is subject to change without notice. The county of Brant takes no responsibility for, nor guarantees, the accuracy of the information contained.

LEGEND:

Proposed Road Changes

OnStreet Parking Restrictions

- Stopping Prohibited - Firehall (Schedule 1)
- Stopping Prohibited Anytime (Schedule 2)
- Parking Prohibited Anytime (Schedule 3)
- Parking Prohibited - Loading Zone (Schedule 9)
- Parking Prohibited - Fire Route (Schedule 13)
- Parking Restricted - Accessible Parking Permit Only (Schedule 12)
- Parking Prohibited - Certain Days or Times (Schedule 4)
- Parking Prohibited - Certain Days of the Month (Schedule 5)
- Parking Restricted - Time Limited (Schedule 6)
- Stopping Prohibited - School Bus Loading Zone (Schedule 7)
- Parking Permit Application (Schedule 15)
- Parking Allowed

TITLE:

Oakland Scotland Elementary School
Proposed Parking Restrictions

COUNTY OF
Brant Simply Grand

26 PARK AVENUE - P.O. Box 160
BURFORD, ONTARIO
TEL: 519-449-2451

SCALE: 1 : 6089

0 50 100 m

DATE (YY/MM/DD): 2025-4-25

SHEET: 1 OF 1



Portland Street at
Mulholland Drive
Yield Sign for
eastbound
direction

Portland Street at
Mulholland Drive
Yield Sign for
westbound
direction

KEY MAP:



GENERAL NOTES:

Includes material under copyright of the Queens Printer of Ontario. All rights reserved.
This drawing is for illustrative purposes only. The information contained is not a substitute for professional review or site survey and is subject to change without notice. The county of Brant takes no responsibility for, nor guarantees, the accuracy of the information contained.

LEGEND:

Proposed Road Changes



OnStreet Parking Restrictions

- Stopping Prohibited - Firehall (Schedule 1)
- Stopping Prohibited Anytime (Schedule 2)
- - - - - Parking Prohibited Anytime (Schedule 3)
- - - - - Parking Prohibited - Loading Zone (Schedule 9)
- - - - - Parking Prohibited - Fire Route (Schedule 13)
- - - - - Parking Restricted - Accessible Parking Permit Only (Schedule 12)
- Parking Prohibited - Certain Days or Times (Schedule 4)
- Parking Prohibited - Certain Days of the Month (Schedule 5)
- Parking Restricted - Time Limited (Schedule 6)
- Stopping Prohibited - School Bus Loading Zone (Schedule 7)
- - - - - Parking Permit Application (Schedule 15)
- Parking Allowed

TITLE:

Portland Street at
Mulholland Drive - Yield
Signs



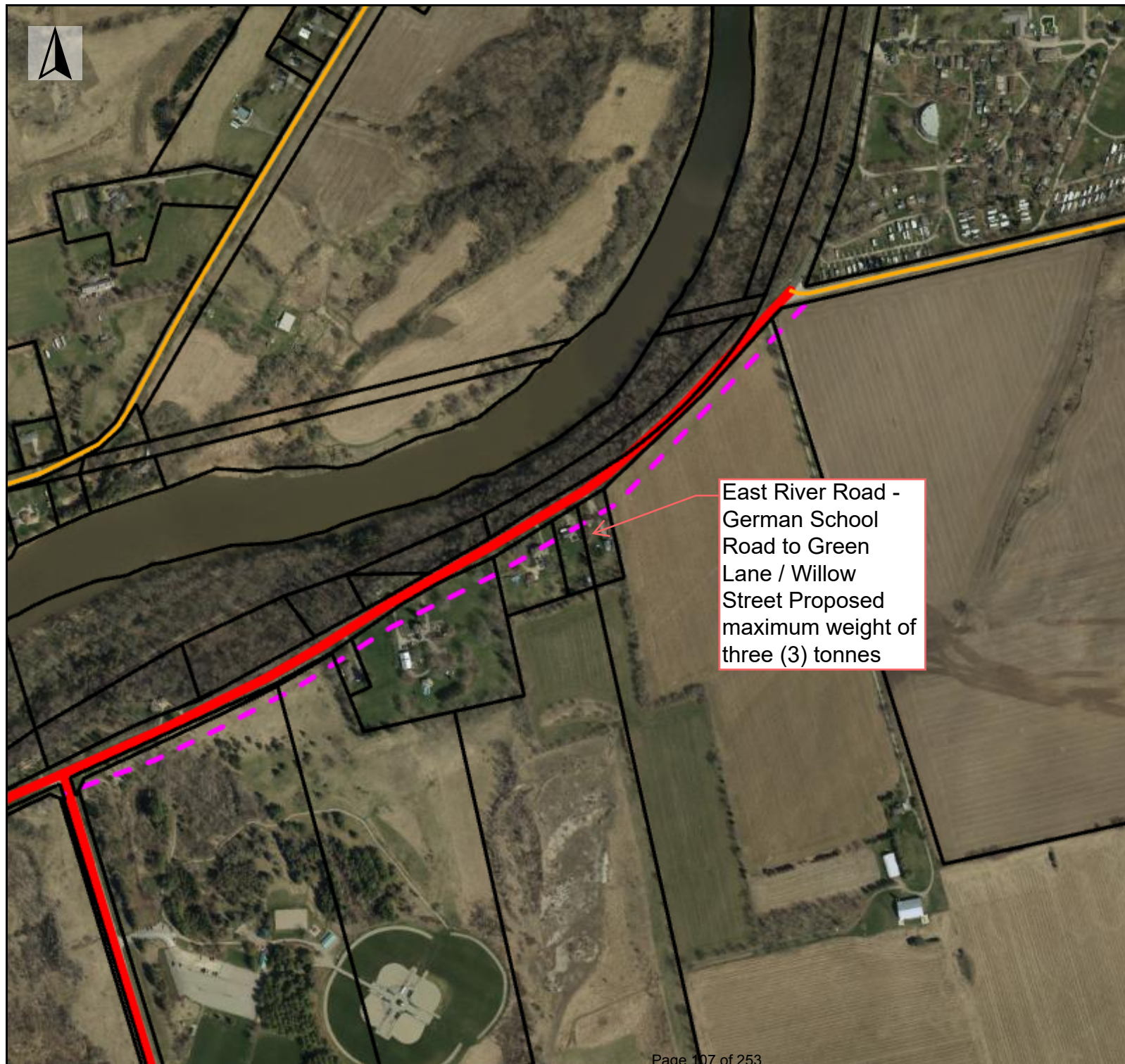
26 PARK AVENUE - P.O. Box 160
BURFORD, ONTARIO
TEL: 519-449-2451

SCALE: 1 : 232

0 2 4 m

DATE (YY/MM/DD):
2025-5-1

SHEET:
1 OF 1



GENERAL NOTES:

Includes material under copyright of the Queens Printer of Ontario. All rights reserved.
This drawing is for illustrative purposes only. The information contained is not a substitute for professional review or site survey and is subject to change without notice. The county of Brant takes no responsibility for, nor guarantees, the accuracy of the information contained.

LEGEND:

Proposed Road Changes

Current Proposed Load Restriction Change

- Load Restriction - No Heavy Trucks
- Load Restriction - Reduced Load Period
- Load Restriction - Weight Limit

Load Restrictions

Reduced Load Period

March 1 to April 30

No Heavy Trucks

No Heavy Trucks

Weight Limit

Weight Limit

TITLE:

East River Road - German School Road to Green Lane / Willow Street



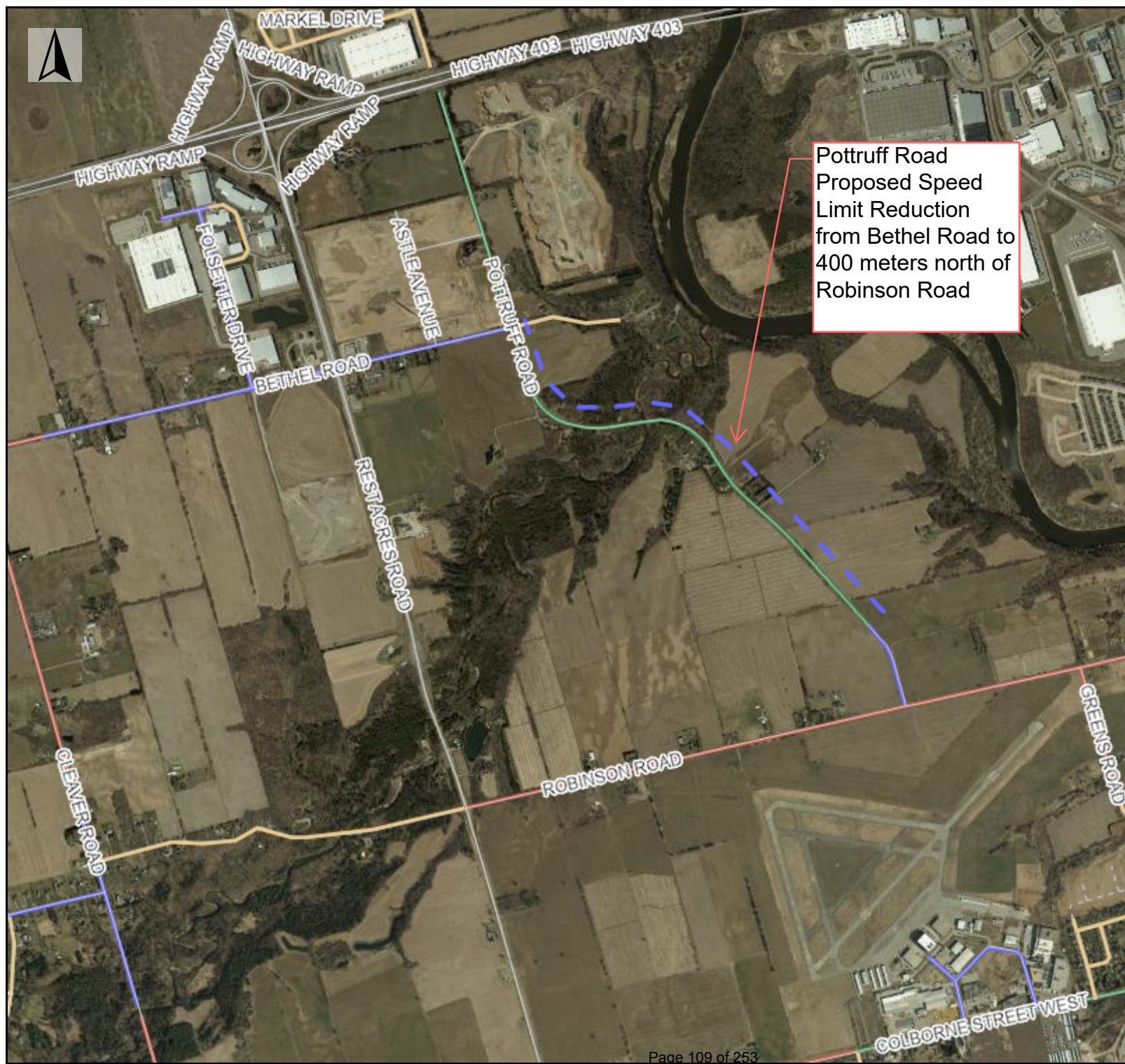
26 PARK AVENUE - P.O. Box 160
BURFORD, ONTARIO
TEL: 519-449-2451

SCALE: 1 : 9412

0 50 100
m

DATE (YY/MM/DD):
2025-5-15

SHEET:
1 OF 1



Pottruff Road
Proposed Speed
Limit Reduction
from Bethel Road to
400 meters north of
Robinson Road



GENERAL NOTES:
Includes material under copyright of the Queens Printer of Ontario. All rights reserved.
This drawing is for illustrative purposes only. The information contained is not a substitute for professional review or site survey and is subject to change without notice. The county of Brant takes no responsibility for, nor guarantees, the accuracy of the information contained.

LEGEND:

Proposed Road Changes

Current Proposed Speed Limit Change

- Speed Limit Change - 25
- Speed Limit Change - 30
- Speed Limit Change - 40
- Speed Limit Change - 50
- Speed Limit Change - 60
- Speed Limit Change - 70
- Speed Limit Change - 80

Speed Limit

- 25
- 30
- 40
- 50
- 60
- 70
- 80

TITLE:
Pottruff Road - Proposed
Speed Reduction

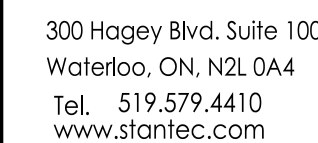
COUNTY OF
Brant Simply Grand

26 PARK AVENUE - P.O. Box 160
BURFORD, ONTARIO
TEL: 519-449-2451

SCALE: 1 : 32353

0 300 600 m

DATE (YY/MM/DD): 2025-5-16 SHEET: 1 OF 1



Copyright Reserved

The Contractor shall verify and be responsible for all dimensions. DO NOT scale the drawing - any errors or omissions shall be reported to Stantec without delay.

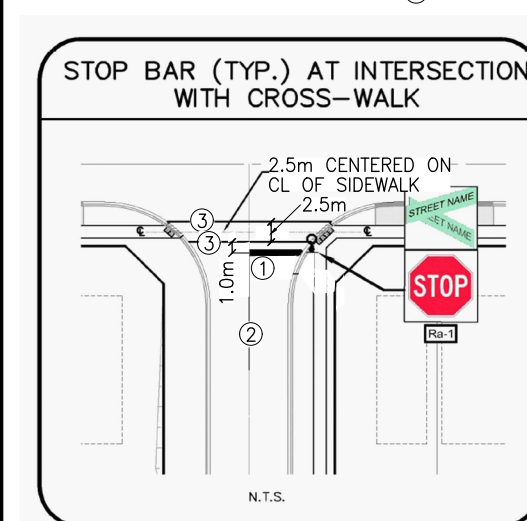
The Copyrights to all designs and drawings are the property of Stantec. Reproduction or use for any purpose other than that authorized by Stantec is forbidden.

Notes

1. ELEVATIONS ARE REFERRED TO THE CANADIAN GEODETIC VERTICAL DATUM (CGVD-1928:1978).
2. TOPOGRAPHICAL SURVEY PREPARED BY STANTEC CONSULTING LTD. NOVEMBER 2010 AND DECEMBER 2010.
3. DRAFT PLAN FOR LANDS PROVIDED BY MHBC JULY 2018.
4. LEGAL SURVEY BY STANTEC CONSULTING LTD. APRIL 2023.
5. ALL SIGNAGE TO BE DESIGNED, CONSTRUCTED AND INSTALLED IN CONFORMANCE WITH THE ONTARIO TRAFFIC MANUAL.

Legend

- | | |
|--|---|
| | PHASE LIMIT |
| | PROPOSED DRIVEWAY LOCATION |
| | PROPOSED HYDRANT |
| | EXISTING HYDRANT |
| | PROPOSED TRANSFORMER |
| | PROPOSED STREET POLE |
| | PROPOSED STREET PARKING SPACE |
| | PROPOSED ENERGY+ SWITCHING UNIT |
| | PROPOSED STREET LIGHT PANEL |
| | BELL PEDESTAL |
| | CABLE PEDESTAL |
| | STOP: Ra=1.60x60 c/w LOCATION OF STREET NAME SIGN
(Ontario Traffic Manual: Book 1, Appendix A) |
| | ① SOLID WHITE LINE (WIDTH=0.60m) |
| | ② SOLID YELLOW LINE (WIDTH=0.10m, LENGTH=15.0m) |
| | ③ CROSSWALK |
| | ④ SOLID WHITE LINE (WIDTH=0.20m) |
| | ⑤ SOLID WHITE LINE (WIDTH=0.60m) |
| | ⑥ CROSSWALK WIDTH=2.5m |

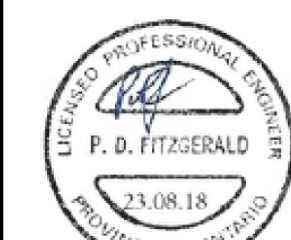


NOTE: ALL WORKS SHALL BE DESIGNED AND CONSTRUCTED SO AS TO COMPLY WITH APPLICABLE LAW, TO BE CONSISTENT WITH THE COUNTY OF BRANT DEVELOPMENT AND ENGINEERING STANDARDS (NOVEMBER 2018, AS AMENDED) AND IN ACCORDANCE WITH THE CURRENT GUIDELINES, CODES, REGULATIONS AND STANDARDS PRESCRIBED BY THE COUNTY.

2. COUNTY COMMENTS	MALM	PDF	23.08.18
1. COUNTY COMMENTS	MALM	SAK	23.07.07
Revision	By	Appd	YY.MM.DD

File Name: 161410850_C-700-SIGNAGE.dwg	WJE	PDF	WJE	20.03.12
	Dwn	Chkd	Dsgn	YY MM DD

Permit-Seal



Client/Project

GRANDVILLE INC.

ARLINGTON MEADOWS SUBDIVISION
STAGE 7A
County of Brant, ON Canada

Title

PARKING & SIGNAGE PLAN

Project No.
161410850

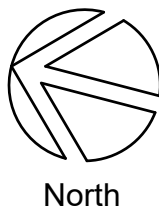
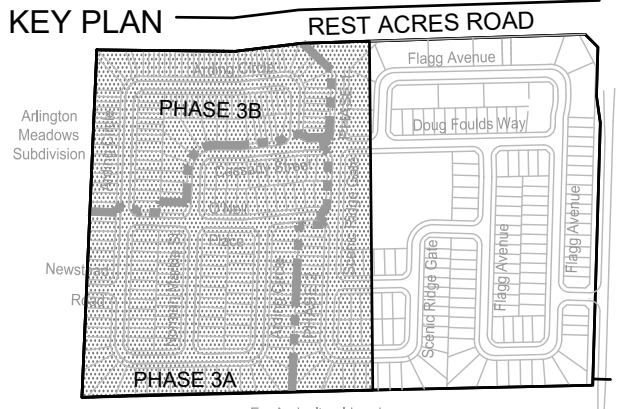
Scale 0 10 30 50m
1:1000

Drawing No.	Sheet	Revision
-------------	-------	----------

C-700

29 of 32

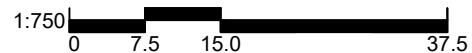
2



DATE	ISSUANCE	NO.
2024.05.24	ISSUED FOR SECOND SUBMISSION	02
2024.06.06	COORDINATION WITH STREET LIGHTING PLAN	03
2024.07.24	ISSUED FOR APPROVAL	04
2024.08.26	ISSUED FOR CONSTRUCTION	05

LEGEND	
---	SITE BOUNDARY
---	PHASE 3 LIMITS
■	PROPOSED HYDRO TRANSFORMER
⬡	PROPOSED LAMP STANDARD
⬡	NO PARKING SIGN (Rb-51)
⬡	NO PARKING SIGN (Rb-51) TO BE AFFIXED TO LIGHT STANDARD
⬡	PROPOSED ON-STREET PARKING SPACES (61 SPACES)

SIGNAGE IS TO BE DESIGNED, CONSTRUCTED AND INSTALLED IN ACCORDANCE WITH THE ONTARIO TRAFFIC MANUAL. PARKING SIGNS TO BE INSTALLED AT 45° TO THE TRAVELED DIRECTION.

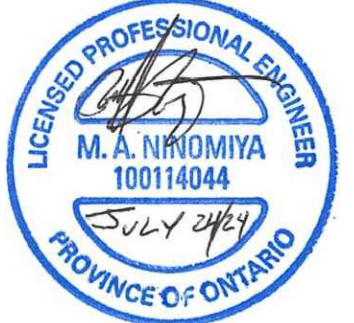


CLIENT
LIV COMMUNITIES
1005 SKYVIEW DRIVE,
SUITE 301, BURLINGTON ON

PROJECT
**SCENIC RIDGE SUBDIVISION
PHASE 3A AND 3B**
PARIS, BRANT COUNTY, ONTARIO

TITLE
ON-SITE PARKING PLAN

WALTERFEDY
KITCHENER | HAMILTON | TORONTO | CALGARY
A PART OF WF GROUP
800.685.1378 walterfedy.com



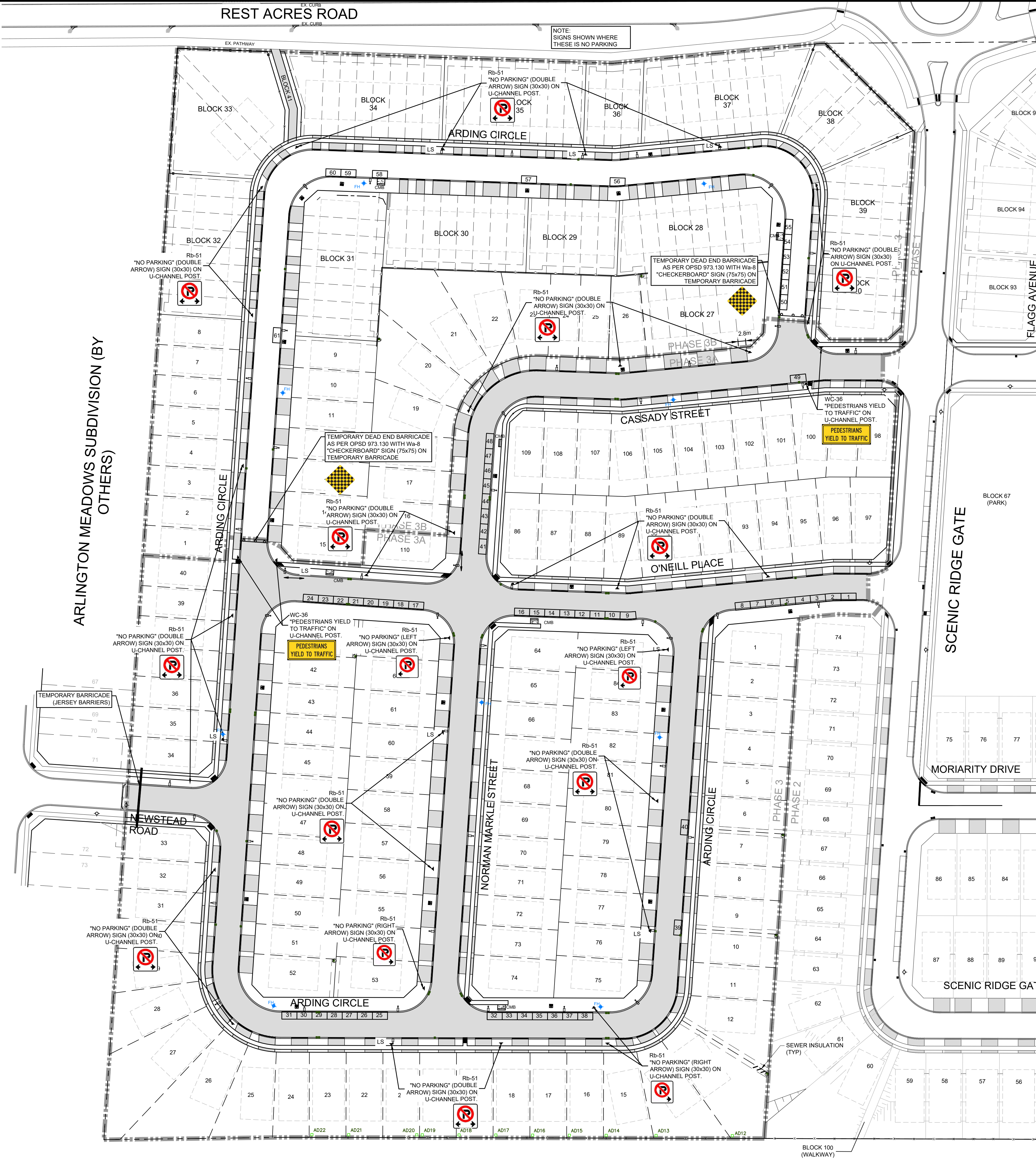
REPRODUCTION OR DISTRIBUTION FOR PURPOSES OTHER THAN AUTHORIZED BY WALTERFEDY, A PART OF WF GROUP, IS FORBIDDEN. CONTRACTORS SHALL VERIFY AND BE RESPONSIBLE FOR ALL DIMENSIONS AND CONDITIONS ON THE JOB AND REPORT ANY VARIATIONS FROM THE DIMENSIONS AND CONDITIONS SHOWN ON DRAWINGS TO WALTERFEDY, A PART OF WF GROUP. - DO NOT SCALE THIS DRAWING -

COPYRIGHT © 2024 WalterFedy, A Part of WF Group Inc.

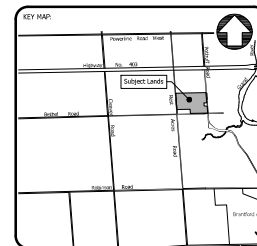
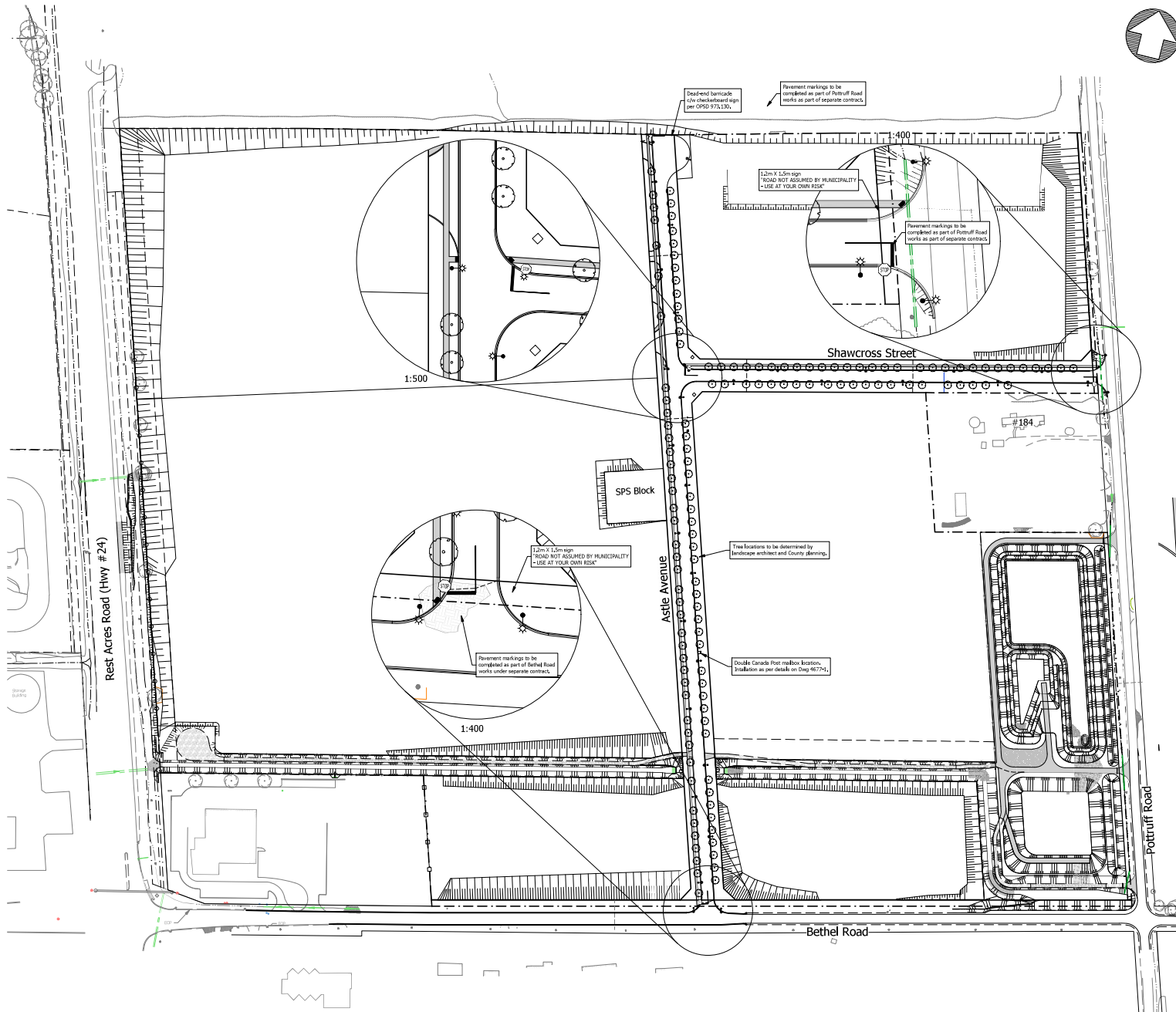
SCALE	DATE	SHEET NO.
1:750	2024-07-25	C800
PROJECT NO.:	2023-0342-10	
DRAWN BY:	AM	
CHECKED BY:	RB	

GEODETC BM ELEV. =255.362 m

ELEVATIONS SHOWN ON THIS PLAN ARE RELATED TO GEODETC DATUM AND ARE DERIVED FROM COSINE BENCH MARK NO. 00819698529 HAVING A PUBLISHED ELEVATION OF 255.362 METRES

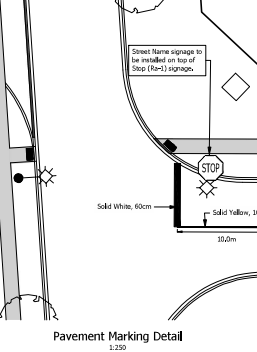


EXISTING AGRICULTURAL LANDS



- Project Notes**
- This drawing is to be read in conjunction with the standard notes, specifications and details shown on Meritech drawings 4677-1, 4677-2 and the following additional information:
 - Draft Plan by Webb Planning Consultants, dated Jan 2024.
 - Draft Reference Plan by Speight, Van Nieustrand & Gibson Ltd., dated Apr 2024.
 - Tree Management Plan by HRSI, dated Dec 2022.
 - Restoration and Habitat Enhancement Plan by HRSI, dated Aug 2024.
 - Streetscape Plan by HSLA, dated Sep 2024.
 - Geotechnical Report by GVO, dated Jan 2024.
 - Final Stormwater Management Report by Meritech Engineering, dated Jun 2024.
 - Hydrological Assessment by Hardin Environmental Services Ltd., dated Jun 2024.
 - Survey and elevations:
 - Topographic survey completed by Speight, Van Nieustrand & Gibson Ltd., dated Jan 2022.
 - Geospatial reference elevation: Brant BM No. 0081962089, as known as 82809.1, Steel rod with brass cap, BP on east side of Rest Acres Road and north side of Hwy #24 and 53, 36.7m east of centreline of Rest Acres Road, 2.4m north of centreline Hwy #24 and 53, BM is set 15.1m northeast of traffic light, 12.2m east of 1.2m flagpole, 40m south of north 50/50 road line, 3.5m west of steel marker post, having an elevation of 244.372m.
 - Local reference elevation:
 - c1 BM#1: Property bar at SW lot corner of 184 Pottruff Road = 246.022m.
 - c1 BM#2: Top of house on the N side of the GTP parking lot = 246.7m.

- Legend**
- Sanitary/Storm manhole
 - Single/double catchbasin
 - Water valve
 - Fire hydrant and valve set
 - Community mailbox, refer to details on Dwg 4677-1
 - Ornament parking locations
 - Specified driveway location/ curb cut
 - Stop sign mounted on 3.7m, 4" x 4" pressure treated wood post, c/cr cross bracket for street name sign(s), Back sign mounted 1.2m above top of curb elevation.
 - No parking sign, per OTM Book 5, on 85.00mm galvanized 1" flange post, values mounted on street light pole
 - Street Name signs to be installed on top of Stop (T-1) signs.
 - Solid White, 60cm
 - Solid Yellow, 10cm
 - 30.0m



<div>DRAWING</div> <div>Feature Marking, Signage and Surface Pavement Plan</div> <div>Features Plan</div>	OWNER	GreyCan 13 Properties Limited Partnership	DATE	Aug 26, 2024	STV	APPROVED	DATE	Aug 26, 2024	STV	APPROVED
	LOCATION	County of Brant	DATE	Aug 26, 2024	STV	APPROVED	DATE	Aug 26, 2024	STV	APPROVED
	PROJECT	Rest Acres Development Part of Lots 11 & 12, Concession 2	DATE	Aug 26, 2024	STV	APPROVED	DATE	Aug 26, 2024	STV	APPROVED
	DESIGNED BY	STV	DATE	Aug 27, 2023	FILE NAME	46772.CPJ	DATE	Aug 27, 2023	FILE NAME	46772.CPJ
	DRAWN BY	STV	DATE	Aug 27, 2023	SCALE	1:1500	DATE	Aug 27, 2023	SCALE	1:1500
	QUANTITY	46773-30	DATE	Aug 27, 2023	DATE	Aug 27, 2023	DATE	Aug 27, 2023	DATE	Aug 27, 2023
	DATE	Aug 27, 2023	DATE	Aug 27, 2023	DATE	Aug 27, 2023	DATE	Aug 27, 2023	DATE	Aug 27, 2023
	DATE	Aug 27, 2023	DATE	Aug 27, 2023	DATE	Aug 27, 2023	DATE	Aug 27, 2023	DATE	Aug 27, 2023
	DATE	Aug 27, 2023	DATE	Aug 27, 2023	DATE	Aug 27, 2023	DATE	Aug 27, 2023	DATE	Aug 27, 2023
	DATE	Aug 27, 2023	DATE	Aug 27, 2023	DATE	Aug 27, 2023	DATE	Aug 27, 2023	DATE	Aug 27, 2023

<div>REVISIONS</div> <table><tr><th>NO.</th><th>DATE</th><th>BY</th><th>DESCRIPTION</th></tr><tr><td>16</td><td>Aug 26, 2024</td><td>STV</td><td>Agencies Comments</td></tr><tr><td>17</td><td>Aug 26, 2024</td><td>STV</td><td>Agencies Comments, 36 Engineering Submission</td></tr><tr><td>18</td><td>Aug 26, 2024</td><td>STV</td><td>Infrastructure Gallery Drawing</td></tr><tr><td>19</td><td>Aug 26, 2024</td><td>STV</td><td>Infrastructure Gallery Drawing</td></tr><tr><td>20</td><td>Aug 26, 2024</td><td>STV</td><td>Infrastructure Gallery Drawing</td></tr><tr><td>21</td><td>Aug 26, 2024</td><td>STV</td><td>Infrastructure Gallery Drawing</td></tr><tr><td>22</td><td>Aug 26, 2024</td><td>STV</td><td>Infrastructure Gallery Drawing</td></tr><tr><td>23</td><td>Aug 26, 2024</td><td>STV</td><td>Infrastructure Gallery Drawing</td></tr><tr><td>24</td><td>Aug 26, 2024</td><td>STV</td><td>Infrastructure Gallery Drawing</td></tr></table>	NO.	DATE	BY	DESCRIPTION	16	Aug 26, 2024	STV	Agencies Comments	17	Aug 26, 2024	STV	Agencies Comments, 36 Engineering Submission	18	Aug 26, 2024	STV	Infrastructure Gallery Drawing	19	Aug 26, 2024	STV	Infrastructure Gallery Drawing	20	Aug 26, 2024	STV	Infrastructure Gallery Drawing	21	Aug 26, 2024	STV	Infrastructure Gallery Drawing	22	Aug 26, 2024	STV	Infrastructure Gallery Drawing	23	Aug 26, 2024	STV	Infrastructure Gallery Drawing	24	Aug 26, 2024	STV	Infrastructure Gallery Drawing	<div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div>	<div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div>	<div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div>	<div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div>	<div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div>	<div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div>	<div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div>	<div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div>	<div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div>	<div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div>	<div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div>	<div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div>	<div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div>	<div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div>	<div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div>	<div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div>	<div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div>	<div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div>	<div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div>	<div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div>	<div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div>	<div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div>	<div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div>	<div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div>	<div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div>	<div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div>	<div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div>	<div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div>	<div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div>	<div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div>	<div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div>	<div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div>	<div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div>	<div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div>	<div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div>	<div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div>	<div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div>	<div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div>	<div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div>	<div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div>	<div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div>	<div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div>	<div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div>	<div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div>	<div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div>	<div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div>	<div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div>	<div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div>	<div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div>	<div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div>	<div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div>	<div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div>	<div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div>	<div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div>	<div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div>	<div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div>	<div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div>	<div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div>	<div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div>	<div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div>	<div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div>	<div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <div>APPROVED</div> <
	NO.	DATE	BY	DESCRIPTION																																																																																																		
	16	Aug 26, 2024	STV	Agencies Comments																																																																																																		
	17	Aug 26, 2024	STV	Agencies Comments, 36 Engineering Submission																																																																																																		
	18	Aug 26, 2024	STV	Infrastructure Gallery Drawing																																																																																																		
	19	Aug 26, 2024	STV	Infrastructure Gallery Drawing																																																																																																		
	20	Aug 26, 2024	STV	Infrastructure Gallery Drawing																																																																																																		
	21	Aug 26, 2024	STV	Infrastructure Gallery Drawing																																																																																																		
	22	Aug 26, 2024	STV	Infrastructure Gallery Drawing																																																																																																		
	23	Aug 26, 2024	STV	Infrastructure Gallery Drawing																																																																																																		
24	Aug 26, 2024	STV	Infrastructure Gallery Drawing																																																																																																			



Administration and Operations Committee Report

To: The Chair and Members of the Administration and Operations Committee
From: Rob Walton, General Manager of Operations
Date: June 17, 2025
Report #: RPT-0143-25
Subject: St. George Infrastructure Front-Ending Agreement
Purpose: For Approval

Recommendation

Whereas the County of Brant (the County) is proceeding with transportation, water and wastewater servicing projects (Infrastructure Projects) to service proposed development within the County of Brant's urban settlement area of St. George;

And Whereas a group of developers (St. George Landowners Group) have approached the County to assist with financing and construction of the Infrastructure Projects to provide services which allow housing to proceed in St. George.

And Whereas Committee is also considering approval in principle of the St. George Water and Wastewater Servicing Allocation Policy (RPT-0144-25) at the June 17, 2025, Administration and Operations Committee Meeting subject to a public consultation period;

That the St. George Infrastructure Front-Ending Agreement be approved in principle subject to public consultation for the St. George Water and Wastewater Servicing Allocation Policy with final consideration by Council in July.

Strategic Plan Priority

Strategic Priority 2 - Focused Growth and Infrastructure

Impacts and Mitigation

Social Impacts

The Infrastructure Front-Ending Agreement will support the sustainable growth proposed in St. George, providing capacity for both new greenfield developments as well as infill and intensification of the built area. It will also help keep water and wastewater rates from increasing dramatically.

Environmental Impacts

The infrastructure proposed to service the development in St. George was planned through the Municipal Class Environmental Assessment process with environmental issues considered throughout the process.

Economic Impacts

The water supply and wastewater treatment projects for St George are large financial commitments. Fortunately for the County, the \$35M grant from the Province and the Infrastructure Front-Ending Agreement will minimize the County's borrowing requirement for this project and reduces overall financing costs.

Report

Background

Developers in St. George have been working on new developments in the settlement area since 2008. Limited capacity on the wastewater plant has limited the availability to proceed with this development. In 2014 a Class Environmental Assessment to increase capacity of the water and wastewater plants was initiated. These studies have now been completed. Between water, wastewater and roads there is approximately \$85M of Infrastructure to be constructed external to the developments. With all of the other infrastructure needs in the County, this amount could be difficult for the County to finance.

There are five (5) major developments in St. George that have Draft Plan Approval through the LPAT or OLT processes. The developers are Losani, Empire, Riverview, Pinevest and Stremma. They are collectively known as the St. George Landowners Group (LOG). A map showing the development locations is enclosed as Attachment 1.

To show their commitment to development in St. George, the LOG approached the County offering to build and finance the needed infrastructure which includes the wastewater plant (\$60M), water plant on Howell Road (\$14M), Hwy 5 Roundabout (\$5M) and the sanitary trunk sewer (\$6M). Staff have agreed that the LOG can build the Roundabout and the trunk sanitary sewer through the Losani Development.

Since the financing discussions with the LOG commenced, the County has been successful in receiving \$35M of grant money for the Wastewater plant and is in the process of applying for \$10M for the Water Plant. This certainly helps with the negotiations with the LOG as not as much money is required from them.

Analysis

The draft agreement is not enclosed as some issues are not finalized and the agreement schedules are not completed. The highlights of the agreement are as follows:

- This agreement is a front-ending agreement under section 44 of the Development Charges Act. Accordingly, the money loaned by the LOG does not go against the County Annual Repayment Limit.

- In exchange for the financing, the LOG gets guaranteed access to 2500 m3/day of the wastewater plant capacity (3900 m3/day).
- For the wastewater plant, there are two (2) payments of \$10M each. This amount can be increased up to 10% if tenders are higher than the project estimates. Payment back to the LOG happens the quarter after Development Charges are paid at a fixed rate per unit that DCs have been paid until fully reimbursed. After 10 years, the LOG can request their money back but if so, they lose their guaranteed capacity. Cash flow estimates have been completed, and the loan should be paid back within 10 years
- For the water plant, \$7M is to be paid in two (2) installments. Payback terms are the same as for wastewater. If the County gets the grant we are applying for, no financing is required for water.
- The interest rate is not set but it will be substantially lower than the current County borrowing rates from Infrastructure Ontario.
- The LOG will build the Hwy 5 roundabout at their cost, and the County will contribute a small amount which is the benefit to existing share in Development Charges terms.
- There is no infrastructure loan for the trunk sanitary sewer, but the LOG is to build it through the Losani development.

Summary and Recommendations

This Report and RPT-0144-25 St. George Water and Wastewater Allocation Policy should be read together as they are closely related subject matter. Staff recommend that Council approve the St. George Infrastructure Front-Ending Agreement in principle and that consideration for final approval by Council happen in July after the public consultation for the St. George Water and Wastewater Allocation Policy.

Attachments

1. Map of Landowner's Group Properties and Associated Infrastructure Projects

Reviewed By

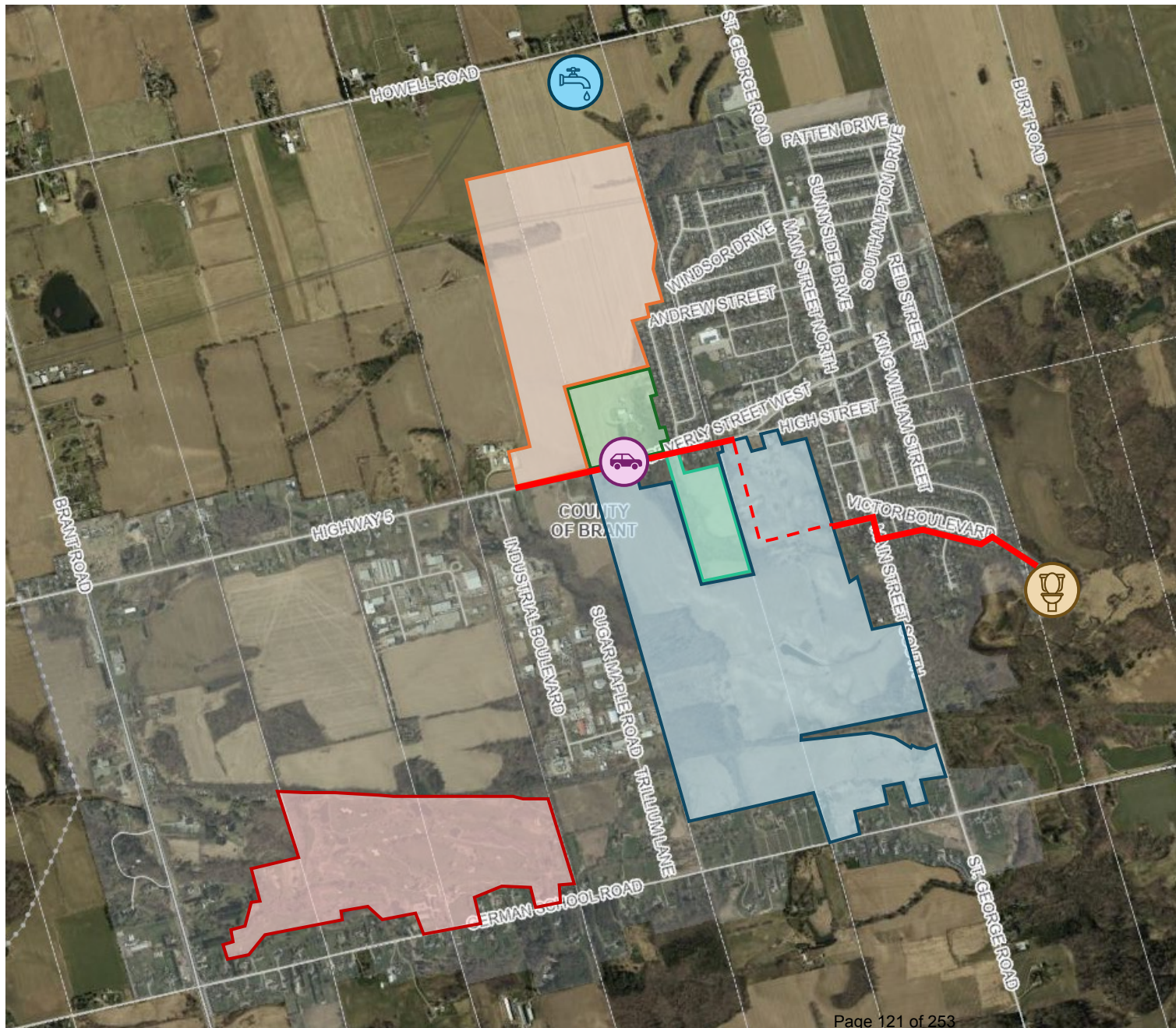
D. Mellor, General Manager of Operations
H. Boyd, General Manager of Corporate Services
C. Glassford, Assistant County Solicitor

Copied To











M. Maxwell, Director of Engineering and Infrastructure Planning
A. Dyjach, General Manager of Development Services

By-law and/or Agreement

By-law Required	No
Agreement(s) or other documents to be signed by Mayor and /or Clerk	No



Legend:

-  Empire Communities
-  Pinevest
-  Riverview Highlands
-  Losani Homes
-  Stremma
-  Howell Road Water Treatment Plant
-  Highway 5 Roundabout
-  Wastewater Treatment Plant
-  St. George Trunk Sewer (County Portion)
-  St. George Trunk Sewer (Losani Portion, routing TBD)

Map of Landowner's Group Properties and Associated Infrastructure Projects



Administration and Operations Committee Report

To: The Chair and Members of the Administration and Operations Committee
From: Rob Walton, General Manager of Operations
Stefanie DiGiovanni, Project Engineer
Date: June 17, 2025
Report #: RPT-0144-25
Subject: St. George Water and Wastewater Allocation Policy
Purpose: For Approval

Recommendation

Whereas water and wastewater servicing capacity are currently limited within the County of Brant's urban settlement area of St. George;

And Whereas the St. George Wastewater Treatment Plant (WWTP) is being upgraded and expanded to a total capacity of 3,900 cubic meters per day (m³/day);

And WHEREAS there is a need to limit servicing allocation for new development within the St. George Urban Settlement Area to within the new WWTP capacity;

That Staff recommend that the St. George Water and Wastewater Servicing Allocation Policy be approved in principle subject to public consultation and final approval by Council in July.

Executive Summary

The County of Brant (the County) has developed a Water and Wastewater Allocation Policy to guide future development in St. George, addressing the community's limited servicing capacity. As growth continues, the County is responsible for ensuring that water and wastewater infrastructure can support new developments in a sustainable and cost-effective manner.

To plan for long-term needs, the County completed two (2) Municipal Class Environmental Assessments (Class EAs) recommending upgrades to the community's infrastructure. The wastewater treatment plant will be expanded to a capacity of 3,900 m³/day, and a new water treatment facility with additional wells will be constructed to provide redundancy. However, total proposed development exceeds the available wastewater capacity, requiring a strategic allocation approach.

The County has prepared a policy to allocate this limited capacity based on practical servicing considerations, prior agreements with landowners, and efficient land use. A significant portion of the expanded capacity will be directed to the Landowners Group, which

has agreed to finance part of the infrastructure costs, easing the County's financial burden. The Infrastructure Front-Ending Agreement with the Landowners Group is detailed in RPT-0143-25 St. George Infrastructure Front-Ending Agreement and will be considered at the June 17, 2025, Administration and Operations Committee Meeting. The remaining capacity will be allocated to the existing community, infill development, and other future growth.

County Council is recommended to approve this allocation policy in principle so that it can be shared with other developers for comments to ensure transparency and consistency in future planning decisions.

Strategic Plan Priority

Strategic Priority 2 - Focused Growth and Infrastructure

Impacts and Mitigation

Social Impacts

This allocation policy will support the sustainable growth proposed in St. George, providing capacity for both new greenfield developments as well as infill and intensification of the built area.

Environmental Impacts

The ultimate capacity of the upgraded St. George Wastewater Treatment Plant is based on the limits of the receiving water body. An assimilative capacity study was performed and determined that no environmental impacts will be observed due to this increased loading to the creek with the new permitted effluent limits.

Economic Impacts

The water supply and wastewater treatment projects for St. George are large financial commitments. Fortunately for the County, the \$35M grant from the Province and the Infrastructure Financing Agreement will keep the County within our borrowing limits.

Report

Background

The County's water and wastewater collection and treatment systems have finite capacity. As part of the development approval process, the County is responsible for ensuring that servicing capacity is allocated in a sustainable, cost-effective, fair and logical manner and legally by by-law as per Section 86.1 of *the Municipal Act*. Prior to the approval of any new development and commitment of County water and wastewater services, the County regularly conducts a detailed analysis of the current water and wastewater capacities to ensure capacity exists or will be available for the proposed development. This analysis is done using a County-built tool that tracks the water and wastewater system capacities based on both current and projected flows. The tool includes a current list of proposed developments, and it tracks them through the planning process, from draft plan approval, through registration (when capacity is committed), to final occupancy and connection to the

water and wastewater systems. The current system capacities for the water and wastewater systems in St. George are presented in Attachment 1.

The County initiated the St. George Water and Wastewater Servicing Class Environmental Assessments (Class EAs) in 2014 to determine the preferred alternatives to expand system capacities to accommodate anticipated community growth within the 25-year planning horizon. The study did not consider servicing the full build-out of the St. George settlement area as this was beyond the planning horizon.

The St. George Wastewater Servicing Class EA was completed in April 2021 and recommended expanding the existing wastewater facility (WWTP) to an increased rated capacity of 3,900 m³/d.

The St. George Water Servicing Class EA was completed in September 2023 and recommended construction of a new water treatment facility including two (2) new bedrock wells located south of Howell Road and west of St. George Road. The new water treatment facility does not increase the system capacity but provides firm capacity (redundancy).

In July 2022, an Interim Control By-Law (By-law 88-22) was enacted, putting a one-year pause on development within St. George to allow staff to complete a Comprehensive Master Plan Study. The purpose of the study was to coordinate the recommendations of the Municipal Comprehensive Review, Class Environmental Assessments for water and wastewater, the Parks Master Plan and Natural Heritage System, a community wide Transportation Management Plan and to conform with the policies of the Growth Plan. This would then be incorporated into the County's New Official Plan. The water and wastewater servicing report that was prepared for this study presented a preliminary capacity allocation plan along with a proposed servicing plan (watermain network and sewage collection pipes not water supply or wastewater treatment) for the full settlement boundary.

Analysis

County Staff prepared the St. George Allocation Policy to allocate the available capacity of the expanded WWTP to the proposed development lands. Capacity allocation is prioritized based on several factors, including but not limited to:

- what is most practical for the extension of existing infrastructure,
- prior agreements with Landowners, and
- the most efficient use of land and infrastructure.

The estimated cost of the proposed Wastewater Plant is \$60M and the Water Plant is \$14M. A grant has been received from the Province towards the cost of the WWTP (\$35M Grant) but the cost and ability to borrow all the money required for development-related projects is putting a strain on the financial resources of the County. The Landowners Group has agreed to front-end finance some of the costs for this infrastructure as part of a separate agreement with the County (see RPT 0143-25 St. George Infrastructure Front-Ending Agreement). As a result of this arrangement, some allocation is reserved for the Landowners Group in exchange for the financing.

Based on the information above, capacity of the expanded St. George WWTP will be allocated as follows:

Development	Wastewater Flow, m³/day (average day)
A) Existing Community (2024)	625
B) Landowner's Group (Losani, Empire, Riverview, Pinevest, Stremma)	2,500
C) Infill Developments*	363
D) Increased Development Density or developments not previously considered	412
Total	3,900

*Refer to By-Law number 31-18, LPAT Case number PL180470, By-Law 81-23, and STG-1 SSPA

The detailed terms and conditions of this allocation are presented in Attachment 2.

The Landowners Group was consulted throughout the development of this allocation policy via negotiations regarding the financing agreement. Additional public consultation proposed for this project includes:

- Engage Brant
- Direct communication with potential developers in the settlement boundary
- Direct communication with developers with questions
- No public meeting
- Reporting back to Council in July

Summary and Recommendations

This Report and RPT-0143-25 St. George Infrastructure Front-Ending Agreement should be read together as they are closely related subject matter.

Staff recommend that Council approve the St. George Water and Wastewater Allocation Policy in principle and that public consultation be undertaken prior to Council considering final approval in July.

Attachments

1. St. George Water and Wastewater Capacity Tracking Figures
2. St. George Water and Wastewater Allocation Policy

Reviewed By

M. Maxwell, Director of Engineering and Infrastructure Planning
C. Glassford, Assistant County Solicitor
D. Mellor, General Manager of Operations

Copied To

A. Bazzard, Director of Environmental Services
A. Dyjach, General Manager of Development Services

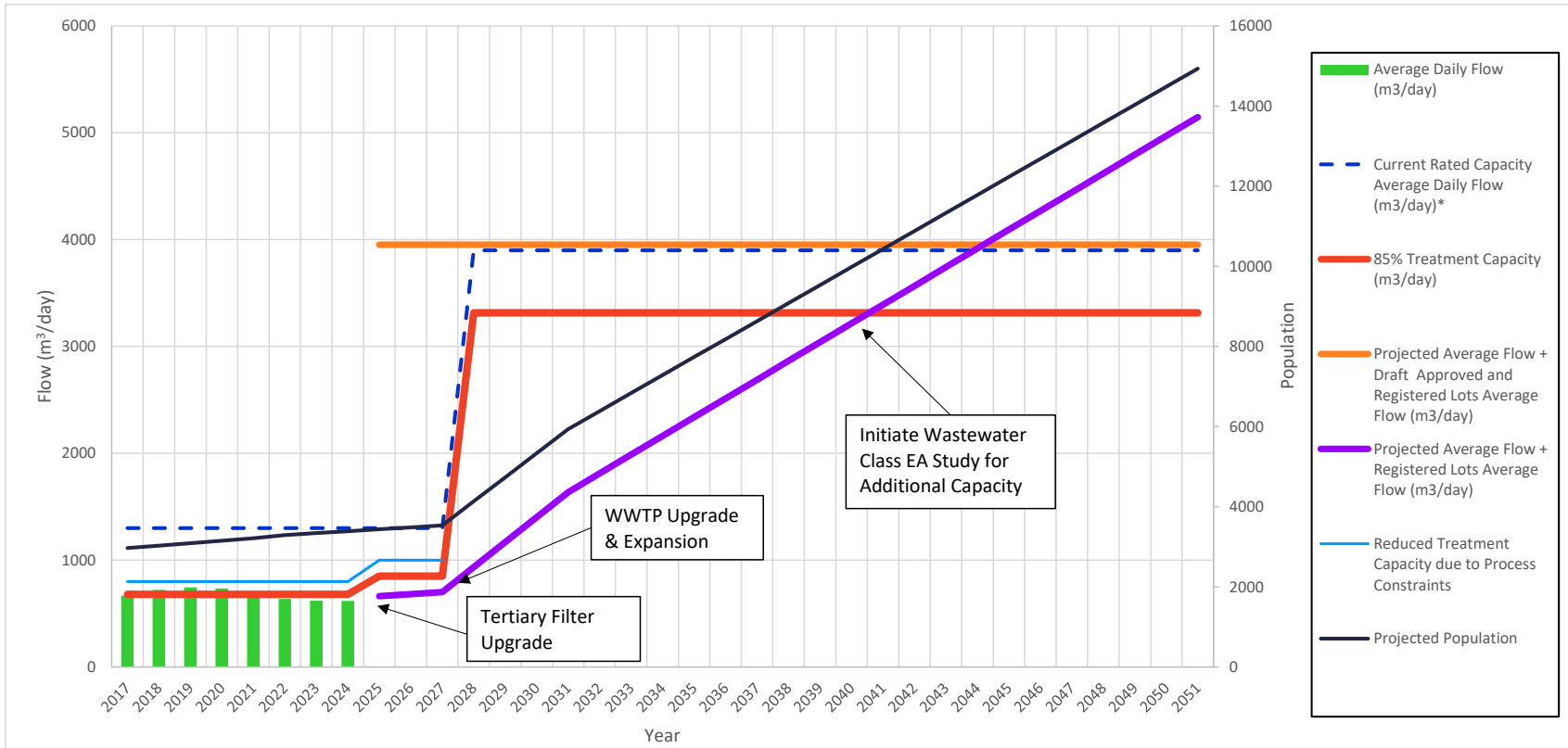
By-law and/or Agreement

By-law Required	Yes
Agreement(s) or other documents to be signed by Mayor and /or Clerk	No

Project	St George Water Wastewater Capacity and Allocation Tracking Tool
Client	County of Brant
Current Date	29-May-25
Date Created	04-Jan-23
Current Year	2025



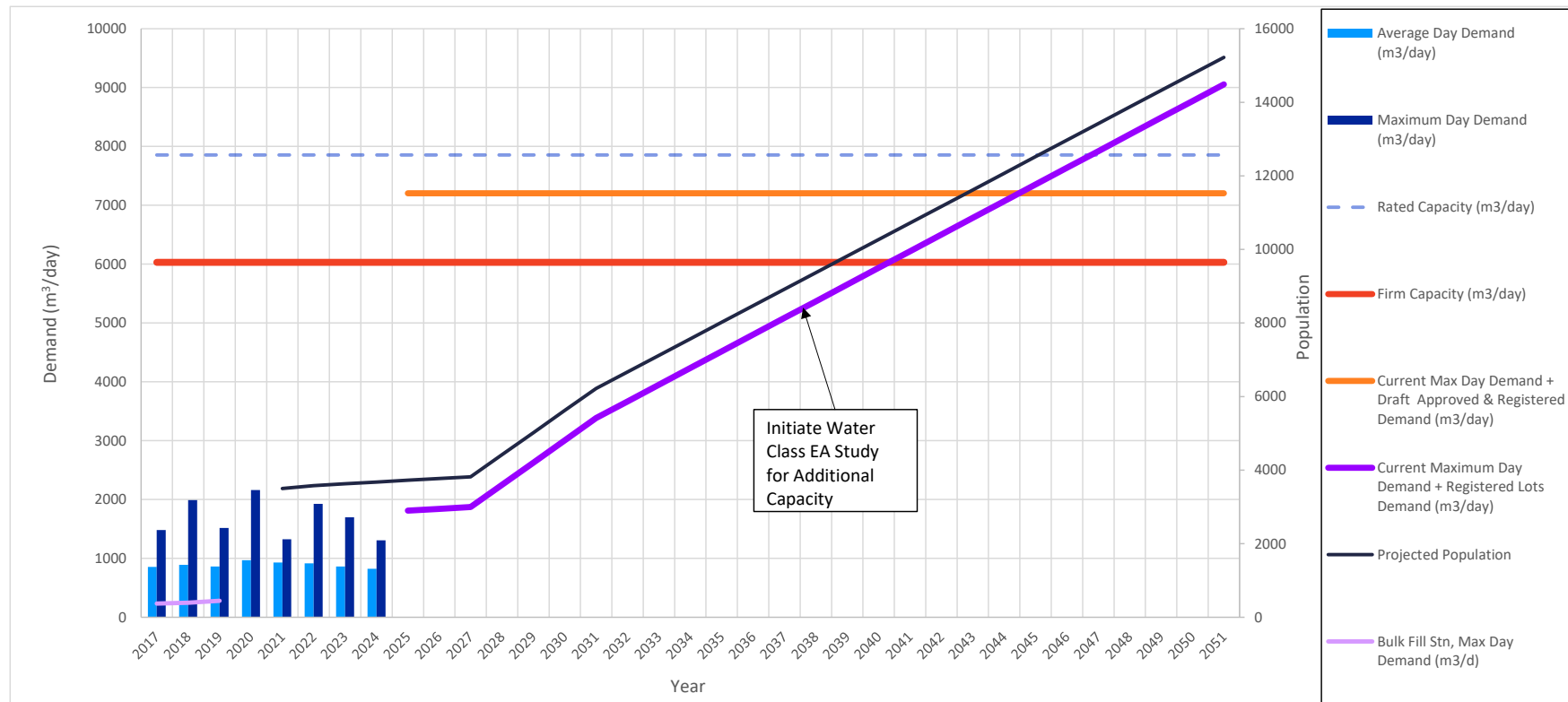
Wastewater System Tracking



Project	St George Water Wastewater Capacity and Allocation
Client	County of Brant
Current Date	29-May-25
Date Created	04-Jan-23
Current Year	2025



Water System Tracking



Subject:

St. George Water / Wastewater Servicing Allocation Policy

Policy #: Enter policy #

Effective Date Enter date

Amendment date: Enter date

Replaces: Enter policy #

The Ministry of the Environment, Parks and Conservation (MECP) requires all municipalities to ensure that they will have water and wastewater capacity as it approves new development through the procedures of the Planning Act such as Draft Plan of Subdivision, Severances, Site Plan Approvals, etc.

Municipalities do not control all facets of how growth happens. The marketplace, development proposals and the Ontario Lands Tribunal (OLT) all have impact on growth and the resulting water and wastewater flows.

Municipalities have some control of registration of developments through Draft Plan Conditions and the following Condition is part of every subdivision approval in the County of Brant (the County):

“The Development is to be staged or phased, and the staging/phasing and servicing of each stage/phase shall be to the satisfaction of the County. For the purposes of this condition, the development of a stage/phase of the Development may proceed when the County is satisfied that all of the external infrastructure/services for that stage/phase are in place, which means that the infrastructure exists and is operational to the satisfaction of the County and that capacity in such infrastructure has been formally allocated by the County for use in connection with the Development.”

The County tracks the water and wastewater system capacity and projects the future system usage based on the proposed developments. The tool used to track system capacity is called the Development Tracking Tool. The latest graphs from the Development Tracking Tool for the St. George system capacity for water and wastewater (Schedules A and B) are attached. As can be seen from Figure 1 and 2 below, the current usage is below the system capacity, but the proposed development has projected capacity requirements well above the wastewater system capacity. County of Brant Development & Engineering Standards, and MECP design criteria are considered when projecting the future development flows.

The County initiated the St. George Water and Wastewater Servicing Class Environmental Assessments (Class EAs) in 2014 to determine the preferred alternatives to expand system capacities to accommodate anticipated community growth within the 25-year planning horizon.

The study did not consider servicing the full build-out of the St. George settlement area as this was beyond the planning horizon.

The St. George Wastewater Servicing Class EA was completed in April 2021 and recommended expanding the existing wastewater facility (WWTP) to an increased rated capacity of 3,900 m³/d.

The St. George Water Servicing Class EA was completed in September 2023 and recommended construction of a new water treatment facility including two (2) new bedrock wells located south of Howell Road and west of St. George Road. The new water treatment facility does not increase the system capacity but provides firm capacity (redundancy).

In July 2022, an Interim Control By-Law (By-law 88-22) was enacted, putting a one-year pause on development within St. George to allow staff to complete a Comprehensive Master Plan Study. The purpose of the study was to coordinate the recommendations of the Municipal Comprehensive Review, Class Environmental Assessments for water and wastewater, the Parks Master Plan and Natural Heritage System, a community wide Transportation Management Plan and to conform with the policies of the Growth Plan. This would then be incorporated into the County's New Official Plan. The water and wastewater servicing report that was prepared for this study presented a preliminary capacity allocation plan along with a proposed servicing plan (water supply and sewage collection pipes not water supply or wastewater treatment) for the full settlement boundary.

As these studies were being completed, interest was expressed in developing lands that were beyond the vacant lands immediately west of the downtown core. The entirety of these lands cannot be serviced within the 3,900m³/d capacity of the expanded St. George WWTP.

The purpose of this policy is to allocate the available capacity of the expanded WWTP to proposed development lands. Capacity allocation is prioritized based on several factors, including what is most practical for the extension of existing infrastructure, prior agreements with the St. George Landowners Group (LOG), the most efficient use of land and infrastructure, etc. The estimated cost of the proposed Wastewater Plant is \$60M and the Water Plant is \$14M. A grant has been received from the Province towards the cost of the WWTP but the cost and ability to borrow all the money required for development related projects is putting a strain on the financial resources of the County. The LOG has agreed to front-end finance some of the costs for this infrastructure as part of a separate agreement with the County. As a result of this arrangement, some allocation is preserved for the LOG in exchange for the financing.

Based on the information above, capacity of the expanded St. George WWTP will be allocated as follows:

Development	Wastewater Flow, m ³ /day (average day)
A) Existing Community (2024)	625
B) Landowner's Group (Losani, Empire, Riverview, Pinevest, Stremma)	2,500
C) Infill Developments *	363
D) Increased Development Density or developments not previously considered	412
Total	3,900

**Refer to By-Law number 31-18, LPAT Case number PL180470, By-Law 81-23, and STG-1 SSPA*

- 1) This policy only applies to developments that have Draft Plan Approval and are able to meet all other conditions for Registration.
- 2) For the Landowners Group allocation of 2,500 m³/day, the terms and conditions of this allocation are part of the Front-Ending Agreement between the County and the LOG. The LOG individually can obtain more capacity from Row D of the table above on a first-come-first served basis as Row D capacity is available for increased density from their previously approved development. The LOG, individually, can also access capacity in Row D once they have built out 90 percent of their development, in increments of up to 50m³/day per development at one time.
- 3) All proposed developments not identified in the table above will be considered for capacity on a first-come, first-served basis as they are preparing to register. Pre-consultation with County staff is always recommended if a developer is unsure if capacity exists. No new development, except for the developments in the Front-Ending Agreement (Landowners Group), is guaranteed water and wastewater capacity until it is registered.
- 4) Industrial, Commercial and Institutional Developments will be considered for water and wastewater capacity on an individual basis as applications are received. For these developments, wastewater strength will be considered as well as volume. There is minimal capacity for Industrial, Commercial and Institutional Development in St George.

- 5) Residential developments for the LOG will be allowed to register when capacity is available in phases as set out in an overall phasing plan approved by the County. This plan will be negotiated between the County and the LOG prior to registration of the first phases of the LOG Developments. County staff may make adjustments to this plan for individual proposals based on practicality of road development and servicing issues or how medium and high-density blocks can be phased. For residential developments, a subsequent phase can be approved if capacity exists, when 75% of the units in the previous phase have building permits issued.
- 6) This policy will be revised if either of the water or wastewater systems reach 90% capacity or if the projected flows for registered developments will cause systems to exceed 98% capacity before additional capacity is created by system upgrades, or for other circumstances that arise which impact the system capacities.
- 7) The Development Tracking Tool for St. George will be updated regularly (at least twice per year), and the latest version will be posted on the County of Brant website.
- 8) As per OPA 8, the County is reserving at least 7.5% of the WWTP capacity for infill development. The current estimated capacity proposed is 363m³/day (9.3%). The County considers infill development as properties within the built boundary that already have water and wastewater extended to them or very close in proximity. For infill properties, capacity, while available, is guaranteed when the development is registered. A list of known properties is as follows:

Development
Stoney Ridge Phase 3
Cider Park Condominium, 23 Beverly St. E.
Russell Heights Housing Expansion
50 High Street
48/98 Main St South
249-253 St. George Road



Administration and Operations Committee Report

To: The Chair and Members of the Administration and Operations Committee
From: Halie Gilmore, Project Manager Corporate Strategy
Date: June 17, 2025
Report #: RPT-0244-25
Subject: Road Safety Reserve Fund Policy
Purpose: For Approval

Recommendation

Whereas the Municipal Act, S.O. 2001, c.25, as amended, authorizes municipal Councils to establish reserve funds for any purpose for which it has authority to spend money;

And whereas the County of Brant has established an independent Automated Speed Enforcement (ASE) program;

And whereas Council directed staff to prepare policies to ensure the responsible and sustainable management of potential revenues generated by the ASE program to fund program expansion, reserve funds to cover potential revenue shortfalls, and support future road safety initiatives;

That RPT-0244-25 - Road Safety Reserve Fund Policy be received and the Road Safety Reserve Fund Policy be approved;

And that a Road Safety Reserve Fund be established, to be funded by revenue from the ASE Program.

Executive Summary

The County of Brant's Automated Speed Enforcement (ASE) program has been in operation for over four months. As expected, the program is currently revenue-neutral, with fines from penalty orders covering its operating costs. Early analysis shows that the program is also generating a net revenue, as operating income is surpassing operating expenses. To store and manage these surplus funds effectively and transparently, the County has developed a Road Safety Reserve Fund Policy. This policy establishes a discretionary Road Safety Reserve Fund to hold annual net revenue generated from the ASE program. The reserve fund is designed to stabilize fluctuations in ASE revenue, support future program expansion, and fund initiatives that improve road safety. The policy outlines the funding method, the purpose of the reserve fund, and the responsibilities for its management and administration.

Strategic Plan Priority

Strategic Priority 3 - Healthy, Safe, and Engaged Citizens

Strategic Priority 4 – Stable and Responsive Governance

Impacts and Mitigation

Social Impacts

ASE programs have proven to be effective in reducing vehicle speeds, making them a valuable addition to existing enforcement efforts. By lowering vehicle speeds, these programs improve traffic safety by increasing driver reaction time and reducing the likelihood of collisions, especially with pedestrians. This policy supports community safety and well-being by fostering a stable ASE program, encouraging future expansion, and advancing other initiatives that protect the health and safety of all road users, including drivers, pedestrians, and cyclists.

Environmental Impacts

There are no environmental impacts associated with this report.

Economic Impacts

The Road Safety Reserve Fund will provide a stable source of funding to support program expansion and offset potential revenue shortfalls resulting from improved speed limit compliance. It will also serve as a dedicated funding source for road safety initiatives aligned with the *Brant Safe Streets Strategy*, which will reduce reliance on the tax levy.

Report

Background

At the September 3, 2024, Policy Development Committee meeting, staff presented a business case that showed that ASE would operate as a self-funding program, where revenue collected through fines was expected to cover operating costs. Based on estimates and experiences from comparable municipalities, the business case also showed that the program was likely to generate excess revenue. To ensure effective management of funds and foster transparency, Council directed staff to:

Prepare policies to ensure the responsible and sustainable management of potential revenues generated by the ASE Program to fund program expansion, reserve funds to cover potential revenue shortfalls, and support future road safety initiatives.

To respond to this direction, staff have collaborated to develop the Road Safety Reserve Fund Policy. This policy provides clear guidelines for managing the revenue generated and costs incurred through the operation of the County's ASE program. This policy establishes the Road Safety Reserve Fund (the reserve fund), a discretionary reserve fund developed to manage annual operating surpluses generated by the ASE program. The reserve supports the program's funding model, allowing it to operate independently outside of the general tax levy. The policy defines the fund's purpose, funding method, and the responsibilities for its management and administration.

This policy aligns with the County's *Reserve and Reserve Fund Management Plan* effective July 1, 2017. As per the plan, a discretionary reserve fund will be established through bylaw/policy. The policy must clearly identify the name of the reserve fund, the funding method, and its purpose. A reserve fund can only be used for the identified purpose, unless Council amends or repeals the existing bylaw/policy. The *Reserve and Reserve Fund Management Plan* is currently being reviewed and is expected to be updated November 2025.

Analysis

Purpose of the Policy

As the ASE program grows and expands throughout the County, formalizing a policy is essential to guide the collection, storage, and use of net revenue generated. Across Ontario municipalities, it is a best practice to reinvest revenue generated from automated traffic enforcement programs into road safety initiatives. This approach reinforces a direct connection between the purpose of ASE, supporting road safety, and ongoing efforts to advance this goal.

This policy is designed to achieve several important objectives:

- Support the expansion of ASE systems throughout the County by reinvesting program revenues.
- Ensure a consistent source of funding to stabilize the program.
- Fund additional road safety measures, including the construction or enhancement of engineered safety solutions.
- Support ASE as a self-funded program and maintain a clear and sustainable business case for its continued operation independent of general tax levy.
- Foster accountability and public trust by clearly communicating how net revenue from the program will be used.

Early analysis indicates the necessity of this policy and the associated reserve fund. Since its implementation, from February to May, the operating surplus (net revenue) from the ASE program totals roughly \$170,000. Establishing a clear process for managing and administering this revenue is vital to support continued program success, transparency, and community trust.

Priorities of the Policy and Reserve Fund

The policy aims to support effective, consistent, and sustainable delivery of the ASE program. Specifically, the Road Safety Reserve Fund will be used for the following purposes:

- (1) **Program Stabilization** – As compliance with speed limits improves, the ASE program is expected to experience a decline in revenue from penalty orders. This could lead to revenue fluctuations and potential operating deficits in the future. Storing annual net revenue within a reserve fund will build a funding base to stabilize the program and ensure it remains independently funded. As outlined in the policy, staff will use their expertise and available program data to ensure a sufficient, positive balance is retained in the reserve.
- (2) **Program Expansion** – Revenue generated through the ASE program will be reinvested to support expansion to new locations in Community Safety Zones throughout the County.
- (3) **Road Safety Initiatives** – In addition to stabilizing and expanding the program, revenue generated will contribute to the [*Brant Safe Streets Strategy*](#) vision. Funds will be used to support projects and initiatives that enhance safety for all road users, including pedestrians, drivers, and cyclists.

Communicating the Policy

ASE programs are often negatively perceived as a “cash grab,” with municipalities focused solely on generating revenue and using it to support non-road safety municipal priorities. The establishment and clear communication of the Road Safety Reserve Fund will help address this concern and demonstrate how the County is using fines collected to directly support the

safety and well-being of all road users. Whether reinvested into the ASE program or directed toward additional road safety projects, such as trails, traffic calming measures, and infrastructure improvements, this reserve fund outlines exactly how surplus revenue will be used to benefit the community.

As the reserve fund balance grows and the ASE program becomes more stable, it can offer a consistent, dedicated source of funding for *Brant Safe Streets Strategy* initiatives. Since the implementation of the Strategy in 2019, the County has continued to invest funds from the tax levy into road safety initiatives. Using revenue from the ASE program to fund these efforts will reduce reliance on the tax base.

To foster transparency and build public trust, upon approval the policy will be posted on the County's [ASE webpage](#).

Policy Development and Review Process

Staff across the organization collaborated to develop the policy. To ensure alignment with best practices, policies from comparable municipalities were also reviewed and consulted as part of this work. Moving forward, staff will continue to monitor the implementation of the ASE program and the Road Safety Reserve Fund Policy and bring forward updates and improvements as required.

Summary and Recommendations

In summary, it is recommended that the County of Brant Council approve the Road Safety Reserve Fund Policy to support the continued delivery and growth of the ASE program. This policy will establish a discretionary reserve fund, providing a dedicated source of funding to ensure program stability, enable future expansion, and support road safety initiatives.

Attachments

- 1. Road Safety Reserve Fund Policy

Reviewed By

Adam Crozier, Director of Corporate Strategy
Greg Bergeron, Director of Enforcement and Regulatory Services
Greg Demers, Director of Roads
Heather Bailey, Manager of Budgets and Long-Term Financial Plan

Copied To

Senior Management Team

By-law and/or Agreement

By-law Required	No
Agreement(s) or other documents to be signed by Mayor and /or Clerk	No

Subject:

Road Safety Reserve Fund Policy

Policy #: Enter policy #

Effective Date: 2025-06-17

Amendment date: Enter date

Replaces: Enter policy #

Policy Statement

The Road Safety Reserve Fund Policy is established to manage the revenue variability of the Automated Speed Enforcement (ASE) Program and to outline how operating surpluses and deficits from the ASE program will be accounted for and used in a transparent and effective manner.

Purpose

The purpose of this policy is to provide clear guidelines for managing revenues and expenses associated with the County of Brant's Automated Speed Enforcement (ASE) program. It establishes the Road Safety Reserve Fund, a discretionary reserve used to hold annual operating surpluses from the ASE program and to fund operating deficits, program expansion, and other eligible road safety initiatives. The policy also defines the fund's purpose, funding methods, and the responsibilities for its administration and oversight.

Scope

This policy applies to all funds generated and expended through the ASE program and to the management of the Road Safety Reserve Fund (the reserve fund).

Definitions

For the purpose of this policy:

Automated Speed Enforcement (ASE) System: An enforcement system that consists of a combination of a camera and speed-measuring device that can be used to take a photograph of a motor vehicle and determine and record the rate of speed at which the motor vehicle is travelling at the time the photograph is taken.

Automated Speed Enforcement (ASE) Program: A program involving the use of ASE systems throughout the County of Brant. The program involves issuing penalty orders and collecting fines.

County: The Corporation of the County of Brant.

Council: The County of Brant Council.

Discretionary Reserve Fund: Reserve funds created at the discretion of Council whenever revenues are earmarked to finance future expenditures of a purpose designated by Council through a policy.

Program Expenses: Costs associated with the ongoing delivery of the ASE program (for example staff training, technology costs, and software fees).

Operating Deficit: A negative balance that occurs when the annual revenue generated through the ASE program is less than the annual program expenses.

Operating Surplus (Net Revenue): A positive balance that occurs when the annual revenue generated through the ASE program is greater than the annual program expenses.

Road Safety Initiatives: Programs and projects aimed at reducing speed and collisions and promoting the safety of all road users, including, but not limited to, drivers, pedestrians, cyclists, and transit users. These initiatives may include capital projects, such as trail enhancements to reduce roadway congestion, road redesigns to slow traffic, and the installation of pedestrian crossings or bike lanes. They may also include actions such as public education campaigns, community outreach, and policy development.

Reserve Fund: A fund that is segregated and restricted to meet a specified purpose and includes both obligatory reserve funds and discretionary reserve funds.

Reserve and Reserve Fund Management Plan: A document (as may be amended) that outlines the procedures for establishing and managing reserves and reserve funds at the County of Brant.

Revenue: Funds collected from the payment of penalty orders issued through the ASE program.

Staff: Staff employed by the Corporation of the County of Brant that are involved in the administration and delivery of the ASE Program.

Road Safety Reserve Fund: Discretionary reserve fund established to hold operating surpluses (net revenue) generated through the County's ASE program. Reserve fund to be used in accordance with this policy.

Policy Communication

This policy will be posted on the County's website. This policy will be shared with relevant staff and posted on the County's intranet (Jostle).

Policy

1.0 Reserve Fund Use

- 1.1 Any revenue generated from the ASE program will first be used to cover the ongoing costs of delivering the program. Program expenses could include any costs required to deliver the program such as software fees, staffing requirements, staff training costs, maintenance and replacement fees, and administration costs. Staff shall determine how to allocate revenue to support the ongoing operation of the program.
- 1.2 At the end of the fiscal year, annual operating surpluses (net revenue) from the ASE program will be transferred to the reserve fund through the established budget practice.
- 1.3 At the end of the fiscal year, annual operating deficits from the ASE program will be funded by the reserve fund through the established budget practice.
- 1.4 Use of funds available in the reserve fund will be first allocated to support program expansion. Program expansion could include the costs associated with adding new ASE cameras, locations and associated hardware.
- 1.5 After program expansion, funds from the reserve fund may be used to support eligible initiatives that enhance road safety. This may include but is not limited to:
 - Elements of road reconstruction projects that are designed to encourage safer driving practices and engineered traffic calming solutions.
 - Electronic speed radar and display signs.
 - Community education campaigns.
 - Other road safety initiatives focused on reducing speed, collisions, and supporting safer streets in line with the *Brant Safe Streets Strategy* (such as sidewalk improvements, pedestrian crossings, and trail enhancements).

2.0 Reserve Fund Management

- 2.1 Funds in the reserve will be used in accordance with the process and eligible uses outlined in section 1.0.
- 2.2 Staff will direct annual operating surpluses from the ASE Program to be contributed to the reserve fund through the annual budget practice.
- 2.3 Staff will direct annual operating deficits to be covered through the reserve fund through the annual budget practice.
- 2.4 Withdrawals from the reserve fund to cover program expansion and/or eligible road safety initiatives exceeding \$250,000 shall require Council approval by resolution.
- 2.5 Staff will monitor ASE program data and the Road Safety Reserve Fund to ensure a sufficient balance is maintained in the reserve to address revenue variability and cover annual operating deficits as needed. The reserve fund must maintain a positive balance at all times.
- 2.5.1 Maintaining a positive balance in the reserve fund is required to stabilize the program and manage unforeseen impacts to revenue. Staff will use their expertise and available program data to maintain a reasonable balance to support revenue variability, while encouraging program expansion and other eligible road safety initiatives.
- 2.5.2 A reserve fund balance represents the stabilization portion of the fund and is intended to manage unforeseen impacts to revenue in the current year. Any sustained impact to program revenues (such as a change in legislation, automated enforcement technologies) must be addressed in the following budget year.

3.0 Roles and Responsibilities

- 3.1 Council's responsibility will be to:
- Evaluate and approve this policy.
 - Evaluate and approve any operating or policy directions that may impact the function of the reserve fund.
 - Approve requests to use the reserve fund for eligible purposes as directed by staff over \$250,000.
 - Approve the closure of the reserve fund should it no longer be required.

3.2 Staff will work collaboratively to administer, monitor, and use the reserve fund. In general, staff responsibilities include:

- Direct use of the reserve fund for eligible initiatives and bring forward reports for Council approval for withdrawals exceeding \$250,000 to fund program expansion and/or eligible road safety initiatives.
- Review and update this policy as needed.
- Report on the balance of the reserve fund as part of semi-annual ASE program reporting.

3.2.1 The reserve fund will be administered by the County of Brant's Finance Division to ensure compliance with applicable legislation, laws, and accounting practices including the *Reserves and Reserve Fund Management Plan* (as may be amended). The Finance Division will:

- Direct contributions to the reserve fund through the annual budget process.
- Direct the closure of the reserve should it no longer be required.
- Monitor the program and the balance of the reserve fund to ensure it remains at a positive and suitable level to stabilize the program.
- Report on the balance of the reserve fund as part of the annual budget process.

4.0 Reporting

4.1 The balance of the reserve fund will be communicated to Council on a semi-annual basis as part of the ASE program reporting and the annual budget process as outlined in the *Reserve and Reserve Fund Management Plan* (as may be amended).

5.0 Closure

5.1 If the reserve fund is no longer required, the closing process outlined in the *Reserve and Reserve Fund Management Plan* (as may be amended) will be followed.

POLICY REVIEW

This policy will be reviewed every five years, or earlier if significant changes are warranted. Any proposed amendments will be submitted to Council for consideration and approval.



Administration and Operations Committee Report

To: The Chair and Members of the Administration and Operations Committee
From: Dave Mellor, General Manager of Operations
Stefanie DiGiovanni, Project Engineer
Date: June 17, 2025
Report #: RPT-0235-25
Subject: Phase Two (2) Scotland-Oakland Master Environmental Servicing Plan (MESP)
Consultant Award
Purpose: For Approval

Recommendation

Whereas the Scotland-Oakland Master Environmental Servicing Plan (MESP) was initiated in 2024, with Phase One (1) of the MESP completed in February 2025 by Stantec and Arcadis;

And Whereas the results of the Phase One (1) MESP were presented to Council via RPT-0017-25 in February 2025, with the recommendation to initiate an integrated Master Plan Study as Phase Two (2) of the Scotland-Oakland Master Environmental Servicing Plan (MESP);

And Whereas a Drinking Water Quality Advisory was issued in March 2025 to the communities of Scotland and Oakland pertaining to high nitrate concentrations as found during Phase One (1) of the MESP;

And Whereas a One-time Nitrate Sampling opportunity was offered to the residents of Scotland and Oakland in response to the Drinking Water Quality Advisory, the results of which indicating that the average nitrate concentration in the primary drinking water aquifer exceed the Ontario Drinking Water Quality Standard (ODWQS);

And Whereas a total budget of \$350,000 was approved through RPT-0110-24 for the Scotland-Oakland MESP, with \$185,018.37 remaining in the budget as of May 2025;

And WHEREAS RPT-0017-25 approved the initiation of the Phase Two (2) MESP in 2025 with the remaining approved budget with the provision that additional budget would be required in 2026 to complete the Phase Two (2) MESP;

That Council approve \$115,000 be allocated from water reserves, wastewater reserves, water development charge reserve and wastewater development charge reserve and;

That Council approve the extension of Stantec's and Arcadis' existing contracts to complete Phase Two (2) of the MESP in the amounts of \$220,850 and \$56,850, respectively.

Executive Summary

County of Brant (County) staff are seeking approval for \$115,000 of budget funded by water, wastewater and development charge reserves to fund the completion of Phase Two (2) of the Scotland Oakland Phase Master Environmental Servicing Plan (MESP) and, as per the County's purchasing policy approval, to extend Stantec and Arcadis' existing contract.

Staff have undertaken a two-phase Master Environmental Servicing Plan (MESP) in response to development interest in the settlement areas of Scotland and Oakland. Phase One (1) of the MESP was completed in early 2025 and direction was given to staff to proceed to Phase Two (2) in February 2025.

Since February 2025 staff have scoped the study components required for Phase Two (2), which includes an integrated Master Servicing Plan (MSP) completed in accordance with the Municipal Class Environmental Assessment (Class EA) process, that will evaluate all water, wastewater, stormwater, and transportation servicing alternatives. The evaluation includes identifying the problem statement and developing and evaluating alternative solutions through a robust evaluation and consultation process to determine the preferred solution for the community.

Following the finalization of the Phase One (1) MESP findings, a Drinking Water Quality Advisory was issued, followed by a One-Time Nitrate Sampling Program conducted in April 2025, that confirmed that 44% of residential well samples exceeded the Ontario Drinking Water Quality Standards (ODWQS) for nitrates, presenting a public health concern that is also potentially growth prohibitive.

County staff recommend extending the existing consultant contracts with Stantec and Arcadis, who completed the Phase One (1) studies, to maintain project continuity and avoid delays. Stantec has proposed a fee of \$220,850 for the water, wastewater, and stormwater components, while Arcadis has proposed \$56,850 for the transportation component. With \$185,018.37 remaining in the current capital budget, staff recommend that Council commit an additional \$115,000 funded by water, wastewater and development charge reserves to fund the completion of Phase Two (2) of the MESP.

If Council choose not to approve the additional funding, the scope of Phase Two (2) of the MESP will need to be significantly reduced. This limited approach would not fulfill Class EA requirements for Schedule B or C projects, resulting in delays.

In conclusion, County staff recommend that Council approve the \$115,000 budget allocation and authorize contract extensions to Stantec and Arcadis. This will allow Phase Two (2) of the MESP to proceed in accordance with the preferred master planning approach.

Strategic Plan Priority

Strategic Priority 2 - Focused Growth and Infrastructure

Impacts and Mitigation

Social Impacts

The Scotland-Oakland Phase One (1) MESP provided valuable information on how the communities of Scotland and Oakland can develop sustainably, while mitigating potential negative impacts on the existing community. The completion of a Master Servicing Plan as part of Phase Two (2) will indicate the preferred solutions for water, wastewater and stormwater servicing and transportation upgrades to ensure sustainable and safe build-out of the community. Of primary importance is a more immediate recommendation to address the existing water quality concerns and ensure that future development does not compound these issues.

Environmental Impacts

The completion of a Master Servicing Plan, completed in accordance with the Municipal Class Environmental Assessment process, will evaluate all potential servicing options and ensure that the preferred servicing solution will have minimal impacts to the environment.

Economic Impacts

The Scotland-Oakland MESP has approved funds in the 2024 and 2025 Capital Budgets for Policy Planning, and as of May 2025 there is \$185,018.37 remaining in the approved budget. As per the approved RPT-0017-25, additional budget would be required in 2026 to complete the entirety of the proposed Master Servicing Plan. County staff are requesting that the \$100,000 budget to be allocated during the 2026 budget process be approved now and increased to \$115,000 funded through various water, wastewater and development charge reserves.

Report

Background

The County initiated a two-phase MESP in 2024 to assess environmental and infrastructure conditions and guide sustainable growth in the neighbouring communities of Scotland and Oakland.

Phase One (1) concluded in early 2025, identifying hydrogeology, stormwater, transportation and natural heritage systems as areas for further assessment. A critical finding of Phase One (1) was elevated nitrate levels in the shallow groundwater aquifer, the primary drinking water resource for the communities.

In February of 2025 Council approved proceeding with Phase Two (2) of the MESP, to evaluate all water, wastewater, storm water and transportation servicing alternatives. Phase Two (2) of the MESP will consist of an integrated Master Plan Study that will assess all alternatives, engage with project partners and outline a path forward for the communities of Scotland and Oakland.

A Drinking Water Advisory was issued in March 2025, followed by County-led well testing in April. Of 39 samples collected, 17 (44%) exceeded 10 mg/L which is the Ontario Drinking Water Quality Standards (ODWQS) for nitrates. The County is working with the Grand Erie

Public Health team to develop a plan to ensure the information and risk is communicated and understood.

Analysis

Contract Extension Allowance

In February 2024, Council approved RPT-0110-24, which included approval to staff to directly negotiate with consultants and single-source Phase One (1) of the Scotland-Oakland Master Environmental Servicing Plan (MESP). Stantec was awarded the scope-of-work for the hydrogeological, stormwater, natural heritage and servicing studies, and Arcadis was awarded the scope-of-work for the traffic and transportation study.

In accordance with the County's purchasing policy approval is required to extend contracts where the total value exceeds \$250,000. To complete Phase Two (2) of the MESP, consisting of a Master Servicing Plan, County staff recommend that the two (2) existing contracts with Stantec and Arcadis be extended to perform this work. This approach provides continuity in the work and limits the extent of rework required for a new consultant team to understand the MESP studies completed to date.

Scope of Work

Phase Two (2) will follow Approach two (2) for Master Plans within the Municipal Class EA process including problem definition, evaluation of alternatives, and stakeholder consultation. Phase Two (2) will assess all potential solutions, including both private (the status quo) and municipal options, based on their natural, social and economic impacts. A thorough public consultation process with relevant stakeholders and agencies will be undertaken to assess potential solutions to the problem statement.

This approach would satisfy the Class EA requirements for any Schedule B projects recommended through the Master Plan. As such, after Phase Two (2) is complete, including a presentation to Council the detailed design of any Schedule B projects recommended from the Master Plan could commence without further works under the Class EA process.

Budget Analysis

The draft scope-of-work as described in the previous section was provided to Stantec and Arcadis to guide their proposal development. Stantec was asked to provide a proposal for the water, wastewater and stormwater servicing components of the Master Servicing Plan (Attachment 2), and Arcadis was asked to provide a proposal pertaining to only the traffic and transportation evaluation component of the Master Servicing Plan (Attachment 3).

The budget for the Phase One (1) Scotland-Oakland Master Environmental Servicing Plan (MESP) as approved via RPT-0110-24 (Attachment 4) was \$350,000, with \$250,000 allocated for 2024 and \$100,000 allocated for 2025. The scope for a Master Plan Study, completed in accordance with the Municipal Class EA process, was not included in this initial budget approval.

The following table summarizes the proposals received from Arcadis and Stantec:

	Stantec	Arcadis
Original Approved Budget	\$350,000	
Phase One Contract	\$133,361.75	\$26,559.37
Phase Two Extension	\$220,847.70	\$56,850.85
Variance*	-\$87,619.67 (-\$91,679.18*)	

*This variance does not include the approximate \$5,000 of miscellaneous expenses incurred directly by the County for advertising, printing and traffic data collection. Actual variance shown in brackets.

As of May 2025, the remaining approved budget is \$185,018.37. Since then, Staff have completed the One-time Nitrate Sampling Event, at a cost of \$2,000.

Staff are requesting that Council approve an additional \$115,000 funded by water reserves, wastewater reserves, water development charge reserve and wastewater development charge reserve to complete Phase Two (2) of the Master Environmental Servicing Plan. The variance between consultant contract totals and the \$115,000 additional budget includes allowances for advertising, additional water sampling and contingency.

Summary and Recommendations

The Phase One (1) MESP reports have been received and reviewed by County staff. The results of these reports indicate challenges with the existing drinking water resources, as well as opportunities to improve the transportation network and stormwater management system. Recommendations included the completion of further studies, done in accordance with the Municipal Class Environmental Assessment (Class EA) process, to determine the preferred solutions for the water, wastewater, stormwater and transportation systems.

Existing water quality data indicates the presence of high nitrate concentrations within the existing overburden aquifer drinking water supply that approach or exceed the ODWQS for nitrates. Recent residential nitrate sampling data indicates that 44% of sampled wells exceed the ODWQS.

Per the D-5-5 Guidelines for Private Well Water Supply Assessments, the Ministry of Environment, Conservation and Parks (MECP) recommends against development on private wells when health-related parameters in the drinking water supply exceed the ODWQS. Nitrate is a health-related parameter, and as such the elevated levels observed across the community present a public health concern that is also potentially development-prohibitive as it relates to private water and wastewater servicing.

Via report RPT-0017-25, Council approved the initiation of an integrated Master Servicing Plan (MSP) as Phase Two (2) of the MESP to evaluate and determine the preferred servicing options for water, wastewater, stormwater and transportation in accordance with the Municipal Class EA process. The initiation of the MSP was approved with the provision that additional budget would be required in 2026 to complete the total scope-of-work. Pricing was received from the consultants that requires additional budget to award the contracts and approval for contract extension under the purchasing policy.

Stantec and Arcadis completed the Phase One (1) MESP throughout 2024 and 2025. County Staff have worked directly with these consultants to develop the proposed scope-of-work for Phase Two (2) of the MESP, to complete an integrated MSP in accordance with Approach 2 for Master Plans under the Municipal Class EA process.

Staff recommend that Council approve \$115,000 funded by water reserves, wastewater reserves, water development charge reserves and wastewater development charge reserves and approve the contract extensions to Stantec and Arcadis to complete an integrated Master Servicing Plan as Phase Two (2) of the Master Environmental Servicing Plan, as approved via RPT-0017-25.

If the recommendation of advancing additional budget, Council may instruct staff to proceed with a limited scope of work that is within the remaining pre-approved budget. Proceeding with a limited scope of work and current approved budget requires Council approval to divide the work under the purchasing policy. Staff will also require contract extension approval for both Stantec and Arcadis.

This limited scope could identify the problem statement, the potential alternative solutions, and a preliminary identification of the preferred solution. However, the requirements for neither Schedule B or C projects would be satisfied by this approach, and as such the County would be required to complete an additional study and consultation upon completion of the Phase Two (2) MESP prior to beginning detailed design of these recommended projects. County staff advise against this approach, as it would extend timelines for the confirmation and implementation of the preferred solutions.

Attachments

1. RPT-0017-25 – Scotland-Oakland Master Environmental Servicing Plan Phase One Results
2. Stantec Proposal – Phase Two (2) Master Environmental Servicing Plan
3. Arcadis Proposal – Phase Two (2) Master Environmental Servicing Plan – Traffic Study
4. RPT-0110-24 – Scotland-Oakland Master Environmental Servicing Plan and Community Master Plan

Reviewed By

M. Maxwell, Director of Engineering and Infrastructure Planning
A. Bazzard, Director of Environmental Services

Copied To

A. Newton, Chief Administrative Officer
R. Welchman, Solicitor and Corporate Counsel
R. Walton, General Manager of Operations
A. Dyjach, General Manager of Development Services

By-law and/or Agreement

By-law Required	No
Agreement(s) or other documents to be signed by Mayor and /or Clerk	No



Administration and Operations Committee Report

To: The Chair and Members of the Administration and Operations Committee
From: Rob Walton, General Manager of Operations
Alysha Dyjach, General Manager of Development Services
Date: February 18, 2025
Report #: RPT-0017-25
Subject: Phase One (1) Scotland-Oakland Master Environmental Servicing Plan (MESP)
Purpose: For Approval

Recommendation

Whereas Council previously approved Report RPT-0110-24 to complete a Master Environmental Servicing Plan (MESP) for the communities of Scotland and Oakland;

And Whereas the completion of the MESP be done in two (2) phases to allow for expedient information transfer to the community;

And Whereas Phase One (1) of the MESP was awarded to Stantec and Arcadis and was completed throughout 2024;

And Whereas the findings of Phase One (1) indicate that there are existing quality and quantity issues with the groundwater resource, and that further build-out of the community on private water and wastewater servicing with the current minimum lot size provisions of the Zoning By-Law would not meet the Ontario Drinking Water Quality Standard (ODWQS) and may result in further deterioration of the groundwater resource;

And Whereas the recommendations of Phase One (1) include a need to further evaluate and determine the preferred solutions for water and wastewater servicing, stormwater management and transportation infrastructure to ensure sustainable build-out for the community;

And WHEREAS a total budget of \$350,000 was approved through RPT-0110-24, with \$250,000 allocated for 2024 and \$100,000 allocated for 2025;

That Phase Two (2) of the MESP be initiated in 2025 with the remaining pre-approved budget, consisting of an integrated Master Servicing Plan to evaluate all possible servicing options, including consideration for both private (“status quo”) and municipal servicing, for the communities of Scotland and Oakland, completed in accordance with the Municipal Class Environmental Assessment process.

Executive Summary

The County initiated a combined MESP and Community Master Plan (CMP) in 2024 to ensure that proposed community growth occurs in a sustainable manner in the neighboring communities of Scotland and Oakland. Approved under RPT-0110-24, this initiative evaluates current conditions and provides preliminary recommendations to guide development while safeguarding environmental and infrastructure sustainability. Phase One (1) of the MESP focuses on assessing servicing options for water, wastewater, stormwater and transportation through an evaluation of the existing conditions and natural heritage systems via desktop studies based on currently available information.

A critical finding of Phase One (1) is the reliance of 95% of residents on a shallow, highly vulnerable aquifer (HVA) within a Significant Groundwater Recharge Area (SGRA). Existing water quality data indicates the presence of high nitrate concentrations within this existing overburden aquifer; it is anticipated that this pre-existing nitrate condition will worsen with additional development due to nitrate loadings from private septic systems. Based on this information, the applicability of the Reasonable Use Concept (B-7 guideline) is recommended to be discussed with the Ontario Ministry of the Environment, Conservation and Parks (MECP) to ensure that the pre-existing nitrate concerns are taken into consideration when assessing the ability to develop lands on private servicing. If implemented, these guidelines would place stringent nitrate loading requirements on all developments and would severely limit development density beyond what would be recommended by the D-5-4 guidelines. Furthermore, ensuring a clean and reliable water supply will require a coordinated stormwater management strategy to ensure stormwater infiltration rates remain at pre-development levels in an effort to recharge the aquifer with high quality stormwater.

Transportation studies indicate that most intersections in the community can accommodate projected traffic increases in traffic volume. However, the placement of new access roads must consider safety concerns, such as sightlines, as well as potential impacts on natural heritage features. Recommendations include constructing turning lanes at key intersections and conducting further studies on active transport and community connectivity, including additional consultation with the Ontario Ministry of Transportation (MTO), the Grand River Conservation Authority (GRCA), the MECP, indigenous communities and the public.

Based on the findings and recommendations of the Phase One (1) MESP, County of Brant (County) staff recommend that Phase Two (2) of the MESP consist of an integrated Master Servicing Plan (MSP) that evaluates all potential servicing options for water, wastewater, stormwater, and transportation through the Municipal Class Environmental Assessment (Class EA) process. Without the integrated MSP, all developments would need to comply with the recommendations of Phase One (1), including the potential implementation of the Reasonable Use Concept (B-7 guideline).

Timely communication of these recommendations is essential, particularly for current development proposals such as the Haley Subdivision and 245 Oakland Road, which are already advancing through the planning process. The need to design and deliver large infrastructure projects, such as developing a new wellfield and water treatment plant, would

extend the timelines to develop the community. To ensure sustainable growth, County staff recommend initiating a Master Servicing Plan (MSP) as Phase Two (2) of the MESP, in accordance with the Municipal Class EA process. This comprehensive approach will address critical servicing challenges while balancing environmental, safety, and development considerations. Community engagement will remain central to the process, ensuring transparency and incorporating valuable public input.

There is sufficient Capital Budget available to initiate Phase Two (2) of the MESP, however an additional budget of approximately \$100,000 will be required in 2026 to complete the remainder of the recommended MSP. Based on the outcome of the MSP there may be additional future financial implications of this project related to the recommended servicing solution. If the preferred solution was determined to be new municipal infrastructure the cost for design and construction could range in the tens of millions of dollars, as outlined in Table three (3): Potential Water Servicing Options. If this recommendation was reached the County would require additional government funding as well as appropriate developer contributions to finance the project.

Strategic Plan Priority

Strategic Priority 2 - Focused Growth and Infrastructure

Impacts and Mitigation

Social Impacts

The Scotland-Oakland Phase One (1) MESP provided valuable information on how the communities of Scotland and Oakland can develop sustainably, while mitigating potential negative impacts on the existing community. The completion of a Master Servicing Plan as part of Phase Two (2) will indicate the preferred solutions for water, wastewater and stormwater servicing and transportation upgrades to ensure sustainable and safe build-out of the community.

Environmental Impacts

The Scotland-Oakland Phase One (1) MESP evaluated all servicing options based on various factors including environmental impact. Findings from Phase One (1) indicate that full community build-out on private water and wastewater servicing may negatively impact the quality and supply of the primary aquifer. A Municipal Class Environmental Assessment would evaluate all potential servicing options and ensure that the preferred solution will have minimal impacts to the environment.

Economic Impacts

The Scotland-Oakland MESP and CMP have approved funds in the 2024 and 2025 Capital Budgets for Policy Planning. There are no additional economic impacts at this time, however

an additional budget of approximately \$100,000 will be required in 2026 to complete the remainder of the recommended Master Servicing Plan. Depending on the recommended servicing solution of the MSP there may be additional economic impacts related to new municipal infrastructure ranging in the tens of millions of dollars, as outlined in Table three (3): Potential Water Servicing Options, which would require additional government funding as well as appropriate developer contributions.

Report

Background

As the settlement areas of Scotland and Oakland are close in proximity and experiencing similar growth opportunities, the County initiated a combined Scotland-Oakland MESP and CMP during 2024 and 2025, as per RPT-0110-24.

All development applications processed under the new 2023 Official Plan in Oakland and Scotland will be required to implement the recommendations of the MESP. Table 1 of this report shows the status and nature of the known proposals or inquiries for development throughout Scotland and Oakland.

Table 1: Known Development Proposals in Scotland/Oakland

Address / Development Name	Status	Approximate Numbers of Lots to be Created
29 Thirteenth Concession Road / Haley's Elevator's ("Development A")	Application In Review	75-100
245 Oakland Road / Innovative Planning Solutions ("Development B")	Application In Review – OLT Appeal	35-40
125 Oakland Road	Approved	5
44-51 Church Street West	Inquiries Only - No Status	±150
4 Marcus Street	Inquiries Only - No Status	±5
Bishopsgate & Elliott Road / Scotland Estates	Inquiries Only - No Status	±50
3 King Street South	Inquiries Only - No Status	±50
16 King Street South	Inquiries Only - No Status	±20
105 Oakland Road	Inquiries Only - No Status	1
156 Oakland Road	Inquiries Only - No Status	1
202 Jenkins Road	Inquiries Only - No Status	±5
Total:		397-427

With respect to the development at 29 Thirteenth Concession Road, also referred to in this report as “Development A”, it is the furthest along in the process and has received its preliminary zoning approval through the OLT settlement dated October 24, 2023. The OLT settlement applied a holding provision to the lands which will allow the subdivision development to move forward provided the application considers the availability and ability to provide full, partial, or private servicing which will ultimately determine the appropriate phasing and design of the development.

The development proposed at 245 Oakland Road, also referred to in this report as “Development B” has submitted a zoning by-law amendment and subdivision application, both of which have been appealed to the OLT. Mediation between the County and the applicant is ongoing, and the outcomes of the MESP will impact upcoming mediation sessions. Private servicing has remained a concern for this development, and this report supports those concerns.

Developers have been encouraged to work concurrently with the County as we undertake this important project. However, the County appreciates that developers are wanting to proceed with their developments in a timely fashion. As such, the MESP was completed in two (2) phases, with the intent to provide information to the community during early 2025.

The objectives of the Phase One (1) MESP are to evaluate the existing conditions in the community, identify any growth-related needs, and develop a set of guidelines and recommendations to ensure sustainable growth. Both existing and proposed developments were reviewed within these studies to assess how groundwater, surface water, the transportation network and the natural environment could support the level of development expected within the two (2) settlement areas.

The Phase One (1) MESP consisted of desktop studies for water, wastewater and stormwater servicing including review of available hydrogeological and hydrology information. The traffic and transportation network and the natural heritage features were also analyzed at a desktop level. The outcomes of the existing conditions review were used to inform a servicing study that assessed the feasibility of maintaining and expanding private services while satisfying the Provincial D-5-5, D-5-4 and Reasonable Use Concept Guidelines, as well as a completing a preliminary assessment of the potential municipal servicing options.

The County hosted a Public Information Meeting on November 28, 2024, to inform the community of the purpose, methodology, preliminary findings and next steps of the MESP. This public meeting did not present final recommendations of the study.

Analysis

Existing Active Development Applications

There are two (2) active development applications in the Study Area, both of which have prepared and submitted individual hydrogeological studies. For the purposes of this report, the developments will be denoted as Development A and Development B. The intent of these hydrogeological investigations is to evaluate the hydrogeological conditions of the proposed

Site for the purpose of assessing availability of groundwater supply and evaluating groundwater quality including the impacts to groundwater from private sewage systems. Potable water supply is evaluated in accordance with the Ontario D-5-5 Guidelines and nitrate loading in relation to private onsite septic systems is assessed in accordance with the Ontario D-5-4 Guideline.

Development A is located to the northwest of the Study Area. The hydrogeological report prepared for Development A focused on an assessment of the overburden aquifer, which flows from the northwest to the southeast. The results of the water quantity analysis indicate adequate water quantity supply for the Site at standard domestic pumping rates. However, water quality results in the overburden aquifer demonstrated pre-existing high levels of groundwater contamination where background nitrate concentrations exceed the ODWQS. There are significant limitations to Development A's potential to support residential development on private water servicing.

Development B is located towards the southeast of the Study Area. In their first development application submission, the hydrogeological investigation focused on assessing the overburden aquifer. The outcomes of the initial assessment demonstrated both concerns with water quantity and water quality. A subsequent assessment was completed assessing the potential of using the bedrock aquifer. The bedrock aquifer resource demonstrated sufficient water quantity but demonstrated high elevations of chemical parameters commonly found in the Salina Formation.

The findings of these hydrogeological studies indicated that there are challenges with drinking water quality for both Development A and B. These studies were performed independently of one (1) another and did not incorporate the potential co-mingled water quality impacts, nor the impacts of other potential development lands in the study area.

Phase One (1) MESP Findings and Recommendations

The Phase One (1) MESP summarizes existing conditions in the study area of the Official Plan settlement boundaries of Scotland and Oakland including a 2-km buffer radius. Desktop studies were performed on the hydrogeological conditions (relating to water and wastewater servicing), hydrologic system (stormwater management), the transportation network and the natural heritage system within the study area to evaluate servicing options for sustainable build-out of the community. The findings and recommendations of the Phase One MESP are summarized in the table below.

Table 2: Phase One MESP Summary of Findings and Recommendations

Study Element	Findings	Recommendations
Hydrogeology (water and wastewater)	<ul style="list-style-type: none"> • 95% of the community obtains their drinking water from a shallow overburden, highly-vulnerable aquifer (HVA) within a significant groundwater recharge area (SGRA). • Available data indicates pre-existing elevated nitrate concentrations (beyond the ODWQS) in the overburden aquifer, posing water quality concerns to existing residents and limiting capacity for additional nitrate loading through private sewage systems • The bedrock aquifer demonstrates sufficient water quantity but also has poor water quality conditions that are indicative of the geological formation • Full buildout on 1-acre lots with conventional septic systems will exceed ODWQS nitrate loadings at downgradient property lines as calculated in accordance with the Ontario D-5-4 guidelines, which does not consider background nitrate concentrations. The actual minimum lot size required to meet the ODWQS when accounting for background nitrates is expected to be much larger. 	<ul style="list-style-type: none"> • Initiate further studies in accordance with the Municipal Class Environmental Assessment (Class EA) process to evaluate and determine the preferred water and wastewater servicing alternatives, including both municipal and private servicing options, to support new development and alleviate the existing community's water quality issues. • Further consultation with the MECP on the applicability of the Reasonable Use Concept (B-7 Guideline) is recommended due to the existing water quality concerns and the Study Area's vulnerability. • All applications for future development will be required to prove they are consistent with the findings of the Phase One reports. This will help manage development until the results of the EA (if approved) are known.
Hydrology (stormwater)	<ul style="list-style-type: none"> • There are opportunities for the grading of the new developments to be coordinated such that existing stormwater infrastructure be incorporated into the proposed SWM plans of the new development areas. • Maintaining sufficient drinking water is contingent on infiltrating clean stormwater at pre-development recharge rates. 	<ul style="list-style-type: none"> • Develop a coordinated stormwater management strategy and grading plan for the community, including guidelines for low-impact development (LID) implementation.

Traffic and Transportation	<ul style="list-style-type: none"> • Most intersections within the Study Area have capacity to accommodate the projected increase in traffic volume. • Access road locations to the new development lands will need to satisfy sightline requirements and mitigate or avoid impacts to natural heritage features. • The preferred access to 245 Oakland Road was not recommended through Phase One and will need to be decided through further investigations and consultation with relevant stakeholders. 	<ul style="list-style-type: none"> • Construct turning storage lanes at the recommended intersections of King St / Oakland Rd and Vanessa Rd / Simcoe St. • Active transportation & development land access roads should be evaluated through additional studies and consultation with the MTO, MECP, GRCA, other applicable agencies, Indigenous Communities and the public through the Class EA process.
Natural Heritage	<ul style="list-style-type: none"> • There are numerous wetlands, including a Provincially Significant Wetland (PSW), watercourses and woodlands within the Study Area, which are home to potential species at risk. 	<ul style="list-style-type: none"> • Complete additional field studies to verify existing natural heritage features. Consider impacts to Natural Heritage features in all components of development applications. Ensure all proposed development and infrastructure is in accordance with applicable federal, provincial and municipal legislation and policies.

Drinking Water Servicing Assessment

The preliminary hydrogeological assessment identified that the primary overburden aquifer is designated as a highly vulnerable aquifer (HVA), within a Significant Groundwater Recharge Area (SGRA). The hydrogeological study also concluded that this water source has elevated nitrate concentrations, is highly susceptible to further anthropogenic contamination, and is reliant on sufficient surface water infiltration to maintain its supply. With this information, various water servicing alternatives were investigated as summarized below.

Table 3: Potential Water Servicing Options

Servicing Options	Community Impacts	Cost and Schedule Estimates
Lot-by-Lot Private Water Wells	<p>The Study Area has an existing background nitrate concentration of 10 mg/L. The nitrate loading assessment prepared in accordance with the D-5-4 guidelines, wherein background nitrate is not accounted for, projects that concentrations at the property boundaries of the new development lands would be between 8 – 12 mg/L with 1-acre lots, which exceeds the ODWQS.</p> <p>Based on the preliminary D-5-4 calculations, as well as the consideration of elevated background nitrate concentrations exceeding the ODWQS for health-related parameters, extensive development on private servicing cannot be supported.</p> <p>Further consultation with the MECP on the applicability of the MECP Reasonable Use Concept must be considered to ensure protection of the aquifer and the existing community on private servicing.</p>	<p>Most expedient solution to support community development but does not alleviate existing water quality issues.</p> <p>Minimal upfront capital costs (~\$100,000) for completion of detailed Hydrogeological Studies for the Study Area to confirm minimum lot size requirements leading to a Zoning By-Law Amendment.</p>
Municipal Servicing via Existing Source	<p>A transmission watermain of up to 19 kilometers would be required, which could cross existing natural heritage features.</p> <p>Water quality concerns would be alleviated for existing residents and future developments, regardless of development density.</p>	<p>Design, construction and approvals (ex. MTO, MECP, GRCA) process may result in a timeline of 3 - 5 years, depending on location of municipal water source.</p> <p>Costs for similar projects range from \$5-10M.</p>
Municipal Servicing via New Wellfield	<p>Siting of a new wellfield must meet the water demand with adequate water quality and not impact existing natural heritage features.</p> <p>Water quality concerns would be alleviated for existing residents and future developments, regardless of development density.</p>	<p>Estimated timeline for completion of 5 - 10 years, accounting for Class EA process and required land acquisition.</p> <p>Approximately \$15-20M based on previous project experience. Federal or Provincial funding as well as developer contributions would be required.</p>

A Municipal Class Environmental Assessment process is required to fully evaluate these alternatives and develop a recommendation for the preferred alternative. As per the 2023 Addendum to the Municipal Comprehensive Review (MCR), the communities of Scotland and Oakland are expected to grow from a population of 1,360 in 2021 to 2,630 in 2051. These

projections were developed under the assumption that these communities would remain privately serviced. If municipal servicing were to be implemented in the community, the population growth estimates would increase due to the ability to decrease minimum lot sizes to Ontario Building Code standards and therefore increase the community's density.

Community Engagement

The County held a public meeting on November 28, 2024, to present the MESP study approach and initial findings to the community. The meeting was an Inform and Consult format. Staff explained the objectives of the MESP, the preliminary findings, next steps and how the residents could stay informed of next steps. Community members were encouraged to provide feedback to be implemented as the study proceeds.

With Council's approval to initiate a Master Servicing Plan for Scotland and Oakland, there will be several opportunities for public engagement throughout the Class EA process. Staff will also consult with external government agencies, Indigenous Communities and other stakeholders through the Class EA process.

Planning Process & Considerations

The following planning considerations outlines and analyzes the existing land use directions and discusses the impacts on current and future development of the area.

Development Status

29 Thirteenth Concession Road: Currently advancing through the subdivision process, with key reviews ongoing, including the hydrogeological report and traffic study. Zoning has been applied with a holding provision that permits development on private services. A Council recommendation is expected in early 2025, which will need to address the directions of this report.

245 Oakland Road: Under appeal at the Ontario Land Tribunal (OLT-24-000167) following Council's refusal. Reviews are ongoing, particularly regarding environmental impacts, private servicing, and access under the jurisdiction of the Ministry of Transportation (MTO). This report provides more detailed directions on private servicing and will impact the ongoing mediation between the County and the applicant, which are being facilitated by the OLT Board Member.

These two (2) developments, 29 Thirteenth Concession Road and 245 Oakland Road, have submitted applications, with 29 Thirteenth Concession already receiving an OLT decision permitting development on private services. This aligns with the County's Official Plan, which supports private servicing as the primary form of servicing in rural settlement areas. The 2012 Official Plan, under which these applications were submitted and reviewed, provides a similar direction. Both plans reference water quality and hazards to public health and safety as key factors to be addressed in development applications, noting that the County can implement changes to direction or necessary restrictions on development that will protect water quality

and benefit the community. (OP 2012, S. 5.2.3.4 and OP 2023, Part 5, S. 2.11.1). The findings from Phase One (1) of the MESP provide valuable insight to ensure development is sustainable and safe, regardless of the servicing solution. It is important that the County communicate these findings and recommendations as soon as possible.

Both developments must align with the MESP findings to demonstrate their conformity with the County's Official Plan. In many cases, developers typically conduct their own studies, which has been the case with these two (2) developments, and they are reviewed to ensure their directions align with the Official Plan and support the development being proposed. With Scotland and Oakland, the County has chosen to take a broader approach that ensures the cumulative impact of full build-out is considered, supporting long-term growth management and responsible community planning that aligns with the County's strategic priorities.

Servicing Considerations and Land Use Directions

If Council proceeds with the Municipal Class EA, it would be preferable to delay new development proposals until a servicing solution is determined. However, this delay can only apply if the Official Plan is updated to reflect such a direction, and only when that direction is implemented through zoning.

Currently, the Official Plan supports rural settlement development on private servicing, meaning there is no mechanism to delay applications to wait for municipal services. As the County evaluates potential changes to that servicing direction, ongoing uncertainty may result in delays, appeals, and added costs for both developers and the County.

Under the existing policies, development must be consistent with the Phase One (1) study findings to confirm the development will ensure the protection of groundwater resources (OP 2023, Part 5, Section 2.13.7). As outlined in Table three (3) above and based on the details of the Phase One (1) studies, the current lot-by-lot water servicing solution will result in large-lot development, with lot size restrictions likely to be determined in accordance with the Reasonable Use Concept (B-7 Guideline), pending consultation with the MECP. For reference, the current minimum lot size set out by the Suburban Residential (SR) Zoning is 0.7 acres (0.3 hectares). It is important to recognize that these represent a minimum and developments are still required to conform to the direction of the Official Plan, which in the case of Scotland and Oakland will require larger lots.

If Council does not proceed with the Municipal Class EA, the Zoning By-law would be updated to reflect appropriate minimum lot sizes. While this approach has minimal upfront costs to the municipality and would provide fewer delays to developers, it ultimately impacts the development potential and return on investment for individual developments. There is also the risk that property owners may choose to appeal the zoning change, however it will be in the best interest of the community to amend the minimum lot sizes for transparency and clearer direction, and there is sufficient support in the Official Plan and supporting studies to move this direction forward.

Conversely, if the Municipal Class EA moves forward and municipal water is deemed necessary, the Official Plan must be amended to reflect the preferred servicing solution. A holding provision could then be applied to ensure development proceeds only when adequate servicing is available and will be properly phased (OP 2023, Part 6, Section 4.3). This approach would restrict development until servicing is available. Large infrastructure projects, such as siting and constructing a new wellfield and treatment plant, or constructing transmission watermain from an existing water source, can have timelines of up to 10 years, which would extend development timelines until a municipal servicing solution is implemented.

In the meantime, the two (2) active applications can continue through the development review process and will be expected to demonstrate how they are consistent with all applicable municipal and provincial policies. The Phase One (1) studies provide important information to assess these applications and move them forward.

Phase Two (2) MESP Recommendation

Based on the findings and recommendations of the Phase One (1) MESP, County staff recommend that Phase Two (2) of the MESP consist of an integrated Master Servicing Plan (MSP), at an approximate cost of \$200,000, wherein all options for water and wastewater servicing will be evaluated, including both private and municipal options to determine a preferred solution. Through the MSP, the County will also evaluate options for improvements to the transportation network, including connectivity of new development lands, and strategies for a coordinated stormwater management system. These analyses would be done in accordance with the Municipal Class Environmental Assessment (Class EA) process. The completion of the integrated MSP will address the critical servicing challenges as uncovered through Phase One (1), while ensuring that the buildout of Scotland and Oakland balances environmental, safety, and development considerations. The outcome of the MSP may result in future costs associated with new municipal infrastructure. These costs could range in the tens of millions of dollars, as outlined in Table three (3): Potential Water Servicing Options, which would require subsidies from Federal or Provincial funding as well as appropriate developer contributions.

If Council choose not to approve this recommendation, the communities of Scotland and Oakland would proceed with build-out on private water and wastewater services. Any additional hydrogeological analyses would be on a site-by-site basis, limiting the opportunity for an integrated approach to manage the groundwater resource. However, as per the findings of the Phase One (1) MESP, lot size restrictions would be placed on all new developments limiting development density in these communities. The County would proceed with all other recommendations of Phase One (1), including consultation with the MECP regarding the nitrate sensitivity of the aquifer and applicability of the Reasonable Use Concept (B-7 Guideline), which would aim to protect the groundwater resource for the existing community and further restrict development density in the Study Area. The County would also proceed with an evaluation of stormwater and transportation improvements, done as individual Class EAs.

Summary and Recommendations

The Phase One (1) MESP reports have been received and reviewed by County staff. Communicating the recommendations from these reports in a timely manner to the development community is of utmost importance.

A single overburden aquifer supplies potable drinking water to 95% of the existing residents in Scotland and Oakland. This aquifer is a Highly Vulnerable Aquifer and it is within a Significant Groundwater Recharge Area. This primary drinking water source is highly susceptible to both quality and quantity concerns. Clean and plentiful drinking water supply for the community is reliant on maintaining sufficient clean stormwater infiltration post-development.

Existing water quality data indicates the presence of high nitrate concentrations within the existing overburden aquifer drinking water supply that approach or exceed the ODWQS for nitrates. It is expected that this pre-existing condition will worsen with additional development being permitted on private servicing due to nitrate loadings from private septic systems.

The vulnerability of the aquifer and the high background nitrate concentrations may denote the Study Area as highly sensitive to nitrate and subject to the requirements of the Reasonable Use Concept (B-7 Guideline). Implementation of the B-7 Guideline would further restrict lot sizing, and thus development density, in order to satisfy the nitrate loading requirements and protect the vulnerable groundwater resource. Further consultation with the MECP is recommended to assess the applicability of the B-7 Guideline.

Most intersections in the community have capacity to accommodate the projected traffic volume. However, additional studies regarding the transportation network and additional consultation with the Ontario Ministry of Transportation, GRCA, MECP, Indigenous Communities and the public through the Class EA process are required to ensure all new developments proceed in a way that promotes both safety and connectivity throughout the community.

County staff recommend that Council approve the initiation of an integrated Master Servicing Plan as Phase Two (2) of the MESP. The purpose of the Master Servicing Plan (MSP) is to evaluate and determine the preferred servicing options for water, wastewater, stormwater and transportation in accordance with the Municipal Class Environmental Assessment process. There is sufficient Capital Budget available to initiate Phase Two (2), however an additional budget of approximately \$100,000 will be required in 2026 to complete the remainder of the recommended MSP. The preferred servicing solution of the MSP may result in a recommendation for new municipal infrastructure that could range in the tens of millions of dollars for design and construction, as outlined in Table three (3): Potential Water Servicing Options. If this recommendation was reached the County would require additional government funding as well as appropriate developer contributions to finance the project.

If the recommendation is not supported to move forward with a Municipal Class EA to assess servicing options, Council must instruct staff to update the Zoning By-law through a Zoning By-law Amendment that would set the minimum lots sizes required for sustainable private servicing and groundwater protection as identified in the Phase One (1) Servicing Study. If we do not move forward with a comprehensive approach through a Municipal Class EA process, this will result in the County working individually with property owners to determine how development can occur on a lot by lot or subdivision by subdivision basis. Past practice has shown that this approach can lead to multiple iterations of planning and servicing studies, which can be costly and time-consuming for both the County and developers and may result in further development decisions being made through the OLT process.

Attachments

- 1. Map of Proposed Development Locations
- 2. [Scotland-Oakland MESP – Natural Heritage Report](#)
- 3. [Scotland-Oakland MESP – Hydrogeological Report](#)
- 4. [Scotland-Oakland MESP – Stormwater Management Report](#)
- 5. [Scotland-Oakland MESP – Servicing and Grading Report](#)
- 6. [Scotland-Oakland MESP – Traffic and Transportation Study](#)

Reviewed By

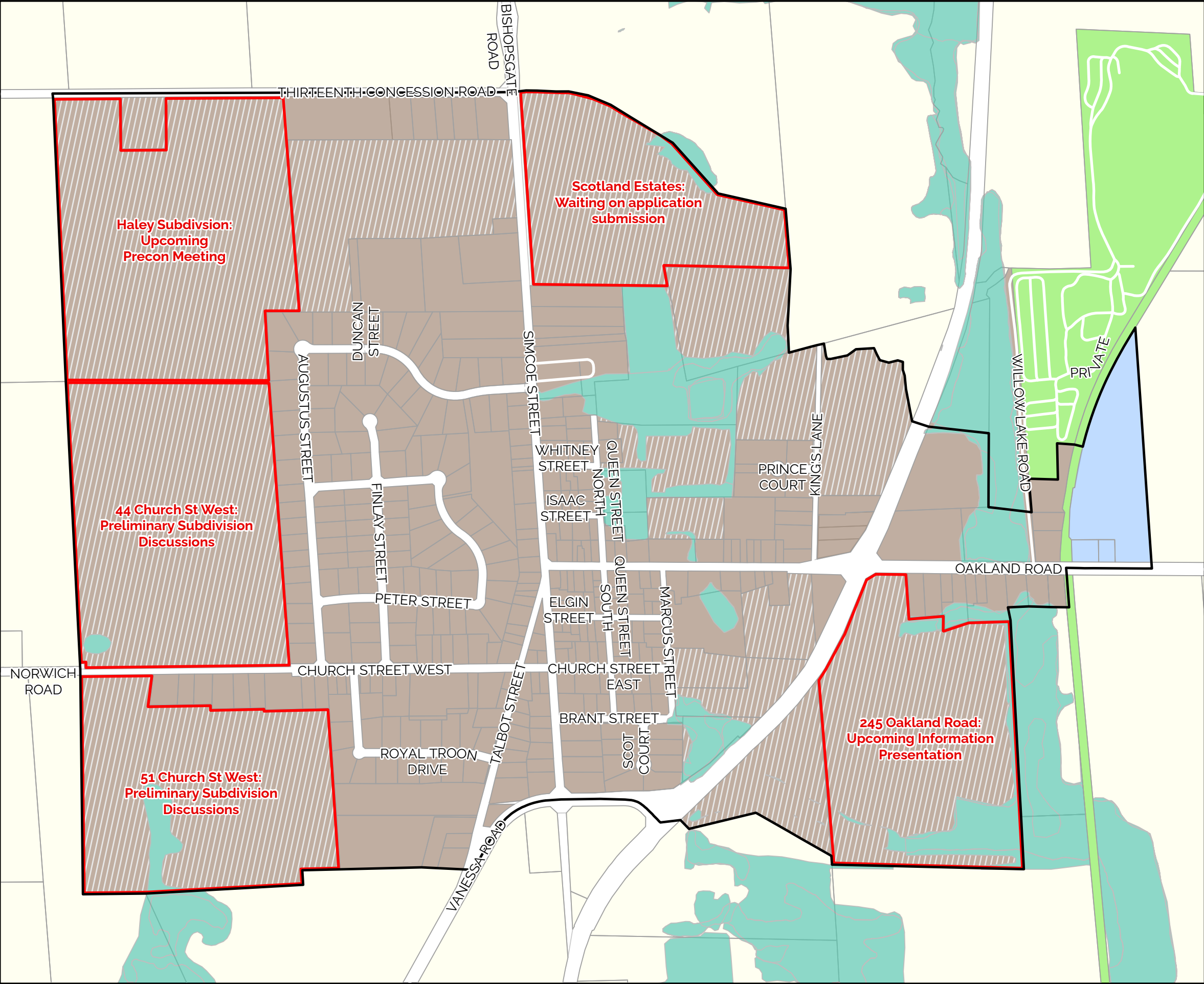
A. Bazzard, Director of Environmental Services
M. Maxwell, Director of Engineering and Infrastructure Planning
S. DiGiovanni, Project Engineer
J. Vink, Director of Planning
B. Kortleve, Manager of Policy Planning
M. Schaeffe, Senior Environmental Planner

Copied To

A. Newton, CAO
R. Welchman, Solicitor and Corporate Counsel
Senior Management Team









By-law and/or Agreement

By-law Required	No
Agreement(s) or other documents to be signed by Mayor and /or Clerk	No











Subdivision Locations

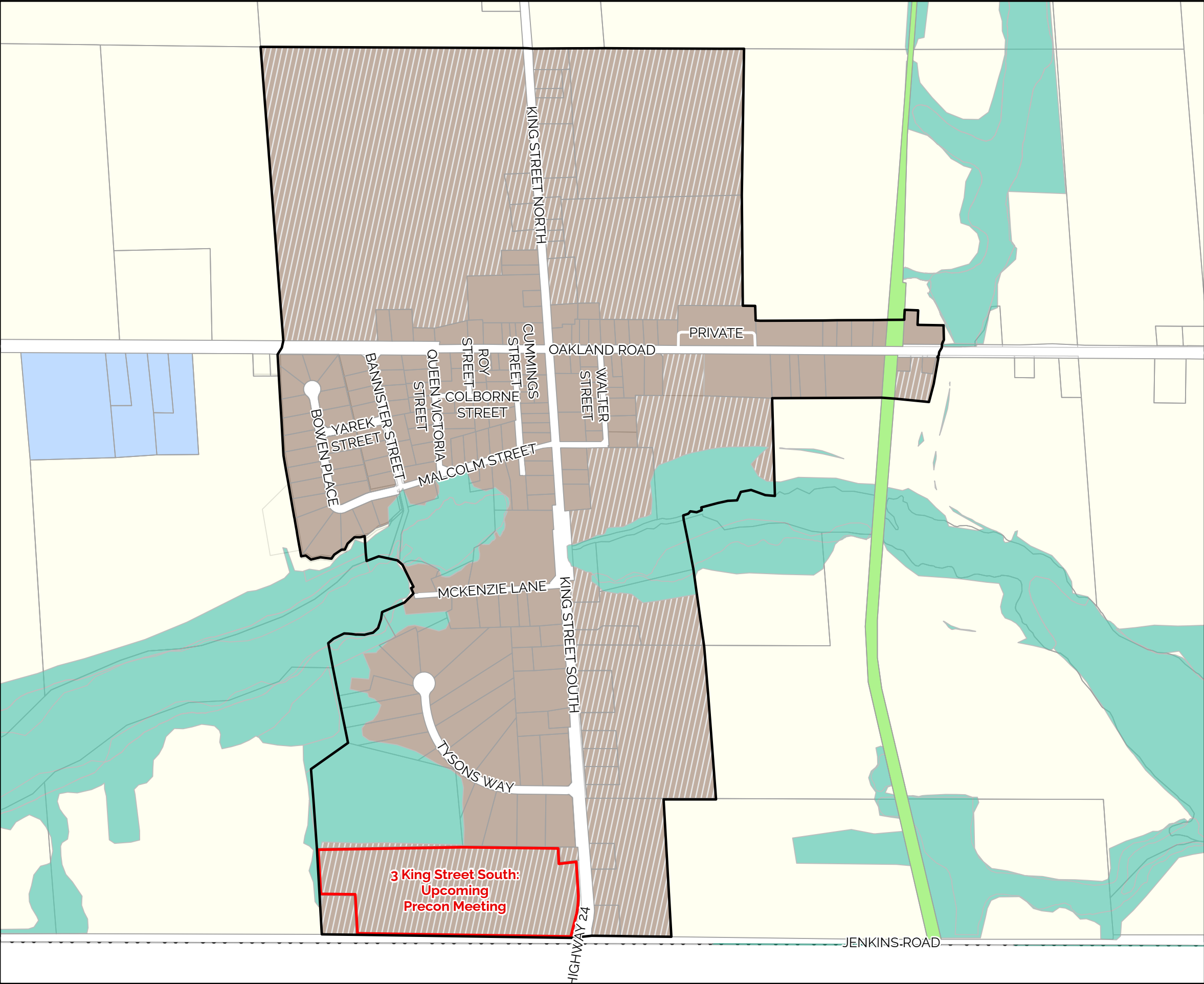
SCOTLAND

-  SUBDIVISIONS
-  GENERAL EMPLOYMENT
-  PARKS AND OPEN SPACE
-  NATURAL HERITAGE SYSTEM
-  AGRICULTURE
-  VILLAGE DEVELOPED AREA
-  VILLAGE COMMUNITY LANDS
-  SETTLEMENT AREA BOUNDARY

Subdivision Locations

OAKLAND

-  SUBDIVISIONS
-  GENERAL EMPLOYMENT
-  PARKS AND OPEN SPACE
-  NATURAL HERITAGE SYSTEM
-  AGRICULTURE
-  VILLAGE DEVELOPED AREA
-  VILLAGE COMMUNITY LANDS
-  SETTLEMENT AREA BOUNDARY





County of Brant | OPS-RFP-25-05

Request for Proposals for Engineering Services - Scotland & Oakland Master Servicing Plan

Nick Emery, P.Eng.
Stantec Consulting Ltd.
400-1305 Riverbend Road
London, ON N6K 0J5
nick.emery@stantec.com | (519) 681-0483

Tuesday, June 3, 2025

Page 169 of 253

June 3, 2025

Stefanie DiGiovanni, P. Eng (ON)
Engineering & Infrastructure Planning
County of Brant
26 Park Ave. Burford, ON N0E1A0

Dear Ms. DiGiovanni,

Reference: OPS-RFP-25-05 Request for Proposals for Engineering Services - Scotland & Oakland Master Servicing Plan

Thank you for providing Stantec the opportunity to present our engineering capabilities to you. We are truly excited to work with the County on this project. We understand that you are seeking engineering consulting services in support of a Master Servicing Plan for the rural communities of Scotland and Oakland. Strengths of our team include:

- Experience having completed numerous similar projects throughout Southern Ontario;
- An integrated 'one stop shop' team with over 15 years' experience working with each other allowing for effective coordination between disciplines;
- Ample resources available to meet submission milestones, quick turnaround of review comments, and quality service to the County of Brant; and
- Organized and proactive client lead and Project Manager to ensure work is completed on time and on budget.

1 Project Understanding

The communities of Oakland and Scotland (the "Study Area") have an area of approximately 565 hectares. Under existing conditions, both communities are serviced by private sanitary and water supplies. The Study Area is designated for growth within the County's Official Plan; to date a number of development applications have been made with multiple other applications expected in the near future.

Our proposal is based on the scope of services listed in the Terms of Reference provided by the County of Brant ("client") in March, 2025, and presented in **Appendix A**. The proposed project includes the completion of a Master Servicing Plan (MSP), building on the recommendations of the Master Environmental Servicing Plan (MESP) previously completed by Stantec in February 2025. The MSP will identify preferred strategies for water, wastewater, stormwater and transportation servicing for the rural communities of Oakland and Scotland, and will fulfill the requirements of Phases 1 and 2 of the Municipal Class Environmental Assessment process in accordance with Master Plan Approach 2.

Reference: OPS-RFP-25-05 Request for Proposals for Engineering Services - Scotland & Oakland Master Servicing Plan

2 Key Staffing

Our first step in building a successful relationship with you is to offer a team that can deliver and that provides ease of engagement for you. To achieve the timelines and objectives of this project, we understand the importance of providing an experienced, well managed, organized and committed team. The following provides a brief overview of the key Stantec project team members that will be working on this file:

Nick Emery, P.Eng. – Water Resources Engineer | Role on this project: Project Manager/Water Servicing Team Lead

Nick has over 25 years of consulting engineering experience in a broad range of water resource projects involving river engineering, both rural and urban storm water management, and drinking water distribution systems. He has completed water distribution system studies for many Ontario municipalities to help them understand their system performance, develop capital spending plans, and identify system improvements to accommodate future development. Nick provides technical expertise to water resource projects from the initial planning stages through detailed design and construction. He has completed large planning projects such as master drainage plans, environmental assessments, and sub-watershed studies. His master plan project experience includes developing the 2015 Lambton Area Water Supply System Master Plan, and leading the Town of Lakeshore Stormwater Master Plan – Phase 1.

Nick will be the primary client contact for the project and will be involved through all phases of project leading and coordinating efforts to provide a coordinated Master Plan submission.

Hamish Trenam, P.Eng. – Senior Water Resources Engineer | Role on this project: Deputy Project Manager/Stormwater Management Team Lead

Hamish is a certified professional engineer with over 15 years of experience. Hamish will be the Stormwater Management Lead on this project and will oversee all work performed by the Water Resources Group. Hamish project experience includes the management, design, and preparation of environmental engineering projects in support of land development from due diligence through to design and final assumption. Hamish has successfully led projects through the design and approval process utilizing strong communication skills, technical experience, and dedication to quality.

Hamish will support Nick in his project management duties and provide a secondary point of contact to the County if Nick is unavailable to provide a prompt response.

Olav Natvik, M.Eng., P.Eng. – Wastewater Treatment Specialist | Role on this project: Wastewater Team Lead

Olav offers over 30 years of experience as a wastewater treatment specialist. This includes design for more than 50 biological nutrient removal (BNR) plants in North America, Europe, and Australia as well as the largest MBR retrofit plants in Canada - London's 13.62 MLD Oxford MBR retrofit project commissioned in 2008; and on-going work at Barrie's 55 MLD MBR retrofit.

Olav provides process expertise for many of Stantec's high profile wastewater treatment projects wherever they may arise. His experience includes master servicing planning, process modeling using wastewater simulators, class environmental assessments, process audits and optimizations, plant re-ratings, pilot studies for advanced level treatment, peer reviews, expert witness and detailed design services. He has been actively involved in the local and international water quality organizations, presenting to the Water Environmental Association of Ontario (WEAO) and Water Environment Federation (WEF).

Reference: OPS-RFP-25-05 Request for Proposals for Engineering Services - Scotland & Oakland Master Servicing Plan

Roger Freymond, P.Eng. – Principal Hydrogeologist | Role on this project: Hydrogeology Team Lead

Roger is a Principal and the Physical Environment Team Lead for the Environmental Services Business Center. He is a technical specialist in the areas of groundwater supply assessment, source water protection and contaminant hydrogeology. Over the past 24 years, Roger has been involved with the planning, exploration and development of groundwater supplies for both municipal clients and private developers. In addition to his groundwater exploration and development experience, Roger has been heavily involved with groundwater protection having completed numerous source water protection related studies including, vulnerability assessments, Groundwater Under Direct Influence of Surface Water (GUDI) studies, microbial contamination control plans, transport pathway assessments, drinking water threat inventories and existing condition contamination assessments. Roger is adept at using the results from Phase 1 and II Environmental Assessments and site remediation studies to assess drinking water threats in vulnerable drinking water areas and in completing fate and transport studies to further quantify risk to drinking water quality. Over the past few years, Roger has been a senior advisor and quality reviewer for the National Fire Lab PFAS investigation that is assessing the fate and transport of PFAS compounds as it relates to the risk and vulnerability of a drinking water supply for a small community.

Sean Spisani, B.Sc., ERGC – Natural Heritage Ecologist | Role on this project: Natural Heritage Team Lead

Sean Spisani is a Senior Ecologist with technical expertise in the fields of botany, plant community ecology, wetland science, wildlife and wildlife habitat, ecological restoration and monitoring. Sean has 22 years of professional experience in southern Ontario, and held key roles in numerous projects, including Project Management and Discipline Lead responsibilities for watershed management plans, environmental assessments, environmental impact studies, habitat mapping, ecological management plans, Species at Risk permitting, and research oriented projects. Sean's client base includes municipal, provincial and federal governments, private industry, and land developers. He has acquired experience in several industry sectors, including land development, transportation, mining, aggregate, power, oil and gas, and resource management. He is a former instructor of the Ecological Land Classification certification course, certified in the Ontario Wetland Evaluation System, and has prepared expert witness statements and testimony for the Local Planning Appeal Tribunal, Ontario Municipal Board and Environmental Review Tribunal.

Sean is also Stantec's Ecosystems Team Leader, with management responsibilities for over 35 ecologists in seven offices in Ontario. In this role, Sean is responsible for operations of the team, achieving financial targets, supporting sector leads in business development, and implementing Stantec's health and safety, ethical and quality management programs.

Parker Dickson, MA, Senior Archaeologist | Role on this project: Archaeology Team Lead

Parker Dickson, MA, is a Project Archaeologist at Stantec with a Professional Archaeology Licence (P256) and is a member of The Ontario Association of Professional Archaeologists. He specializes in the archaeology of pre-contact Aboriginal groups in southern Ontario and has been involved in numerous archaeological projects involving renewable energy, land development, and aggregates. He earned his Master of Arts in Anthropology in 2006 having previously received his Bachelor of Arts in Anthropology in 2002, both from the University of Western Ontario. He has authored numerous archaeological assessment reports and has been published in Ontario Archaeology, a peer-reviewed journal of the Ontario Archaeological Society.

Jeff Paul, P.Eng. – Discipline Leader, Urban Water Resources | Role on this project: Technical Independent Reviewer/ Final QA/QC

The majority of Jeff's 30 year career has been spent working on land development projects with a strong focus on feasibility analysis, community planning, and servicing analysis. Over the last five years, he's

Reference: OPS-RFP-25-05 Request for Proposals for Engineering Services - Scotland & Oakland Master Servicing Plan

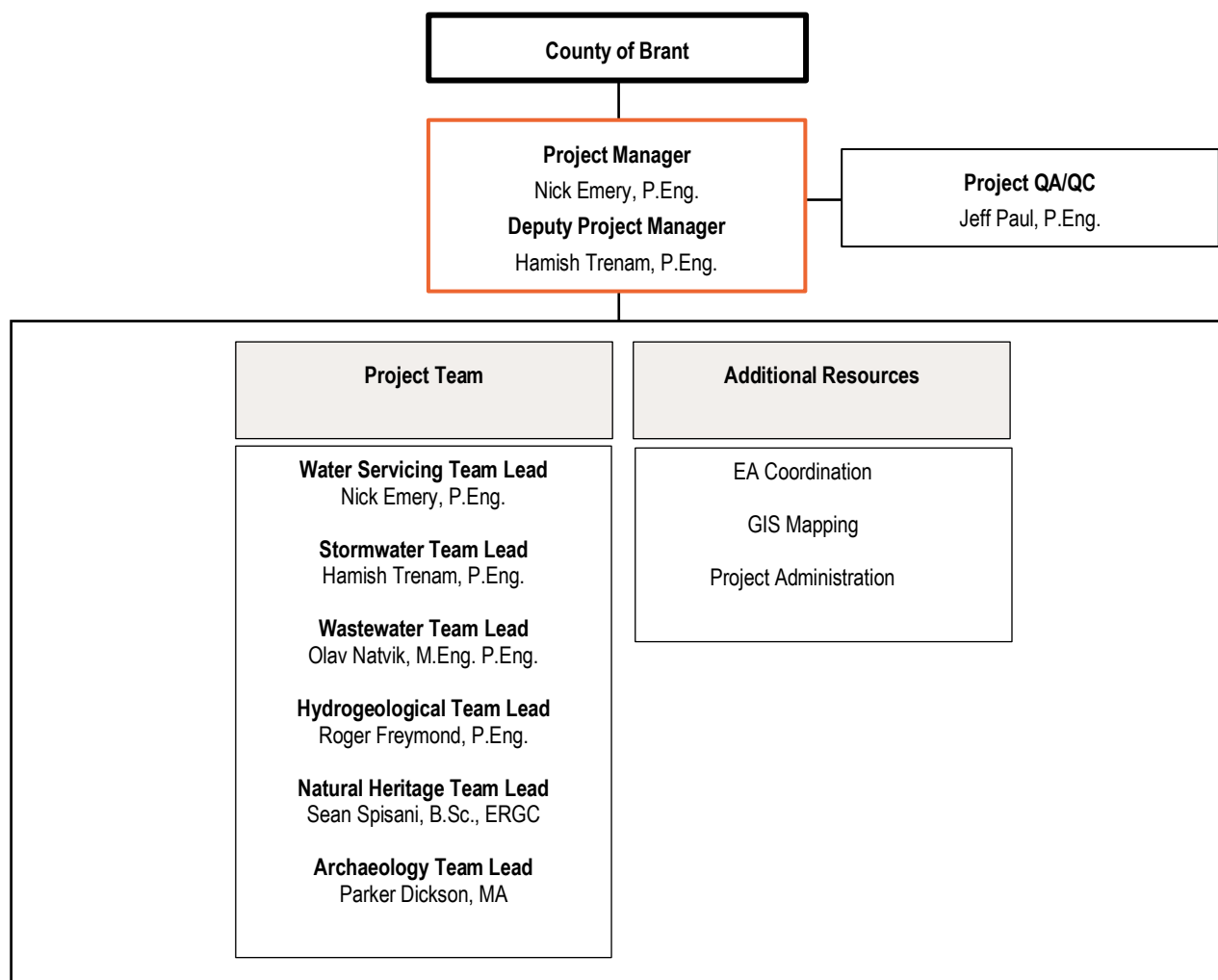
transitioned to working for municipalities with a focus on master planning, servicing studies, and environmental assessments.

Jeff leads a specialized team in delivering infrastructure planning, management and solutions-development for drainage and wet utility challenges. At the front-end of multi-million-dollar capital planning, he finds it rewarding to help clients conceptualize and 'optioneer' solutions that support prudent and transparent decision-making.

Jeff will act as a senior technical advisor and will be responsible for the QA/QC of all deliverables.

3 Team Organization

Figure 1. Organizational Chart



Reference: OPS-RFP-25-05 Request for Proposals for Engineering Services - Scotland & Oakland Master Servicing Plan

4 Project Approach and Methodology

Our work plan to complete the Scotland and Oakland Master Servicing Plan is described below.

4.1 Project Initiation and Review of Existing Information (Phase 1)

Building on the information presented in the MESP, the following tasks will be completed to initiate the project and fulfill the requirements of Phases 1 of the MCEA process.

4.1.1 Project Kickoff Meeting

Stantec will conduct a project kickoff meeting with the County to introduce the project team, review the scope of work, confirm the anticipated schedule and milestone dates, and discuss the project consultation plan. Stantec will prepare a data request list of background information to support the Master Plan and provide it to the County at the project kickoff meeting.

4.1.2 Background Review and Data Gap Identification

Stantec will review available relevant background information to characterize the study area. We anticipate that we will rely heavily on the previous work completed for the MESP. Stantec will identify data gaps and work with the County to identify additional information required to support the EA decision making process.

4.1.3 Stage 1 Workshop

In lieu of Technical Memorandum #1 identified in the RFP, Stantec suggests that the Stage 1 background information can be exchanged and discussed at a workshop with the Brant County project team. Key information will be summarized in slideshow presentations and any revisions and/or corrections will be documented in the workshop minutes. Both the presentation materials and the minutes will become part of the final project file.

This approach provides an opportunity for the County and the consulting team to collaborate and discuss the relevant background information and to provide context for the constraints and criteria that will be used to develop and evaluate the servicing alternatives. The Stage 1 Workshop will replace the Team Progress Meeting identified in the RFP.

The following information will be presented in the Stage 1 workshop:

- Natural heritage field assessment results; and
- The existing conditions characterization.

Reference: OPS-RFP-25-05 Request for Proposals for Engineering Services - Scotland & Oakland Master Servicing Plan

4.1.3.1 Natural Heritage Field Assessments

In accordance with the recommendations of the Natural Heritage Assessment: Scotland and Oakland Master Environmental Servicing Plan (Stantec, 2025), Stantec will complete aquatic and terrestrial field assessments to verify existing natural heritage features documented in the Phase 1 Scoped Subwatershed Plan and update the boundaries of features as appropriate. The field assessments will be completed during late June/July 2025 to accommodate the anticipated project schedule.

The terrestrial field assessment will include Ecological Land Classification (ELC) vegetation community assessment, Species at Risk (SAR) habitat assessment, wildlife habitat assessment, and incidental observations of wildlife. An aquatic habitat assessment will be completed at all watercourse crossings in the Study Area.

4.1.3.2 Existing Conditions Characterization

A summary of the existing conditions within the study area will be presented, including:

- A list of the background information sources;
- A characterization of the existing conditions in the study area including:
 - Study Area Limits;
 - Groundwater conditions;
 - Surface drainage conditions;
 - Existing water servicing sources and their associated capacities;
 - Existing wastewater treatment facilities and their associated capacities; and
 - Existing road and traffic conditions, provided by the County's transportation consultant.
- The Problem/Opportunity statement which will be used through the course of the study to guide the alternative development and selection of the preferred alternatives.

4.1.4 Growth Forecasts and Future Needs

The MSP must clearly define the anticipated growth in Scotland and Oakland to identify the future servicing needs and develop solutions that can successfully address them. Stantec will develop 3 future growth scenarios based on the following future servicing levels in the study area:

1. All development is serviced by private wells and individual septic systems;
2. All development is serviced by municipal water and wastewater systems; and
3. All development is serviced by municipal water and individual private septic systems.

A groundwater nitrate assessment will be required to support the maximum lot density calculations for Scenarios 1 and 3. The assessment will include identifying the source of existing elevation nitrate impact in the area and how the surrounding land use outside of the proposed development areas will influence long-term groundwater quality. Stantec will consult with the MECP to discuss the applicability of Guideline D-5-4 and Guideline B-7 to assess the impacts of new subsurface sewage disposal.

Reference: OPS-RFP-25-05 Request for Proposals for Engineering Services - Scotland & Oakland Master Servicing Plan

Anticipated peak water demands and peak wastewater water flows will be calculated based on the unit rates identified in the MESP. The future servicing requirements will be documented in Technical Memo #1 – Growth Forecasts, Community Water Demands, Wastewater Flows and Traffic Capacity and Projections, which will include:

- A description of the future development limits within the study area;
- Anticipated peak water demands;
- Anticipated peak wastewater flows;
- Stormwater servicing needs; and
- Future traffic projections, provided by the County's subconsultant.

4.2 Alternative Solutions Development and Evaluation (Phase 2)

A brief summary of the proposed alternative development and evaluation process for water, wastewater and stormwater servicing is provided below. Based on our knowledge of the study area, existing site conditions, and future servicing needs, we have proposed specific alternatives for each municipal service area. Transportation alternative development and evaluation will be completed by the County's transportation subconsultant. The following task will satisfy Phase 2 of the MCEA Master Plan process.

4.2.1 Water Servicing

A preferred long-term water servicing strategy will be developed to provide a sustainable water supply to both existing and future residents of Scotland and Oakland. Based on the information presented in the MESP, there are local groundwater quality concerns due to high levels of nitrates. Based on the MESP recommendations and discussions with Brant County Stantec will develop and evaluate the following water servicing alternatives:

Alternative 1 – Do Nothing
Alternative 2 – New Municipal Well Field
Alternative 3 – Airport Water System Connection
Alternative 4 – Mount Pleasant Water System Connection

Alternative development and evaluation will be completed in accordance with the following tasks:

- A preliminary screening exercise will be completed to verify that the proposed alternatives are feasible and to identify other potential solutions, including the possibility of private servicing using trucked-in water and cisterns.
- A hydraulic assessment will be completed for Alternatives 2, 3, and 4 to identify preliminary trunk watermain sizes, pumping requirements, and significant system components. The hydraulic calculations will be performed by the County's own water modelling subconsultant. Stantec will coordinate the hydraulic assessment and identify the steady state scenarios that will be evaluated for each alternative.
- The results of the hydraulic assessment will be used to develop preliminary trunk watermain sizes and estimate the capacities of significant system components.

Reference: OPS-RFP-25-05 Request for Proposals for Engineering Services - Scotland & Oakland Master Servicing Plan

- Stantec will estimate water system storage requirements based on the future demands and provincial drinking water guidelines.
- Stantec's hydrogeology team will evaluate Alternatives 1 and 2 to document potential groundwater impacts, provide commentary on groundwater quality, and identify risks and potential mitigation measures.
- Preliminary high-level Opinions of Probable Construction costs will be calculated for each alternative as well as a high-level estimate of the annual operation cost of each alternative. Costs will consider the phasing potential of each alternative.
- A detailed evaluation matrix will be prepared to document and compare the advantages, disadvantages and impacts of each alternative in the following four broad categories:
 - Impacts on the Natural Environment;
 - Impacts on the Social-Cultural Environment;
 - Technical complexity of the solution, ability to meet Scotland and Oakland's water servicing needs, and opportunity for connections to other communities; and
 - Financial impacts of the solution, considering overall capital cost, ability to phase the solution, and operating costs.

The information presented in the evaluation matrix will provide the basis for the preferred water servicing strategy. Based on the guidance presented in Municipal Class Environmental Assessment (MEA, 2024), Alternative 2 is a Schedule C project, and a separate scope of work will be required to complete Phases 3 and 4 of the MCEA process.

4.2.2 Wastewater Servicing

There are significant constraints that limit the feasibility of wastewater servicing options within the Study Area. Existing groundwater quality data shows high levels of nitrates which may be exacerbated by subsurface disposal options. However, the high costs of either building a new wastewater treatment plant or conveying wastewater to an existing plant limits the viability of these options.

If groundwater quality concerns can be mitigated, wastewater treatment provided by private septic systems may be the most feasible means of providing wastewater servicing to the Study Area. However, private septic systems are exempt from the MCEA process. Consequently, we propose completing a preliminary screening exercise based on the information compiled in Phase 1 to confirm the viability of private septic systems provide wastewater servicing. The screening exercise will explore feasibility of the following options:

- Private septic systems,
- Using holding tanks to temporarily store wastewater prior to transport to an existing treatment facility.
- Small communal wastewater treatment systems with subsurface disposal to treat the wastewater from individual developments.

Reference: OPS-RFP-25-05 Request for Proposals for Engineering Services - Scotland & Oakland Master Servicing Plan

- A new Municipal wastewater treatment plant; and
- Conveying wastewater to an existing wastewater treatment plant.

If the results of the screening exercise suggest that private septic systems are not a viable option, a more detailed assessment of the remaining options will be required to develop a project specific recommended solution.

The scope of this detailed wastewater assessment is not included in this work plan. If required, Stantec will prepare a scope of work with sufficient detail to fulfill the MCEA requirements for the anticipated Project Schedules of the remaining solutions to be evaluated. Stantec will provide the County a Change Order (CO) for review and approval of the detailed wastewater assessment.

4.2.3 Stormwater Servicing

A preferred long-term stormwater management (SWM) strategy will be developed to provide a sustainable drainage servicing to both existing and future residents of Scotland and Oakland. Based on the MESP recommendations, Stantec will develop and evaluate the following stormwater servicing alternatives:

Alternative 1 – Do Nothing

Alternative 2 – End-of-Pipe SWM Controls

Alternative 3 – Hybrid SWM Controls, Incorporating LIDs and End-of-Pipe SWM Controls

Alternative development and evaluation will be completed in accordance with the following tasks:

- A preliminary screening exercise will be completed to verify that the proposed alternatives are feasible and to identify other potential solutions.
- Stantec's hydrogeology team will evaluate Alternative 3 to document potential groundwater impacts, provide commentary on groundwater quality, and identify risks and potential mitigation measures.
- The project team will complete a preliminary hydrologic analysis to identify the locations and volumes of proposed stormwater infrastructure and describe the anticipated outlet strategies.
- Preliminary high-level Opinions of Probable Construction costs will be calculated for each alternative as well as a high-level estimate of the annual operation cost of each alternative. Costs will consider the phasing potential of each alternative.
- A detailed evaluation matrix will be prepared to document and compare the advantages, disadvantages and impacts of each alternative in the following four broad categories:
 - Impacts on the Natural Environment;
 - Impacts on the Social-Cultural Environment;
 - Technical complexity of the solution and ability to meet Scotland and Oakland's stormwater servicing needs; and

Reference: OPS-RFP-25-05 Request for Proposals for Engineering Services - Scotland & Oakland Master Servicing Plan

- Financial impacts of the solution, considering overall capital cost, ability to phase the solution, and operating costs.

The information presented in the evaluation matrix will provide the basis for the preferred stormwater servicing strategy.

4.2.4 Preferred Alternative

The alternative evaluations will be updated with feedback provided through stakeholder meetings and from PIC #1. Stantec will prepare Technical Memo #2 to document the alternative development and evaluation process and present the preferred alternatives.

4.3 Master Plan Report

This task represents the culmination of the Master Plan Process. Activities undertaken through Phases 1 and 2 of the MEA process will be documented. A general outline of the Master Plan document includes:

- Description of the problem and background information;
- Consideration of a reasonable range of alternatives, both the functionally different “alternatives to” and “alternative methods” of implementing the solution;
- Rationale used to select the preferred solution to the problem statement;
- Description of the environmental considerations and impacts;
- Identification of the recommended projects and their corresponding EA Schedule.
- Description of the consultation process and explanation of how concerns raised by the public and review agencies were addressed;
- Description of any mitigation measures or monitoring programs to be carried out during construction or as part of future operations and details of the ways in which the results of the monitoring program will be communicated to the public and review agencies.

Details on how the Master Plan Report will be provided for public review will be discussed with the County. A digital copy will also be provided to the MECP and other key agencies for the 30-day review public posting.

Stantec will address stakeholder comments provided during the 30-day public review period.

4.4 Stakeholder Consultation

Stakeholder consultation is a key component of the MCEA Master plan process. At the project outset, Stantec will work with Brant County to develop a consultation plan to verify that stakeholders are engaged and provided with sufficient opportunity to contribute to the Master Plan process. The consultation plan will identify how project notices will be advertised, and which stakeholders will receive direct communications. Significant components of the proposed consultation plan will include:

Reference: OPS-RFP-25-05 Request for Proposals for Engineering Services - Scotland & Oakland Master Servicing Plan

- Developing a draft stakeholder contact list of agencies, stakeholders, First Nations Communities, residents, and neighbouring communities that will be circulated on all notices. This consultation list will be updated with input from Brant County and will be maintained throughout the course of the study as interested parties are identified.
- Preparing a Notice of Study Commencement for publication. This notice will advise of the study and put forward a general request for comments to uncover issues and concerns at an early stage.
- We understand that the County has created a project page on the Engage Brant website to document the project progress and provide ongoing project information to stakeholders. Stantec will provide input and supporting information for the project page.
- Once the preliminary preferred alternatives are selected, PIC #1 can proceed. This public engagement session will present the evaluation of the alternatives and present the preliminary preferred solutions. Comments and input will be solicited from attendees which will be used to refine the selection of the preferred solutions. In accordance with our discussion with Brant County, this PIC will be completed as in-person Open House session. Project information will be summarized on display boards and key project personnel will attend in-person to answer questions and provide additional project information. Digital copies of the display boards will be provided to Brant County for posting on Engage Brant.
- Once the Master Plan Report is completed and receives endorsement from the County, the Notice of Study Completion will be generated and advertised in accordance with the consultation plan.

Based on our discussions with the County, we anticipate that active First Nations engagement will be required. In addition to the consultation requirements identified in the Terms of Reference, we have allowed for two meetings each for consultation with both Six Nations and Mississaugas of the Credit. We anticipate that these meetings will be conducted virtually, and have allowed for 2 hours for each meeting.

4.5 Project Management

This task is intended to encompass oversight of the Master Plan process from the Project Manager and all tasks required for overall coordination of the assignment, consultant responsibilities, and deliverables as detailed in the overall work plan. It will be the responsibility of the Project Manager to ensure coordination between the various teams and the County's consultants. Specific project management related duties for this project include:

- Ensuring the proper execution of the project contract;
- Attendance at monthly project meetings with the County;
- Preparing monthly Invoice Status Reports; and
- Control of scope, budget and schedule.

Reference: OPS-RFP-25-05 Request for Proposals for Engineering Services - Scotland & Oakland Master Servicing Plan

5 Deliverables

A brief summary of the anticipated project deliverables is presented in the following table.

Table 1 - Summary of Deliverables

Deliverable	Week Ending
Technical Memo #1 – Growth Forecasts and Future Needs	August 31, 2025
PIC #1 Presentation Materials	January 18, 2026
Technical Memo #2 – Review of Alternative Solutions	February 15, 2026
Draft Master Plan Report	February 22, 2026
Final Master Plan Report	April 5, 2026
Notices of Completion	May 17, 2026

6 Meetings

A brief summary of the anticipated project meetings is presented in the following table.

Table 2 - Summary of Meetings

Meeting Name	Number of Meetings	Anticipated Duration (hours)	Total Anticipated Time (hours)
Project Kickoff Meeting	1	2	2
Stage 1 Workshop	1	2	2
Team Meeting with County Planning	1	2	2
Team Progress Meeting – PIC Preparation	1	2	2
Stakeholder Meeting	1	2	2
First Nations Consultation Meetings	2	2	4
Public Information Centre #1	1	3	3
Monthly Progress Meetings	10	1	10

7 Schedule

A Gantt chart showing the proposed project schedule is presented in **Appendix B**.

Reference: OPS-RFP-25-05 Request for Proposals for Engineering Services - Scotland & Oakland Master Servicing Plan

8 Fees

The following fee structure applies to the above noted Scope of Work, and the time-task matrix presented in **Appendix C** shows the breakdown and anticipated effort for each task:

Table 3 - Project Fees

Task	Fee
Project Initiation and Review of Existing Information (Phase 1)	\$60,071.60
Alternative Solutions Development and Evaluation (Phase 2)	\$90,918.10
Master Plan Report	\$49,233.60
Project Management	\$20,624.40
Total	\$220,847.70

Time Basis fees within our fee structure represent an estimated budget due to the uncertainty in either timing/duration of the work required and/or lack of details related to scope at this time – actual cost will be based on final invoice to complete the required work per the approved hourly rates. The fee noted is an upset limit for this task.

Fees do not include HST, which will be added to all invoices. Any services over and above those outlined in this proposal will be provided on a time and materials basis, per our standard hourly rates.

Stantec will provide the County a Change Order (CO) for review and approval to reflect any new scope of work and/or change to approved scope of work. Work will not commence until approved by the County.

Payment on account for services rendered and for reimbursable expenses incurred shall be made every month upon presentation of the Stantec invoice. Invoices for fees and reimbursable expenses are due and payable by the client upon receipt of the invoice without holdback. Payments are due upon receipt. Stantec reserves the right to suspend services if invoices are not paid within 30 days of the invoice date.

9 Assumptions

The proposed work plan presented above was developed based on the following assumptions:

- In accordance with our discussions with Brant County, the proposed water servicing strategies will not provide fire protection;
- Hydraulic analysis of the water distribution system alternatives will be completed by the County's WaterCAD subconsultant. The County will engage its subconsultant directly, and its fees are not included in Stantec's proposed project budget.
- Our proposed fees are based on developing and evaluating the alternatives identified in the proposed work plan. If the County would like to evaluate additional alternatives, Stantec will provide the County a Change Order (CO) for review and approval. Work will not commence until approved by the County.
- All supporting hydrogeological analysis will be completed as desktop assessments. No field work is anticipated.
- The proposed work plan does not include preparing or attending presentations to Council.
- We understand that the County has prepared and issued a Notice of Study Commencement for this project.
- The proposed work plan does not include effort to complete an assimilative capacity study to support the wastewater treatment solution. Effluent criteria and ability to discharge to a surface water receiver will need to be confirmed in consultation with the MECP as part of a future Schedule C EA process, if required.
- The preferred stormwater servicing strategy may identify a need for Drainage Act works to provide an outlet from proposed stormwater management facilities. The proposed work plan does not include design and/or approval of future works to meet Drainage Act requirements.
- The proposed work plan includes aquatic and terrestrial field visits to confirm existing conditions in the study area and an assessment of natural heritage impacts for each alternative. However, we cannot accurately scope the Natural Feature Inventory and the Environmental Inventory Assessment and Monitoring Plan with the available information. Stantec can provide a work plan and budget for this effort following identification of the preferred alternatives.
- An assessment of the cultural heritage potential of the Study Area in accordance with the Ministry of Citizenship and Multiculturalism's "Criteria for Evaluating Potential for Built Heritage Resources and Cultural Heritage Landscapes" will be required following identification of the preliminary preferred alternatives. If the assessment results suggest that a Cultural Heritage Report is required, Stantec will provide the County a Change Order (CO) for review and approval to complete this additional work.
- As discussed with Brant County, the proposed Stage 1 Archaeological Assessment will be completed once the preferred alternatives are sufficiently advanced. Stantec can provide a work plan and budget for this effort following identification of the preferred alternatives.

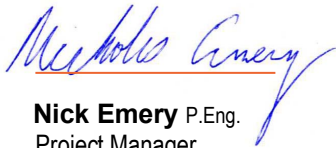
Reference: OPS-RFP-25-05 Request for Proposals for Engineering Services - Scotland & Oakland Master Servicing Plan

10 Closure

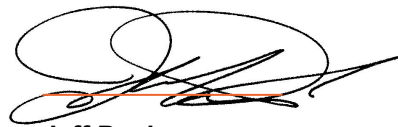
We thank you for requesting a proposal from our firm to provide Civil Engineering services related to the Master Servicing Plan for Scotland and Oakland. After you have reviewed the proposal, we look forward to responding to any questions or comments you may have.

Regards,

Stantec Consulting Ltd.



Nick Emery P.Eng.
Project Manager
Phone: (519) 681-0483
nick.emery@stantec.com



Jeff Paul P.Eng.
Managing Leader, Water
Phone: (519) 675-6604
jeff.paul@stantec.com

Attachments



Appendix A

County of Brant's Terms of Reference



OPS-RFP-25-05 REQUEST FOR PROPOSALS for Engineering Services

Scotland & Oakland Master Servicing Plan

1. Introduction and Background

The communities of Scotland and Oakland are located within the County of Brant (the County), southwest of the City of Brantford. Existing development within these communities consists of approximately 450 residences (300 in Scotland and 150 in Oakland). These communities are considered Secondary Settlement Areas within the County of Brant's Official Plan. This designation recognizes that the community relies on private water and wastewater servicing and that the community is not intended to accommodate major growth within the County.

There are currently 11 known development proposals, including 7 subdivisions, in the communities of Scotland and Oakland, that if approved would add up to 427 new lots to the communities as currently proposed. Two of these developments are large-scale plans of subdivision that have submitted development applications that are currently under review. In response to this development interest, the County initiated a combined Master Environmental Servicing Plan (MESP) and Community Master Plan (CMP) in 2024 to evaluate the existing conditions in each community, identify any growth-related needs, and develop a set of guidelines and recommendations to ensure sustainable growth in both communities.

The first phase of the MESP (Phase One) consisted of desktop studies for water, wastewater and stormwater servicing, including a review of available hydrogeological and hydrology information. The traffic and transportation network and the natural heritage features were also analyzed at a desktop level. The outcomes of the existing conditions review were used to inform a servicing study that assessed the feasibility of maintaining and expanding private services while satisfying the Provincial D-5-5, D-5-4 and Reasonable Use Concept Guidelines, as well as a completing a preliminary assessment of the potential municipal servicing options.

A critical finding of Phase One was the reliance of 95% of residents on a shallow, highly vulnerable aquifer (HVA) within a Significant Groundwater Recharge Area (SGRA). Existing water quality data indicated the presence of high nitrate concentrations within this existing overburden aquifer, which are anticipated to worsen with additional privately-serviced development. Furthermore, the importance of smart stormwater management was highlighted, as it was found that the continued supply of clean drinking water will be reliant on maintaining the pre-development infiltration rates. The findings of Phase One therefore indicated the need for further investigation to determine the preferred servicing solutions for water, wastewater and stormwater.

In response to the findings of Phase One, the County is initiating an integrated Master Servicing Plan (MSP). This assignment will be to complete an MSP in accordance with the Municipal Class Environmental Process and satisfying all requirements for a Master Plan Study (Phase 1 & 2). The MSP shall evaluate all options for water and wastewater servicing, including both private and municipal options, to determine the preferred solution for each community. The MSP shall also evaluate options for improvements to the community's stormwater management infrastructure, including strategies for a coordinated community-wide stormwater management system. Options for improvements to the transportation network will also be evaluated as a part of this MSP by an external consulting group (Arcadis) and included in the final MSP recommendations. The options evaluated through the MSP will be to support the communities through the 2051 growth horizon.

2. Undertaking

The purpose of this assignment is to complete a Master Servicing Plan (MSP) for the communities of Scotland and Oakland following Phases 1 and 2 of the Municipal Class Environmental Assessment (Class EA) process for Approach #2 for Master Plans. The MSP will consider the various alternatives for both water and wastewater servicing as well as alternatives to improve stormwater management and the transportation network (completed by others). The study is to complete Phases 1 and 2 of the Class EA process and follow the consultation plan for a Schedule B project. Consultation will be an important component to this study as the preferred solution may have significant direct impacts on all members of the community.

The principal components of this assignment include the following:

- Review all background information and existing conditions to the degree necessary to complete the scope of work. Available documents include relevant studies (such as the MESP), water quality data, available private well records, historical stormwater flow and quality data, active development applications, other relevant studies and reports, as-built drawings of the existing stormwater ponds, sewers and infiltration manifolds, GIS mapping data, etc.;
- Attend regular progress meetings with the project team at County of Brant offices or online. Assume monthly small-group progress update meetings as well as large-group milestone-based meetings as required. Regular communications between the proponent's Project Manager and the County Project Manager will also be expected;
- Develop a consultation plan with the County's project team to engage the community members and other stakeholders in the study. The consultant will be responsible to prepare all materials for public meetings including notices, letters, presentation materials, comment sheets, posterboards, etc. (assume 2 public meetings). The County will compile and maintain the stakeholder contact list and will issue finalized notices and letters.

- Identify, investigate and evaluate all practical alternative solutions, including both private and municipal servicing, to satisfy the study problem statement related to water and wastewater servicing in Scotland and Oakland.
- Identify, investigate and evaluate all practical alternative solutions for stormwater management in Scotland and Oakland that encompass both existing and proposed developments to the 2051 growth horizon. Recommended drainage improvements will need to satisfy the requirements of the Drainage Act, where applicable.
- Ensure the evaluation and outcomes of the Master Servicing Plan align with the Community Master Plan (CPM) being developed by the County's planning department.
- Develop a phasing plan for any potential recommendations from the study to mitigate negative impacts on the community. The Phasing Plan should consider servicing needs, the County's road resurfacing program, access to businesses and residences, etc.
- Prepare a Master Plan Report, in partnership with the traffic consultant (Arcadis) to document the study process and the preferred alternatives to meet the study objectives.

3. Scope of Work and Proposed Workplan

The following sections describe the tasks that are anticipated to be associated with each phase of the project.

3.1 – Project Initiation and Review of Existing Information (Phase 1)

- Attend a kick-off meeting with the Project Team, comprised of County staff and the traffic consultant (Arcadis). Prepare meeting agendas, minutes and action items.
- Compile and review background information and data (Phase One MESP reports, other previous studies, assessments, drainage reports, settlement area, populations, system capacities of other nearby County water/wastewater systems, traffic data, hydraulic capacity of existing drainage infrastructure, County engineering standards, land uses, natural features, etc.). Identify missing information required to complete the study.
- Summarize the hydrogeological conditions in the study area as they relate to of groundwater resources. Confirm drainage areas and sub-areas within and surrounding the Scotland and Oakland settlement boundaries. If additional field studies are recommended to fill any data gaps related to the groundwater quality as identified in the background information review, include scope for the development of a field investigation plan. County staff may be engaged to complete the field work if required due to budget constraints.

- Develop the consultation plan for the project, confirming the methods and timing for the various points of contact with the community and stakeholders. Compile the list of stakeholders specific to this project. Collaborate with the traffic consultant to ensure completeness with respect to transportation-related stakeholders.
- Develop the problem statement for the study.
- Technical Memorandum #1: Summary of Existing Conditions. Prepare TM#1 as a comprehensive review of the existing water servicing, wastewater servicing, drainage, land uses, and features of the natural and social environments of the study area. Identify any environmental or public health concerns associated with the existing conditions. Traffic consultant to provide transportation-related content.
- Attend a project progress meeting with the Project Team to review progress to date and incorporate any comments.
- Technical Memorandum #2: Growth Forecasts, Community Water Demands, Wastewater Flows and Traffic Capacity and Projections. Prepare TM#2 to present community needs for water, wastewater and stormwater using various community growth forecasts associated with the potential servicing alternatives for each community. Traffic consultant to provide transportation-related content.
- Conduct a Stage 1 Archaeological Investigation of any publicly-owned areas within the study area that may be affected by the outcome of the study. Developers will be required to conduct individual archaeological investigations on their lands as part of their development applications.

Task 1 shall include but not be limited to all items listed above. Task 1 shall satisfy all mandatory and options requirements of Phase 1 of the Municipal Class Environmental Assessment process.

3.2 – Alternative Solutions (Phase 2)

- Identify and investigate all practical alternative solutions that would satisfy the study problem statement with respect to water servicing, wastewater servicing, and stormwater management for each community. Alternative solutions must include both private (ie. private wells and septic systems, communal systems, etc.) and municipal servicing options.
- Attend a meeting with the County's Planning department to discuss alternatives in relation to the Community Management Plan. Incorporate feedback from the Planning team in evaluation criteria.
- Identify potential Social, Environmental and Economic impacts of all alternative solutions and develop a process/criteria for evaluation of the alternative solutions. Evaluation criteria shall also include the potential of each alternative to allow for future connection to other communities in the County (ie. Burford).

- The evaluation of the water servicing options shall include modelling of the various alternatives via Water CAD. The proponent shall work with the County's water modelling consultant (GEI Consultants) to prepare models for each water servicing alternative.
- Attend a stakeholder meeting with key stakeholders (ex. government agencies, indigenous communities and/or developers) to discuss the proposed alternative solutions prior to first PIC. Stakeholder meeting to be conducted in accordance with the established stakeholder consultation plan from Task 3.1.
- Attend a project progress meeting with the Project Team to review the outcomes of the Stakeholder meeting, the proposed evaluation matrix, and prepare for PIC#1.
- Public Information Centre #1, to present the problem statement, existing conditions, water/wastewater demands, and alternative solutions identified to date to the community and receive feedback. Prepare materials for the public meeting including full size drawings, comment forms, information pamphlets, attendance sheets, notices, letters, etc. County staff will secure a venue for the meeting and coordinate the public notification.
- Update evaluation matrix based on feedback from PIC#1. Evaluate the various alternatives with respect to environmental, social and economic impacts following the evaluation matrix and considering public feedback from PIC#1. Identify any recommended sequencing or phasing for the preferred alternatives. Identify any project risks and the recommended mitigation measures. Identify the anticipated regulatory approvals to implement the recommended alternatives.
- Include provisional scope for the completion a Natural Feature Inventory for the study area and develop Terms of Reference for an Environmental Inventory Assessment and Monitoring Plan to be implemented during the future Phase 3 of the Class EA process for any recommended projects. Not required if all projects are expected to be Schedule B or less.
- Public Information Centre #2, to present the evaluation of alternative solutions and the preferred solution to the community and receive feedback. Prepare materials for the public meeting including full size drawings, comment forms, information pamphlets, attendance sheets, notices, letters, etc. County staff will secure a venue for the meeting and coordinate the public notification in accordance with the consultation plan.
- Technical Memorandum #3: Review of Alternative Solutions. Incorporate feedback from PIC#2 and the project team and finalize TM#3. Prepare and submit the evaluation of alternatives and present the preferred solutions for water, wastewater and stormwater. Traffic consultant to provide the preferred solutions for the transportation network.

- Assist the Project Team in responding to comments received from the public or review agencies during the review period.
- Develop a project list for the preferred servicing solutions. Determine the Class EA schedule required for each preferred solution for water, wastewater and stormwater.

Task 3.2 shall include but not be limited to all items listed above. Task 3.2 shall satisfy all mandatory and options requirements of Phase 2 of the Municipal Class Environmental Assessment process.

3.4 – Master Plan Report

- Incorporate public input from PIC#2 and prepare a draft Master Plan Report in accordance with the MCEA (Schedule B) for review by the Project Team. Collaborate with traffic consultant to incorporate transportation-related content into final MSP report. Append previous tech memos, studies, consultation records and cost estimates. Assume two (2) review and revision cycles for this report.
- Finalize the Master Plan Report for submission to review agencies and for public review. Provide bound hard copies for public review (6 copies) and a text-searchable PDF.
- Assist the Project Team in responding to comments received from the public or review agencies during the review period.
- Prepare the Notice of Completion for the Master Plan and any identified Schedule A, A+ and B projects; and
- Deliver Notices of Completion to all stakeholders.

The Master Plan Report shall be made available for 30-day public and agency review.

If any of the preferred solutions were identified as Schedule C projects, Phases 3 and 4 will be required to satisfy the Schedule C project requirements of the Class EA process. This will be completed as a separate scope of work.

The consultant will report to the County Project Manager, and other representatives as assigned, for the duration of this project. Approval will be required by the County Project Manager prior to the consultant proceeding to subsequent components of the project or altering the workplan. The Project Manager will be responsible for overseeing the day-to-day operations of the project on behalf of the County.

4. Public Consultation

Public consultation throughout the Master Plan is essential to the success of the plan. The Consultant must gain a clear understanding of the County's issues and expectations of the community. The Consultant, working with the County, is to develop a consultation strategy that ensures that the residents, businesses and institutions

understand the scope and rationale for the Master Plan as well as the potential impacts to them by any of the various projects that may be recommended. The Master Plan will be required to meet all public consultation requirements of the MEA Class EA process for Master Plans.

Participation by residents will be key in the initial phases of the study to ensure that all issues and opportunities have been identified so that appropriate policies can be developed. Public consultation may take the form of Public Information Centres (PICs), and the consultant is encouraged to explore innovative approaches to the public engagement, including creative use of technology to expand the public outreach. As a part of the submission, please provide examples of where you have had success the past with different ways to engage the public beyond a standard PIC.

5. County of Brant Responsibilities

The County will be responsible for the following:

- Renting venues for Public Information Centres (PIC) and coordinating stakeholder meetings and workshops if in person events occur
- Posting notices in newspaper(s), online and social media – draft notices prepared by Consultant
- Providing available plans, mapping and aerial photography
- Providing planning growth forecasting data
- Providing background reports, transportation policies and by-laws
- Providing background information, Municipal Comprehensive Review recommendations, and coordination with the County's Planning staff undertaking the new Official Plan
- Managing communications to Council and members of Council except for formal presentations to Council

6. Proposal Requirements

The submitted proposal should include the items listed below. It is critical to note that if any of the following items cannot be provided in the proposal package, the proponent shall inform the County through the Bids and Tenders question portal. Otherwise, the proposal package will be considered incomplete and may be disqualified.

The proposal submission must include the following:

- Overview of the proponent profile, including, but not limited to, company history, major clients, and local office location.

- Identification of all project team members by area of responsibility and role in the project including a brief relevant biography and curriculum vitae for each.
- Identification of any sub-consultants who would be included on the Project Team, their roles, and experience relevant to this assignment.
- A detailed description of a minimum of three (3) recent relevant projects the proponent has completed, including a description of the work completed and the project value.
- A detailed description of the proponent's approach to meeting the scope of the work, including a proposed schedule for carrying out each component. Specific tasks should be clearly identified.
- A description of the Quality Assurance (QA)/ Quality Control (QC) mechanism in place exhibiting the proponent commitments to quality including QA/QC procedures used in the preparation of all deliverables submitted to the County for data analyses, design calculations, technical memoranda, reports, specifications, drawings, etc.
- A time-task matrix shall be included in the technical proposal that includes the number of hours required to complete each of the tasks and subtasks (see Section 3.0) by each member of the consulting team. This information is to be presented in a spreadsheet format.
- A minimum of three (3) references with contact names as well as organization or firm names and phone numbers.
- The proposal should not exceed 15 single sided pages in length, excluding corporate profile, curriculum vitae, project summary sheets and time-task matrix.
- Submit Technical Proposal in the appropriate document upload section of Bids and Tenders, as described below. There shall be no indication of pricing in the technical proposal.
- Submit Fee Proposal in the appropriate upload section of Bids and Tenders. Include a cost breakdown following the time-task matrix provided in the technical proposal.
- Each Consultant (PM and one project team member) may also be required to attend a 1-hour interview session with County staff. Interviews will consist of standard questions related to PM, Project Team and Firm experience and the proposed design approach. Interviews would take place shortly after proposals are submitted and will be coordinated by County of Brant.

7. Proposal Evaluation & Selection Process

The County will follow a qualification-based selection process when reviewing proposals, similar to the one described in Professional Engineers Ontario's 'Guideline for the Selection of Engineering Services, 1998', RFP Process II.

6.1 Evaluation Criteria

The Technical Proposal needs to demonstrate an understanding of the scope and desired objectives of the project and should clearly address the evaluation criteria. A total of 100 available points will be allocated to the Proposal as follows.

<u>Category</u>	<u>Weighting/Score</u>
Technical Proposal	
Experience and Qualifications of Project Manager	20
Experience and Qualifications of Project Team	20
Proposed Approach & Methodology	30
Firm Experience, Proposed Work Plan, Schedule, References, QA/QC	20
Level of Effort & Division of Workload	<u>10</u>
Total	100

6.1.1 Technical Proposal Evaluation

Experience and Qualifications of the Project Manager and Project Team (40 Points)

Provide the qualifications and experience of the Project Manager, Key Team Members, Sub-Consultants and other Staff proposed for the completion of this project. Key Team members should provide recent experience with projects of similar scope. Make note of any changes to the proposed project team since submission of the Expression of Interest in March 2021.

List all team members by proposed role or responsibility and the name of staff, years of experience, and list of relevant projects in a table format. Ensure all relevant disciplines are documented.

Project Manager	20 Points
Project Team	20 Points

Proposed Approach and Methodology (30 Points)

Describe your understanding of the assignment, including overall scope and objectives, noting any specific issues that may require extraordinary attention.

Describe the approach and methodology to be followed in completing all aspects of the assignment in order to achieve the stated project objectives. The Approach section of the technical proposal shall outline the Consultant's strategies, assumptions, and concepts for

completing this assignment and obtaining the necessary approvals. Additionally, details on how your corporate Quality Assurance and Quality Control will be implemented specifically for this project to ensure that Schedule, Cost and Quality objectives of the assignment are met. The Consultant should also identify key success/risk factors for the projects and how they will be managed.

Firm Experience, Proposed Work Plan, Schedule, References and QA/QC (20 Points)

Outline your relevant corporate experience. Demonstrate your knowledge and experience with wastewater treatment process design, making specific references to experience with projects of similar size and complexity.

Detail three relevant projects completed by your firm over the past seven years which have comparable size, scope and complexity. For each project description provide the name of the client, contact information, name of the project, date and duration, methodology employed, similarities to the scope of this project. Also, identify whether or not projects were completed on time and within budget, and if not, provide an explanation.

Provide a work plan and schedule, including a breakdown of the major tasks and specific milestones.

Provide full references for the project profiles requested as part of the experience of the consulting firm criteria, noted above.

Describe the firm's QA/QC measures that will be in place for the project.

Level of Effort and Division of Workload (10 Points)

Provide a time-task matrix showing the major tasks and team members in your technical proposal, so that the level of effort by each team member and each task can be clearly determined and may be evaluated as part of the technical review. The review committee will evaluate that the level of effort by each team member and for each phase of the project is appropriate for the scope of work.

6.1.2 Financial Proposal

Include a fee proposal following the format of the time-task matrix described above. The fee proposal is to be submitted in the appropriate section of Bids and Tenders.

6.2 Basis of Selection

Upon completion of the technical proposal review (and interviews if required), the County's evaluation team will select the highest scoring consultant to undertake this project. Once selected, the second email containing consulting fees for the top scoring consultant will be opened and reviewed. The remaining consulting fee submissions will not be opened. Should there be more than one consultant with the highest evaluation score (or less than 3%

difference in score between the top score), the County's evaluation team will open the consulting fee submissions for both firms and make a final selection based on proposed fee total.

If the proposed fees of the selected consultant are acceptable and within the approved budget, the design project will be awarded to the selected consultant in accordance with the County's Purchasing Policy and following County Council approval.

6.3 Consultant Innovations

The Consultant may propose innovative alternatives that will result in cost savings for the project if the cost savings do not have a negative impact on the goals and objectives of the project.

The Consultant shall base their financial proposal on the full scope of services required as detailed in this request for proposal. Any proposed innovative cost-saving deviations from the scope as identified in this RFP shall be discussed in the kick-off meeting.

8. Conditions

Submission of a proposal indicates acceptance by the consultant of the terms and conditions specified in the RFP. The consultants are deemed to have familiarized themselves with the County's requirements as well as the specific requirements of the project. The consultant shall not claim any misunderstanding of the project requirements.

It should be noted that Brant considers all documentation and reports generated during and upon completion of the design project a property of the County. As such, the County requires that all reports, drawings, etc. be made available to the County upon completion of the project in both hard copy and electronic format (i.e. original PowerPoint, Word files, PDF format etc.). Electronic copies of all construction and other site photographs will also be required to be submitted to the County.

The County reserves the right to reject any or all proposals, and determine in its own discretion, the organization best qualified to undertake the study project.

The County is not liable for any costs incurred by the respondents in the preparation of their proposals or attendance at any selection interviews.

The County reserves the right to retain all proposals submitted and to use any ideas contained in a proposal regardless of whether that proposal is selected. The County reserves the right to select any or all components of the proposal to the best overall advantage of the County.

The County reserves the right to request a change in the membership of the consultant's project team. The County must approve any changes by the consultant to the project team in writing.

All submissions are subject to a 90 day irrevocability period.

Submission of a proposal indicates acceptance by the consultant and any subconsultants of the above conditions.

During the evaluation of proposals, the County will pay close attention to and will not accept any disclaimers or conditions counter to the County's expressed conditions above. Any such conflict will classify the proposal package as incomplete and will be grounds for the consultant's disqualification and elimination of their package from further review.

7.1 Note to Proponents

Proposals should be submitted in the format requested with an index. Any deviation from the stipulated conditions will require a detailed explanation as to why such deviations are being proposed. It is the responsibility of the Consultant to obtain clarification of the requirements contained herein, if necessary, prior to submitting a proposal.

Each proposal will be evaluated solely on its content. Assessment of the proposal commences immediately after the closing date.

The County will only make official modifications to the RFP process or to the content of the RFP through official addendum issue. Any oral statement or other representation from any source should not be accepted as binding, unless confirmed through an official written addendum.

9. Agreements

The successful consultant will be required to enter into a formal Agreement with the County of Brant for the project (M.E.A./C.E.O. Client/Consultant Agreement for Municipal Works). The County reserves the right to negotiate the terms and conditions of the Agreement.

10. Professional Liability Insurance (Errors and Omissions Insurance)

The selected Proponent will be expected to have insurance coverage of a minimum of Two Million Dollars (\$2,000,000.00) for each of General Liability, Professional Liability and Automobile Insurance in accordance with the Professional Engineers Act, 1990 and regulations therein (copies to be attached to the Engineering Services Agreement). The County of Brant requires to be listed as additional insured.

11. Project Schedule

The proposed schedule will be based on completion of the Master Servicing Plan Report by April 30, 2026. The proposal should include a realistic schedule to complete the tasks identified in Section 3.0 Scope of Work.

Consultants are to identify any perceived risks in achieving the proposed project schedule noted above.

12. Questions, Omissions & Discrepancies

If a Respondent needs to address any discrepancies, errors and/or omissions in the Request for Proposals document, or if they are in doubt as to any part thereof they shall submit questions in writing via the bidding portal. All questions are to be submitted through the Bids and Tenders portal and not by direct e-mail to County staff.

Questions will be accepted up to **2:00pm on April 23, 2025**. Any questions asked after this deadline will likely go unanswered. However, if a question asked after this deadline will have major ramifications on all proponents, at the discretion of the County, an addendum may be issued, which could result in changes to the projects, changes to the submission deadline, or even cancellation of the bid opportunity.

13. Submission Date

Proposals must be received by the County of Brant no later than **2:00pm on April 30, 2025**. The consultant shall submit proposals via the bidding platform.

Proposals will be submitted in a two system format with the Technical Proposal being submitted in the proper document upload and the costing submitted in the appropriate spot also in the document upload section.

END OF DOCUMENT



Appendix B

Proposed Schedule

Proposed Project Schedule - Scotland/Oakland Master Servicing Plan

Note: Week ending date is a Friday. Working Days: Monday, Tuesday, Wednesday, Thursday, Friday

WBS Code	Task Name	Start Date	End Date	Duration (days)	Net Working Day	2025-06-20	2025-06-27	2025-07-04	2025-07-11	2025-07-18	2025-07-25	2025-08-01	2025-08-08	2025-08-15	2025-08-22	2025-08-29	2025-09-05	2025-09-12	2025-09-19	2025-09-26	2025-10-03	2025-10-10	2025-10-17	2025-10-24	2025-10-31	2025-11-07	2025-11-14	2025-11-21	2025-11-28	2025-12-05	2025-12-12	2025-12-19	2025-12-26	2026-01-02	2026-01-09	2026-01-16	2026-01-23	2026-01-30	2026-02-06	2026-02-13	2026-02-20	2026-02-27	2026-03-06	2026-03-13	2026-03-20	2026-03-27	2026-04-03	2026-04-10	2026-04-17	2026-04-24	2026-05-01	2026-05-08	2026-05-15	2026-05-22																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																		



Appendix C

Time Task Matrix

Andrea Bazzard, P.Geo.
Director, Environmental Services
County of Brant
26 Park Avenue
P.O. Box 160
Burlford, ON N0E 1A0

Arcadis Professional Services
(Canada) Inc.
55 St. Clair Avenue West
7th Floor
Toronto, Ontario M4V 2Y7
Canada
Phone: 416 596 1930
www.arcadis.com

Date: June 10, 2025

Subject: Scope of Work for Scotland & Oakland Master Servicing Plan Phase 2 – Transportation Evaluation,
Brant County, Ontario – Version 3

Dear Ms. Bazzard,

Further to our recent discussions, we are pleased to provide you (the “Client”) with this Scope of Work for consulting services for your project, based on the information below. Our proposal has been updated based on the recent direction received from the County on June 03, 2025.

In 2024, Arcadis completed a Traffic Operations Study for the communities of Scotland and Oakland for Brant County, with the revised final report submitted on February 12, 2025. The study investigated future infrastructure needs for the two communities through the 2051 horizon year, accounting for multiple proposed residential developments across six subdivisions. The study also investigated development access alignments at a high-level, considering safety and existing natural heritage features. Access locations were labelled as either desirable or undesirable for new connections. Opportunities for the County’s future transit and active transportation plans in the study area were also identified.

It is our understanding that Brant County Council has approved the findings of the completed Traffic Operations Study. This previous study aligns with ongoing Phase 1 work by other consultants supporting the County’s Master Servicing Plan (MSP) for the communities of Scotland and Oakland. The Traffic Operations Study determined that most intersections within Scotland and Oakland have sufficient capacity to accommodate the projected future traffic volumes.

The work outlined within this scope of work aims to build on previous efforts, which included high-level desktop analyses, by providing a more detailed evaluation of traffic servicing options. As part of the traffic component of the MSP, this work will assess potential improvements to the transportation network, including connectivity for new development lands. The recommendations will focus on promoting both safety and connectivity throughout the community.

This proposal and its contents shall not be duplicated, used or disclosed — in whole or in part — for any purpose other than to evaluate the proposal. This proposal is not intended to be binding or form the terms of a contract. The scope and price of this proposal will be superseded by the contract. If this proposal is accepted and a contract is awarded to Arcadis as a result of — or in connection with — the submission of this proposal, Arcadis and/or the client shall have the right to make appropriate revisions of its terms, including scope and price, for purposes of the contract. Further, client shall have the right to duplicate, use or disclose the data contained in this proposal only to the extent provided in the resulting contract.

Chapter 1 Our Services

In support of this project, Arcadis will provide you with the following services and deliverables (collectively, the “Services”).

Task 1: Project Initiation and Review of Existing Information (Phase 1)

Task 1.1: Project Kick-Off Meeting

As part of the project initiation phase, we will participate in a kick-off meeting with the Project Team, which will include Brant County staff, and the MSP consultant (Stantec) henceforth referred to as “MSP Lead Consultant”. To prepare for the meeting, we will develop a transportation focused agenda along with a scope of work presentation. The presentation will outline the project flow and identify the information required from the Project Team to support project commencement.

Major Project Meeting #1: Kick-off meeting with the Project Team.

Following the meeting, we will document the transportation related minutes and action items. These will be coordinated and shared with the Project Team to facilitate follow-up.

Task 1.2: Review of Existing Information

The analysis completed in the *Oakland and Scotland Traffic Operations Study* (Arcadis, February 2025), will serve as the primary source of background information along with inventory of all modes and opportunities and identification of known issues and constraints within the transportation network. As needed, Arcadis will also gather additional materials, including any new active development applications, relevant studies, as-built drawings of the existing road networks, County engineering standards, and available traffic data.

As part of the previously completed study, an analysis was conducted for the weekday AM peak period (7:00 a.m. – 10:00 a.m.), weekday midday peak period (12:00 p.m. – 2:00 p.m.), and weekday PM peak period (3:00 p.m. – 6:00 p.m.). The intersections within the proposed study area are presented in **Exhibit 1**.

We will summarize the current and projected traffic volumes for the identified intersections within the study area in the form of a presentation (“Phase 1 Presentation”). If data gaps are identified during this process, additional surveys will be conducted to gather the necessary traffic counts, and the analysis will be updated accordingly.

Additional surveys will be promptly coordinated with County staff, and the efforts needed to collect the traffic counts, along with their impact on the project schedule, will be discussed in a timely manner.

Exhibit 1: Proposed Traffic Analysis Study Area Intersections

Intersection #	Control Type	Main Street	Cross Street
1	Unsignalized	Norwich Road (County Road 3) / Church Street West (County Road 3)	Maple Avenue South
2	Unsignalized	Bishopsgate Road (CR 16)	Elliott Road
3	Unsignalized	Bishopsgate Road (CR 16) / Simcoe Street (CR 16)	Thirteenth Concession Road
4	Unsignalized	Simcoe Street (CR 16)	Oakland Road (CR 4)
5	Unsignalized	Simcoe Street (CR 16)	Church Street West (County Road 3) / Church Street East
6	Unsignalized	Simcoe Street (CR 16)	Vanessa Road (CR 4)
7	Signalized	Highway 24	Oakland Road (CR 4)
8	Signalized	Oakland Road (CR 4)	King Street South (CR 24)
9	Unsignalized	King Street South (CR 24) / Old Highway 24	Jenkins Road
10	Unsignalized	Church Street West (County Road 3)	Augustus Street
11	Unsignalized	Simcoe Street (CR 16)	Augustus Street

The future development accesses within the proposed traffic analysis study area are presented in **Exhibit 2**.

It is noteworthy that the specific location of a development's access onto a particular fronting road does not influence traffic capacity analysis. Therefore, only the eight (8) access locations within **Exhibit 2** were included in the traffic analysis. However, a wider range of potential access locations will be examined as part of the access analysis, as detailed in **Task 2: Alternative Solutions (Phase 2)**. This proposal includes efforts for up to two rounds of revisions for Phase 1 Presentation.

As outlined in the RFP, the updated study area consists of seven subdivisions. It is our understanding that a pre-consultation request was submitted in early 2025 for a new development at 4 Marcus Street in Scotland. This is a relatively small subdivision, comprising approximately five lots. An access road evaluation for this site will be carried out as part of **Task 2: Alternative Solutions (Phase 2)**; however, additional traffic analysis, such as turning movement counts, is not anticipated given the limited scale of the proposed development.

Exhibit 2: Proposed Traffic Analysis Study Area Development Accesses

Development #	Development Address	Access Location	Fronting Roadway
1	29 Thirteenth Concession Road	Northern Property Edge	Thirteenth Concession Road
2	44 Church Street West	Eastern Property Edge	Augustus Street
		Southern Property Edge, Opposite of Development 3 Access	Church Street West (County Road 3)
3	51 Church Street West	Northern Property Edge, Opposite of Development 2 South Access	Church Street West (County Road 3)
4	Scotland Estates Subdivision	Western Property Edge, Opposite of Thirteenth Concession Road	Bishopsgate Road (CR 16) / Simcoe Street (CR 16)
		Western Property Edge, Opposite of Scotland Community Centre Access	Simcoe Street (CR 16)
5	245 Oakland Road Subdivision	Northern Property Edge	Oakland Road (CR 4)
6	3 King Street South	Southern Property Edge	Jenkins Road

Task 1.3: Preparation of Consultation Plan

In collaboration with the MSP Lead Consulting team, we will prepare a consultation plan tailored to the transportation component of the study. The plan will outline the approach, communication methods, and timing of key engagement points with both technical stakeholders and the broader community. It will distinguish between engagement activities led directly by our team, such as meetings with transportation authorities, and those where we will contribute materials and technical input, such as Public Information Centres coordinated by the MSP Lead Consultant.

A stakeholder list specific to the transportation study will be compiled and maintained as part of the consultation plan. This will include the MTO, County Transportation and Planning staff, Grand River Conservation Authority (GRCA), and emergency services, among others relevant to road access and operational considerations. The consultation plan will align with the Municipal Class EA process and support transparent documentation of all engagement activities throughout the project. A draft version will be submitted early in the project for County review and input.

Task 1.4: 2024 Existing Conditions Traffic Analysis

The results of the 2024 Existing Conditions Traffic Analysis, as presented in the Traffic Operations Study Report, will be compiled in the form of a presentation deck and will be presented during the Major Project Meeting #2 with the MSP Lead Consultant and the County.

We will conduct a conceptual review of the current and projected traffic volumes used in the study area analysis. No additional turning movement count data is anticipated at this stage, as the previous study is considered sufficiently comprehensive for inclusion in the Phase 1 Presentation.

Deliverable: Phase 1 Presentation

Phase 1 Presentation will provide a summary of existing conditions within the study area. Our team will prepare a brief traffic content for this deliverable, including a review of existing land uses, the transportation network, and known natural environment features as they relate to transportation infrastructure. These inputs correspond to the 2024 Existing Conditions Traffic Analysis.

This proposal includes efforts for up to two rounds of revisions for Phase 1 Presentation.

Major Project Meeting #2: Phase 1 Progress Meeting: with the Project Team, in advance of Technical Memorandum #2 (TM#2).

Task 1.5: 2051 Future Conditions Traffic Analysis

Similar to the above task, the results of the 2051 Future Conditions Traffic Analysis will be compiled and shared with the MSP Lead Consultant for integration into Technical Memorandum #2 (TM#2). This includes the additional traffic analysis related to the potential site access along Highway 24 for the 245 Oakland Road subdivision.

Growth scenario inputs for this task will be coordinated with and provided by MSP Lead Consultant. These scenarios may vary depending on whether the communities are municipally serviced or remain privately serviced. It is our understanding that if the updated growth projections remain below 363 lots—as assumed in the previous Traffic Operations Study—no further traffic analysis will be required. However, should the number of lots exceed this threshold, additional analysis will be necessary. In such a case, please refer to the **Task 4: Provisional Services** section of this proposal for an estimate of the additional effort and cost required to complete the update.

Deliverable: Technical Memorandum #2

Technical Memorandum #2 (TM#2) will consist of growth forecasts, and will communicate water demands, wastewater flows, and traffic capacity and projections. We will contribute the transportation component, which will address community transportation needs based on revised growth assumptions, as well as preliminary servicing and transportation alternatives. Should the growth projections exceed those evaluated in the original study, the traffic analysis will be updated accordingly and incorporated into TM#2.

Overall coordination and assembly of TM#2 will be led by the MSP Lead Consultant, with our team providing the supporting transportation inputs. This proposal includes efforts for up to two rounds of revisions for TM#2.

Task 2: Alternative Solutions (Phase 2)

Task 2.1: Proposed Development Access Location Analysis

This work will build upon the desktop analysis completed as part of the *Oakland and Scotland Traffic Operations Study* (Arcadis, February 2025). We will identify the development access constraints and assess a range of practical alternative solutions that will address the study problem statement with respect to the transportation network in Scotland and Oakland. These alternatives will include both potential enhancements to the existing road network and proposed new connections required to support development through to the 2051 horizon year. As part of this task, we will also identify any potential policy directions related to the County’s Official Plan that may influence future transportation planning.

For each of the conceptual development site access locations, Arcadis will identify potential Safety, Social, Environmental, and Economic impacts associated with practical alternative solutions. A framework for evaluating these alternatives will be developed (evaluation matrix), incorporating a set of process- and criteria-based evaluation tools that align with the Municipal Class EA Process. This analysis will consider applicable transportation engineering design standards such as Transportation Association of Canada’s (TAC) Geometric Design guide for Canadian Roads, potential sightline constraints, and existing natural heritage features as presented in the County’s land use zoning. Arcadis intends to complete access analysis for thirteen (13) proposed development access location alternatives, summarized in **Exhibit 3**.

Exhibit 3: Proposed Development Access Location Analysis Study Area

Development #	Access ID	Development Address	Access Location	Fronting Roadway
1 ¹	1-N	29 Thirteenth Concession Road	Northern Property Edge	Thirteenth Concession Road
2	2-E	44 Church Street West	Eastern Property Edge, connecting via County owned Land Parcel 27 Augustus	Augustus Street
	2-S		Southern Property Edge, Opposite of Development 3 Access	Church Street West (County Road 3)

¹ The Oakland and Scotland Traffic Operations Study (Arcadis, February 2025) also investigated an eastern access location from Development 1 connecting to a future extension of Duncan Street. As this roadway extension does not currently exist, a detailed analysis is not proposed.
www.arcadis.com
TTP_O&S_MESP_Phase2_Scope_of_Work_2025-06-10_v3.0

Development #	Access ID	Development Address	Access Location	Fronting Roadway
3	3-N	51 Church Street West	Northern Property Edge, Opposite of Development 2 South Access	Church Street West (County Road 3)
4	4-N	Scotland Estates Subdivision	Western Property Edge, Opposite of Thirteenth Concession Road	Bishopsgate Road (CR 16) / Simcoe Street (CR 16)
	4-S		Western Property Edge, Opposite of Scotland Community Centre Access	Simcoe Street (CR 16)
5	5-A	245 Oakland Road Subdivision	Originating from the Eastern Property Edge, Fronting onto Oakland Road Parallel to T.H. and B. Trail	Oakland Road (CR 4)
	5-B		Originating from the Northern Property Edge, connecting to Oakland Road via an Adjacent Land Parcel ²	Oakland Road (CR 4)
	5-C		Northwestern Property Edge	Highway 24
	5-D		Originating from the Western Property Edge, connecting to Highway 24 Opposite of Vanessa Road, via an Adjacent Land Parcel	Highway 24
6	6-S	3 King Street South	Southern Property Edge	Jenkins Road
	6-E		Eastern Property Edge	King Street South
7 ³	7-X	4 Marcus Street	Western Property Edge	Marcus Street
	7-Y		Northern Property Edge	Oakland Road

² As identified in the Oakland and Scotland Traffic Operations Study (Arcadis, February 2025), the small segment of the 245 Oakland Road property edge which fronts directly onto Oakland Road is not a feasible access location due to major safety concerns as well as its unsuitability due to insufficient corner clearance provided between it and the signalized intersection of Highway 24 and Oakland Road.

³ We have assumed that, in the absence of confirmed development details, a maximum of two alternative access locations will be studied.

The additional sightline analysis for Development #6: 3 King Street South, along the eastern property edge, will initially be conducted through a desktop analysis, similar to other locations. If necessary, the location will then be narrowed down for a survey. The proposal includes efforts for the desktop analysis, while the survey for this specific location is included under **Task 4: Provisional Services**. Should a survey be deemed necessary, this will be communicated to the County for approval prior to conducting the provisional work.

On-Site Assessment of Sight Line Obstructions

The access analysis work completed in the *Oakland and Scotland Traffic Operations Study (Arcadis, February 2025)* was conceptual in nature, and did not include on-site assessments or field verifications. As part of this work, Arcadis proposes to undertake on-site assessments to confirm available sight line distances for each of the practical alternative solutions.

These field observations will support the identification of existing constraints and inform recommendations to mitigate or remove sight line obstructions, where required, to support the feasibility of the proposed alternatives.

Major Project Meeting #3: Alternatives in relation to Community Management Plan Meeting with the County's Planning Department.

Task 2.2: Stakeholder Engagement

Based on consultation plan developed in **Task 1.3: Preparation of Consultation Plan** along with the MSP consulting team, we will prepare materials to engage with key transportation-related stakeholders namely MTO, GRCA and the County's Transportation Department and/or Emergency Services with a focus on the proposed alternative access solutions.

We have allocated the budget to support attendance at up to three (3) virtual stakeholder meetings, each lasting one hour. These meetings will be attended by two (2) Arcadis staff members, and a summary of each meeting will be prepared in memo format. Any additional meetings beyond this allowance would be subject to additional fees. The stakeholder list identified above is preliminary and may be refined as the study progresses and as new considerations emerge.

Major Project Meeting #4: Progress meeting with the Project Team in advance of PIC#1.

Task 2.3: Public Information Centre #1

Arcadis will prepare traffic and transportation-related materials for Public Information Centre (PIC) #1 in the form of slides. These presentation slides up to two (2) rounds of revision will summarize the transportation problem statements, key opportunities and constraints, and the alternative solutions identified to date. The purpose of this session is to share preliminary findings with the community and gather feedback.

No Arcadis staff members will attend this public event, and we will not be responsible for preparing public consultation summaries. If transportation-related questions arise during the event, we will provide responses either through email correspondence or during the monthly progress meeting with the Project Team.

Task 2.4: Preferred Solutions List Compilation and Class EA Schedule Identification

Arcadis will summarize the recommended access improvements and identify new connections to the proposed developments. As part of this task, we will cross-check these recommendations with the environmental mapping prepared by the MSP Lead Consultant to identify potential conflicts with natural features and environmental constraints.

Following this review, Arcadis will prepare implementation notes for each recommended solution. These notes will include preliminary considerations for permits, approvals and future study requirements and will define the Municipal Class EA schedule (i.e., exempt, Schedule 'B', Schedule 'C'). Each solution will be classified based on its potential impacts, public consultation requirements, and the scale of environmental assessment required.

A summary table will be developed to consolidate the Municipal Class EA schedule classifications with permitting considerations associated with each proposed improvement. This information will support future implementation planning and Municipal Class EA documentation preparation. Based on recent and proposed changes to the Municipal Class EA process, we are aware that the Municipal Class EA process could be replaced by the Municipal Project Assessment Process (MPAP) during this study which would likely impact the planning requirements. Arcadis continues to monitor these potential changes and will notify the County if such changes take effect and identify the implications on this study.

Task 2.5: Transit and Connectivity Analysis

The Traffic Operations Study provided a high-level review of transit feasibility and community connectivity across Scotland and Oakland. In Phase 2, we will build on this foundation by identifying access points for each proposed subdivision that not only address vehicular needs but also support walkability and future transit readiness. Each access location will be evaluated for its potential to facilitate internal-external connections, minimize conflicts, and enhance the overall permeability of the street network. Right-of-way requirements and intersection spacing will also be reviewed with multi-modal integration in mind.

Additionally, we will assess how the proposed access locations align with existing and planned pedestrian routes, desired lines to community amenities, and potential future transit corridors. Connectivity improvements, such as trail linkages or mid-block crossings, may be recommended to supplement subdivision access points that serve both vehicles and active modes. The resulting framework will provide the County with an access strategy that complements both current mobility needs and long-term complete community objectives.

Major Project Meeting #5: Project meeting to discuss the potential alternatives and study findings in advance of Technical Memorandum #3 (TM#3).

Task 2.6: Technical Memorandum #3

For Technical Memorandum #3 (TM#3) Arcadis will review and incorporate feedback received from the public from PIC#1 and the Project Team, to finalize the traffic and transportation content related to the access location alternatives and potential road network enhancements while summarizing the evaluation framework and public consultation findings. This proposal includes efforts for up to two (2) rounds of revisions for TM#3.

It is understood that the MSP Lead Consultant will be responsible for the overall preparation of the TM#3, including integrating the traffic content prepared by Arcadis.

Task 2.7: Draft Master Plan Report

Arcadis will incorporate feedback received from the public from PIC#1 in order to prepare the traffic and transportation content for the draft master plan report.

It is understood that the MSP Lead Consultant will be responsible for the overall preparation of the Draft Master Plan Report in accordance with the Municipal Class EA requirements for review by the Project Team. It is further understood that there will be two (2) review and revision cycles for this report, and we have budgeted accordingly.

We will not be responsible for printing costs or AODA-compliance for any non-Arcadis reports, files or deliverables for the Draft Master Plan Report.

Task 2.8: Final Master Plan Report

Upon completion of the second review and revision cycle for the draft master plan report, Arcadis will work with the MSP Lead Consultant to finalize the Master Plan Report and submit to review agencies and for public review. The Final Master Plan is considered to go through only one (1) review cycle.

We will not be responsible for printing costs or AODA-compliance for any non-Arcadis reports, files or deliverables for the Final Master Plan Report.

Task 2.9: Public Review Period

Arcadis will support the Project Team during the 30-day public review period by reviewing and responding to public and agency comments related to traffic and the transportation network. Responses will be coordinated with the MSP Lead Consultant and reflected in the final recommendations of the transportation study.

Task 3: Client Communication

We propose to maintain open and regular communication with the Client via telephone and email, and will be available during regular business hours to discuss questions or concerns. We have budgeted for twelve (12) virtual half-hour meetings with the Client, aligned with an assumed monthly meeting schedule over the course of twelve months.

Meetings related to specific project milestones or involving parties beyond the County are addressed chronologically under **Task 1:** Project Initiation and Review of Existing Information (Phase 1) and **Task 2:** Alternative Solutions (Phase 2).

Additional meetings where our attendance is requested, whether with the County or other external entities, will be billed at the applicable hourly rates. For meetings requiring in-person attendance, associated travel-related disbursements will also apply.

Task 4: Provisional Services

Task 4.1: Highway 24 Additional Analysis

For the 245 Oakland Road subdivision, a potential access along Highway 24 will be considered, contingent on the Ministry of Transportation's (MTO) willingness to explore this option. Additional traffic analysis will be undertaken to assess potential changes in site trip distribution and travel patterns, with a focus on the following signalized intersections within the study area:

- Highway 24 / Vanessa Road
- Highway 24 / Potential Site Access for 245 Oakland Road
- Highway 24 / Oakland Road
- Highway 24 / Elliot Road

The most recent traffic data for Highway 24 will be requested from the MTO to support this analysis.

This provisional service includes the analysis of existing and future traffic conditions, along with efforts for up to two rounds of revisions for the updated Traffic Operations Study Report. If this task is undertaken, it will be incorporated into TM#2 as required.

Task 4.2: Growth Scenario Projections Exceed 363 Lots

This task accounts for services that may be required if the number of residential lots forecasted under the growth scenarios in **Task 1.5:** 2051 Future Conditions Traffic Analysis exceeds the 363 lots considered in Traffic Operations Study (February 2025).

In such a case, the traffic analysis will be updated to reflect revised site trip generation and trip distribution figures, including required adjustments to the traffic network modeling and future total traffic conditions.

The outcomes of this analysis will be documented in an updated Traffic Operations Study report.

Task 4.3: Inclusion of the 7th Subdivision in the Analysis

If the analysis is updated due to increased lot projections, it will be appropriate to also incorporate the 7th subdivision (4 Marcus Street) to provide the County with a complete and consolidated report for future reference.

Andrea Bazzard, P.Geo.
Brant County
June 10, 2025

This will include traffic analysis at the following intersections, in addition to those previously studied, during the morning, midday, and afternoon peak periods:

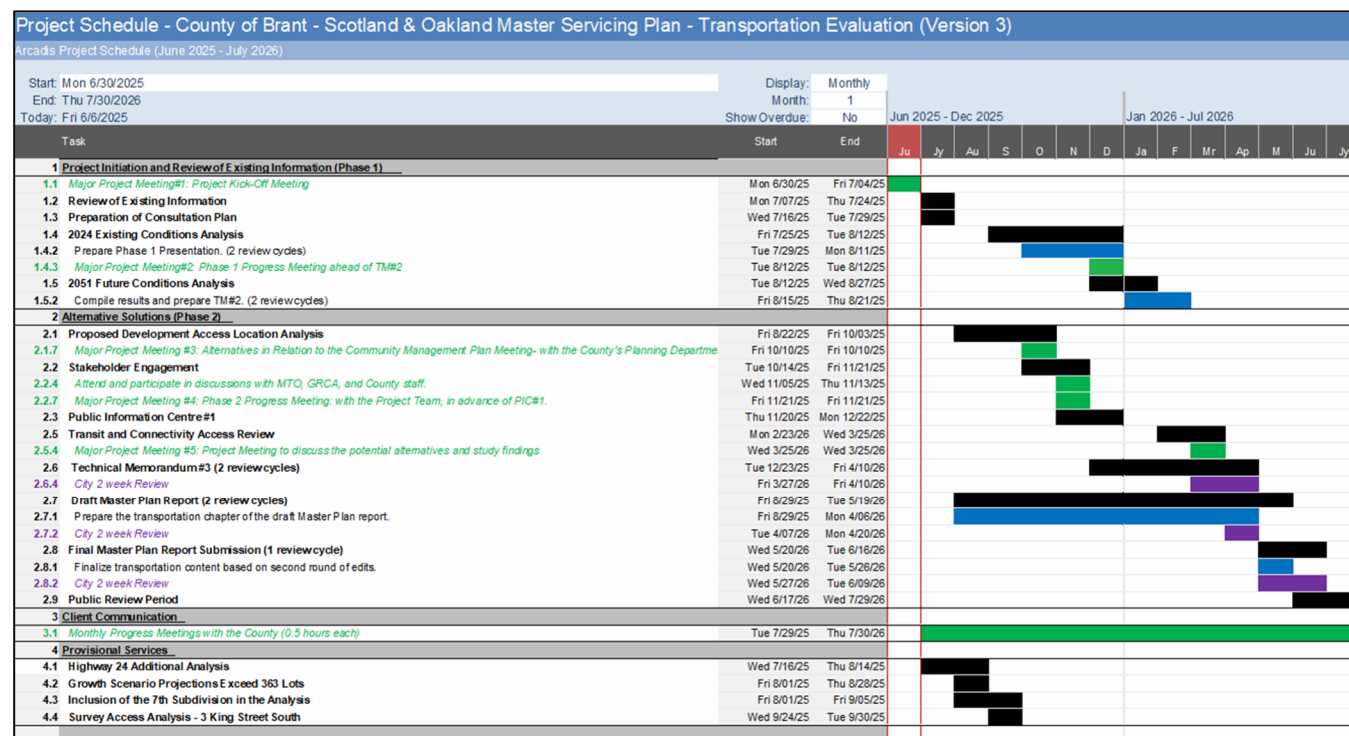
- Oakland Road / Queen Street North / Queen Street South (unsignalized)
- Oakland Road / Marcus Street (unsignalized)
- Marcus Street / Elgin Street / 4 Marcus Street existing access (unsignalized)
- Marcus Street / Potential proposed site access 1
- Oakland Road / Potential proposed site access 2

This analysis will follow the same methodology used in the original study, including existing conditions, future background conditions, and future total traffic conditions for the 2051 horizon year, supported by updated trip generation and distribution assumptions. The results will be summarized in an updated Traffic Operations Study report.

Chapter 2 Schedule

A monthly project schedule comprising of all the tasks is presented in **Exhibit 4** as an overview. The start date is considered to be June 30, 2025.

Exhibit 4: Project Schedule (Monthly)



A detailed schedule outlining key tasks and milestones is presented in the Gantt chart provided as **Attachment 1** to this submission package.

Chapter 3 Fee

Based on the above, Arcadis has proposed the following fee schedule for the Services:

Lump Sum Fee: The Client agrees to pay Arcadis a fixed lump sum in the amount of **\$56,850.85**, plus applicable taxes.

Should the provisional services outlined under **Task 4: Provisional Services** be utilized, the Client agrees to pay a fixed lump sum of **\$14,031.23**, plus applicable taxes. Written authorization via a letter or email will be required prior to initiating any work.

This fee is based on time / task allocations as illustrated in **Exhibit 5**.

Exhibit 5: Time / Task Matrix

Task	Project Director – Audrey Muir	Senior Technical Advisor – Loren Polonsky	Senior Technical Advisor – Chris Stogios	Technical Project Manager – Pooja Yeola	Transportation Planner – Alexander Goldgruber	Transportation Planner – Gurminder Jagjait	Total Hours
Task 1	0.0	0.5	1.5	18.5	26.5	9.5	56.5
Task 2	2.0	12.5	9.0	79.5	120.5	82.5	306.0
Task 3	0.0	1.0	1.5	7.0	9.0	0.0	18.5
Total Hours	2.0	14.0	12.0	105.0	156.0	92.0	381.0
Provisional Task 4	0.0	0.0	2.0	23.5	37.0	27.5	90.0
Total Hours with Provisional Task 4	2.0	14.0	14.0	128.5	193.0	119.5	471.0

A detailed time task matrix is prepared and is included in the submission package as **Attachment 2**.

Time and Materials: In the event of effort outside of the scope of the Services, The Client agrees to pay Arcadis for the hours worked and expenses incurred at the rates and terms set out below, plus applicable taxes:

- Audrey Muir – Business Unit Director, Mobility Advisory Canada: \$300.00 per hour, plus applicable taxes;
- Scott Johnston, P.Eng. – Principal – Discipline Lead, Highways: \$300.00 per hour, plus applicable taxes;
- Loren Polonsky – Principal Practice Lead, Transport Planning: \$250.00 per hour, plus applicable taxes;
- Chris Stogios – Discipline Lead, Transportation Operations: \$215.00 per hour, plus applicable taxes;
- Pooja Yeola, P.Eng. – Senior Transportation Planner: \$155.00 per hour, plus applicable taxes;
- Alexander Goldgruber – Transportation Planner: \$130.00 per hour, plus applicable taxes;
- Gurminder Jagjait – Transportation Planner: \$130.00 per hour, plus applicable taxes;
- AutoCAD Technician: \$120.00 per hour, plus applicable taxes;
- Other technical support staff or administrative staff: \$115.00 per hour, plus applicable taxes;
- Hard copy of reports, couriered via ground transportation: \$20.00 per copy, plus applicable taxes;
- Expenses (Reimbursed at cost plus 5%); and
- Administrative Charge: 5% of Labour Rate charged.

We invoice for payment on a monthly basis. Thereafter, payment is due within twenty-eight (28) days of your receipt of our invoice.

Chapter 4 Exclusions

Should the total cost of our work exceed the estimated amount, Arcadis will notify the County and provide a revised fee estimate for review and approval. Any continued work beyond the original scope will be subject to additional funding, as mutually agreed.

The following items are not included in the proposal fee outlined above and will be invoiced separately on a time and materials basis, if required:

- Additional potential access locations beyond those described in **Task 2.1:** Proposed Development Access Location Analysis that require assessment.
- Additional stakeholder meetings beyond the three included in **Task 2.2:** Stakeholder Engagement.
- In-person attendance at PIC #1 or PIC #2, including travel-related disbursements, if required.
- Additional Major Project Meetings beyond the five (5) included chronologically in **Task 1:** Project Initiation and Review of Existing Information (Phase 1) and **Task 2:** Alternative Solutions (Phase 2)
- Additional meetings with the County of Brant or the MSP Lead Consultant beyond those listed in **Task 3:** Client Communication.
- Under **Task 4.1:** Highway 24 Additional Analysis, it is assumed that the most recent traffic count data for the study area intersections will be available from MTO. If the data provided is more than two years old, new traffic surveys will be conducted at an additional cost.
- Any additional intersections not listed in **Task 4.1:** Highway 24 Additional Analysis that require survey or analysis.
- Any provisional services beyond those described in **Task 4:** Provisional Services.

Andrea Bazzard, P.Geo.
Brant County
June 10, 2025

Sincerely,
Arcadis Professional Services (Canada) Inc.



Trevor Jenkins
Associate – Manager, Transportation Planning

Email: trevor.jenkins@arcadis.com
Direct Line: +1 289-327-0909



Loren Polonsky
Principal Practice Lead, Transport Planning

Email: loren.polonsky@arcadis.com
Direct Line: +1 416-574-0631

CC. Audrey Muir, Business Unit Director, Mobility Advisory Canada
Chris Stogios, Discipline Lead, Transportation Operations

Enclosures:

- Attachment 1 – Project Schedule
- Attachment 2 – Time Task Matrix

Attachment 1: Project Schedule - Version 3

Project Schedule - County of Brant - Scotland & Oakland Master Servicing Plan - Transportation Evaluation (Version 3)

Arcadis Project Schedule (June 2025 - July 2026)

Start: Mon 6/30/2025

End: Thu 7/30/2026

Today: Tue 6/10/2025

Display: Weekly

Week: 1

Show Overdue: No

Weeks 1-7

Weeks 8-14

Weeks 15-21

Weeks 22-28

Weeks 29-35

Weeks 36-42

Weeks 43-49

Weeks 50-56

Weeks 57-63

Task

Start

End

Ju

Jy

Jy

Jy

Jy

Au

Au

Au

Au

S

S

S

S

S

O

O

O

O

N

N

N

N

D

D

D

D

D

Ja

Ja

Ja

Ja

Ja

F

F

F

F

Mr

Mr

Mr

Mr

Mr

Mr

Ap

Ap

Ap

Ap

M

M

M

M

Ju

Ju

Ju

Ju

Ju

Jy

Jy

Jy

Jy

Au

1 Project Initiation and Review of Existing Information (Phase 1)

1.1 Major Project Meeting#1: Project Kick-Off Meeting

1.2 Review of Existing Information

1.2.1 Gather and review additional information from the Project Team

1.2.2 Summarize the current and projected volumes

1.3 Preparation of Consultation Plan

1.3.1 Identify key transportation stakeholders and compile the list

1.3.2 Coordinate with the MSP lead consultant to align engagement timing and responsibilities.

1.3.3 Draft and submit the consultation plan for County review and revise based on feedback.

1.4 2024 Existing Conditions Analysis

1.4.1 Extract and summarize existing traffic analysis from the Traffic Operations Study (February 2025)

1.4.2 Prepare Phase 1 Presentation. (2 review cycles)

1.4.3 Major Project Meeting#2: Phase 1 Progress Meeting ahead of TM#2

1.5 2051 Future Conditions Analysis

1.5.1 Assuming no change to growth scenarios, extract and summarize findings from Traffic Operations Study (February 2025)

1.5.2 Compile results and prepare TM#2. (2 review cycles)

1.5.3 City 1 week Review

2 Alternative Solutions (Phase 2)

2.1 Proposed Development Access Location Analysis

2.1.1 Conduct Desktop analysis for eastern property edge of Development #6

2.1.2 Evaluate potential access locations using criteria-based framework (safety, social, environmental, economic).

2.1.3 Document advantages/constraints based on design standards, sightlines, and heritage features.

2.1.4 Conduct field visits to measure sightlines and identify obstructions. (13 locations)

2.1.5 Recalculate the sight distances for all the potential accesses

2.1.6 Compare the alternatives in terms of design standards

2.1.7 Major Project Meeting #3: Alternatives in Relation to the Community Management Plan Meeting- with the County's Planning Department

2.2 Stakeholder Engagement

2.2.1 Prepare briefing materials (slides) and access solution maps for key stakeholders.

2.2.2 Tailor content to address agency-specific interests (e.g., MTO access review).

2.2.3 Coordinate materials with MSP team for consistency in messaging.

2.2.4 Attend and participate in discussions with MTO, GRCA, and County staff.

2.2.5 Document meeting outcomes and follow up on action items.

2.2.6 Revise technical content based on stakeholder feedback if required.

2.2.7 Major Project Meeting #4: Phase 2 Progress Meeting: with the Project Team, in advance of PIC#1.

2.3 Public Information Centre #1

2.3.1 Develop graphics and summaries of transportation alternatives.

2.3.2 Draft content to explain evaluation criteria, problem statement, and constraints.

2.3.3 Coordination with County / MSP lead for integration into PIC#1 presentation boards.

2.4 Preferred Solutions List Compilation and Class EA Schedule Identification

2.4.1 Summarize recommended access improvements and new connections.

2.4.2 Cross-check with MSP team's environmental mapping for conflicts.

2.4.3 Prepare implementation notes including Class EA Schedule types.

2.4.4 Categorize each recommended solution using MCEA Schedule

2.4.5 Note potential permitting and study requirements for implementation.

2.4.6 Provide schedule classification in summary table format.

2.5 Transit and Connectivity Access Review

2.5.1 Review subdivision access locations for transit-supportive design.

2.5.2 Evaluate connections to pedestrian/cycling networks and community amenities.

2.5.3 Recommend enhancements for multimodal integration

2.5.4 Major Project Meeting #5: Project Meeting to discuss the potential alternatives and study findings

2.6 Technical Memorandum #3 (2 review cycles)

2.6.1 Refine alternative evaluation and recommendations based on feedback.

2.6.2 Incorporate final content into the TM#3 template.

2.6.3 Submit to MSP team for formatting and integration.

2.6.4 City 2 week Review

2.7 Draft Master Plan Report (2 review cycles)

2.7.1 Prepare the transportation chapter of the draft Master Plan report.

2.7.2 City 2 week Review

2.7.3 Review and revise based on County and MSP comments.

2.8 Final Master Plan Report Submission (1 review cycle)

2.8.1 Finalize transportation content based on second round of edits.

2.8.2 City 2 week Review

2.8.3 Address any final clarifications or comments received.

2.9 Public Review Period

2.9.1 Review and log traffic-related public and agency comments.

2.9.2 Draft responses in coordination with MSP team / County

2.9.3 Update content or recommendations if required by valid feedback.

3 Client Communication

3.1 Monthly Progress Meetings with the County (0.5 hours each)

4 Provisional Services

4.1 Highway 24 Additional Analysis

4.1.1 Request latest traffic data for 3 intersections from MTO + 1 signal timing plan

4.1.2 Update the analysis including the potential access along Highway 24 (245 Oakland Road)

4.1.3 Existing Analysis along Highway 24 -- 245 Oakland Road

4.1.4 Future Analysis along Highway 24 -- 245 Oakland Road

4.2 Growth Scenario Projections Exceed 363 Lots

4.2.1 Update the study analysis

4.2.2 Update the Traffic Operations Study Report

4.3 Inclusion of the 7th Subdivision in the Analysis

4.3.1 Update the Study Analysis

4.3.2 Update the Traffic Operations Study Report

4.4 Survey Access Analysis - 3 King Street South

Attachment 2: Time-Task Matrix - Version 3

Costed Time Task Matrix - Scotland & Oakland Master Servicing Plan - Transportation Evaluation (Version 3)										
Task	Project Tasks	Arcadis Project Staff and Hours	Project Director - Audrey Muir	Senior Technical Advisor - Loren Polonsky	Senior Technical Advisor - Chris Stogios	Project Manager - Pooja Yeola	Transportation Planner - Alexander Goldgruber	Transportation Planner - Gurminder Jagjait	Total Hours	Task Fees
		Hourly Rate	\$ 300.00	\$ 250.00	\$ 215.00	\$ 155.00	\$ 130.00	\$ 130.00		
1	Project Initiation and Review of Existing Information (Phase 1)									
	1.1	Major Project Meeting#1: Project Kick-Off Meeting				3.0	3.0		6.0	\$ 855.00
	1.2	Review of Existing Information				2.0	3.0	2.0	7.0	\$ 960.00
	1.3	Preparation of Consultation Plan		0.5	1.0	5.0	6.0	2.0	14.5	\$ 2,155.00
	1.4	2024 Existing Conditions Analysis				2.5	7.0	2.0	11.5	\$ 1,557.50
	1.5	2051 Future Conditions Analysis			0.5	6.0	7.5	3.5	17.5	\$ 2,467.50
	Task 1 Subtotal		0.0	0.5	1.5	18.5	26.5	9.5	56.5	\$ 7,995.00
2	Alternative Solutions (Phase 2)									
	2.1	Proposed Development Access Location Analysis							0.0	\$ -
	2.1.1	Conduct Desktop analysis for eastern property edge of Development #6				1.5	3.0	4.0	8.5	\$ 1,142.50
	2.1.2	Evaluate potential access locations using criteria-based framework (safety, social, environmental, economic).		2.0	1.5	6.0	4.0	4.0	17.5	\$ 2,792.50
	2.1.3	Document advantages/constraints based on design standards, sightlines, and heritage features.				4.0	4.0	4.0	12.0	\$ 1,660.00
	2.1.4	Conduct field visits to measure sightlines and identify obstructions. (13 locations)			1.0	1.0	16.0	16.0	34.0	\$ 4,530.00
	2.1.5	Recalculate the sight distances for all the potential accesses				2.5	4.0	4.0	10.5	\$ 1,427.50
	2.1.6	Compare the alternatives in terms of design standards			0.5	1.0	2.0	4.0	7.5	\$ 1,042.50
	2.1.7	Major Project Meeting #3: Alternatives in Relation to the Community Management Plan Meeting-		1.0		2.0	1.5		4.5	\$ 755.00
	2.2	Stakeholder Engagement							0.0	\$ -
	2.2.1	Prepare and coordinate engagement materials		0.5		6.0	6.0	2.0	14.5	\$ 2,095.00
	2.2.4	Attend and participate in discussions with MTO, GRCA, and County staff.			1.0	3.0	3.0		7.0	\$ 1,070.00
	2.2.6	Revise technical content based on stakeholder feedback if required.				2.5	5.0	5.0	12.5	\$ 1,687.50
	2.2.7	Major Project Meeting #4: Phase 2 Progress Meeting: with the Project Team, in advance of				1.5	1.5		3.0	\$ 427.50
	2.3	Public Information Centre #1							0.0	\$ -
	2.3.1	Develop graphics and summaries of transportation alternatives.				4.5	5.0	2.0	11.5	\$ 1,607.50
	2.3.2	Draft content to explain evaluation criteria, problem statement, and constraints.	0.5	1.0		2.0	2.0	2.0	7.5	\$ 1,230.00
	2.3.3	Coordination with County / MSP lead for integration into PIC#1 presentation boards.		0.5		2.0	4.0		6.5	\$ 955.00
	2.4	Preferred Solutions List Compilation and Class EA Schedule Identification							0.0	\$ -
	2.4.1	Compile and Coordinate Preferred Solutions List		1.5	0.5	3.5	4.0	2.5	12.0	\$ 1,870.00
	2.4.2	Class EA Schedule Identification		2.5		2.0	3.0	1.0	8.5	\$ 1,455.00
	2.5	Transit and Connectivity Access Review		0.0		1.5	5.0	5.0	11.5	\$ 1,532.50
	2.5.4	Major Project Meeting #5: Project Meeting to discuss the potential alternatives and study findings		1.0	1.0	1.5	1.5		5.0	\$ 892.50
	2.6	Technical Memorandum #3 (2 review cycles)		0.5		0.5	1.5		2.5	\$ 397.50
	2.6.1	Refine alternative evaluation and recommendations based on feedback.				3.0	4.0		7.0	\$ 985.00
	2.6.2	Incorporate final content into the TM#3 template.	0.5			6.5	8.5	8.0	23.5	\$ 3,302.50
	2.7	Draft Master Plan Report (2 review cycles)							0.0	\$ -
	2.7.1	Prepare the transportation chapter of the draft Master Plan report.	0.5	2.0	1.5	6.0	10.0	10.0	30.0	\$ 4,502.50
	2.7.3	Review and revise based on County and MSP comments.				2.0	4.0		6.0	\$ 830.00
	2.8	Final Master Plan Report Submission (1 review cycle)							0.0	\$ -
	2.8.1	Finalize transportation content based on second round of edits.	0.5		1.0	6.0	6.0	2.0	15.5	\$ 2,335.00
	2.8.3	Address any final clarifications or comments received.			1.0	2.5	4.0		7.5	\$ 1,122.50
	2.9	Public Review Period				5.0	8.0	7.0	20.0	\$ 2,725.00
	Task 2 Subtotal		2.0	12.5	9.0	79.5	120.5	82.5	306.0	\$ 44,372.50
3	Client Communication									
	3.1	Monthly Progress Meetings with the County (0.5 hours each)		1.0	1.5	7.0	9.0		18.5	\$ 2,827.50
	Task 4 Subtotal		0.0	1.0	1.5	7.0	9.0	0.0	18.5	\$ 2,827.50
	Expenses								0.0	\$ 1,655.85
	Disbursements									
	Total Hours (all tasks)		2.0	14.0	12.0	105.0	156.0	92.0	381.0	
	Total Fees (all tasks, excluding HST)		\$600	\$3,500	\$2,580	\$16,275	\$20,280	\$11,960		\$ 56,850.85
	HST (13%)									\$ 7,390.61
	Total (including HST)									\$ 64,241.46
4	Provisional Services									
	4.1	Highway 24 Additional Analysis			1.0	5.0	7.0	6.0	19.0	\$ 2,680.00
	4.2	Growth Scenario Projections Exceed 363 Lots							0.0	\$ -
	4.2.1	Update the study analysis				4.5	5.0	4.0	13.5	\$ 1,867.50
	4.2.2	Update the Traffic Operations Study Report			0.5	2.5	5.0	4.0	12.0	\$ 1,665.00
	4.3	Inclusion of the 7th Subdivision in the Analysis							0.0	\$ -
	4.3.1	Update the Study Analysis				5.0	10.0	5.5	20.5	\$ 2,790.00
	4.3.2	Update the Traffic Operations Study Report			0.5	6.0	8.0	6.0	20.5	\$ 2,857.50
	4.4	Survey Access Analysis - 3 King Street South				0.5	2.0	2.0	4.5	\$ 597.50
	Task 4 Subtotal		0.0	0.0	2.0	23.5	37.0	27.5	90.0	\$ 12,457.50
	Expenses								0.0	\$ 1,200.00
	Survey Quote (Task 4.2)								0.0	\$ 373.73
	Disbursements									
	Expenses Subtotal		0.0	0.0	0.0	0.0	0.0	0.0	0.0	\$ 1,573.73
	Total Hours (all tasks)		0.0	0.0	2.0	23.5	37.0	27.5	90.0	
	Total Fees (all tasks, excluding HST)		\$0	\$0	\$430	\$3,643	\$4,810	\$3,575		\$ 14,031.23
	HST (13%)									\$ 1,824.06
	Total (including HST)									\$ 15,855.28



Administration and Operations Committee Report

To: The Chair and Members of the Administration and Operations Committee
From: Rob Walton, General Manager of Operations
Pam Duesling, General Manager of Development Services
Date: January 16, 2024
Report #: RPT-0110-24
Subject: 2024 Scotland/ Oakland Master Environmental Servicing Plan (MESP) and Community Master Plan
Purpose: For Information and Direction

Recommendation

THAT Report RPT-0110-24 - 2024 Scotland/ Oakland Master Environmental Servicing Plan and Community Master Plan be received as information;

THAT the project budget outlined for the Scotland/ Oakland Master Environmental Servicing Plan and Community Master Plan is within the 2024 Capital Budget (Policy Planning) for \$250,000 and \$100,000 for 2025 if required;

THAT staff are directed to finalize the Scotland/ Oakland Master Environmental Servicing Plan and Community Master Plan Terms of Reference;

AND that staff begin the process for procurement of the required external consultants in advance of approval of the 2024 Capital Budget;

And that the purchasing policy be waived to allow direct negotiations with consultants for specific assignments for this project, subject to final approval of the CAO.

Executive Summary

The rural settlement areas of Scotland and Oakland have a large amount of land designated for future residential development, and there are several large-scale plans of subdivision in the planning process for both communities. County staff have identified a need to coordinate these developments to ensure sustainable growth management objectives are met. To date, no Master Environmental Servicing Plan (MESP) has been undertaken to review servicing feasibility (Municipal water/wastewater/stormwater servicing) nor has an integrative Community Master Plan (CMP) been completed to coordinate the overall design of these two communities.

This report outlines a 2024 Scotland/ Oakland MESP and CMP to be undertaken by the Operations and Development Services Departments.

Strategic Plan Priority

Strategic Priority 1 - Sustainable and Managed Growth

Impacts and Mitigation

Social Impacts

The Scotland/ Oakland MESP and CMP will provide valuable information on how the communities of Scotland and Oakland will develop creating a social community fabric.

Environmental Impacts

The Scotland/ Oakland MESP and CMP will incorporate many environmental aspects including assessment of groundwater, surface water and how the natural environment will sustain the level of community development proposed by the Official Plan.

Economic Impacts

The Scotland/ Oakland MESP and CMP is a Capital Project ask that is already incorporated into the 2024 and 2025 Capital Budgets for Policy Planning at a cost of \$350,000.

Report

Background

As the settlement areas of Scotland and Oakland are close in proximity and experiencing similar growth opportunities, the County has budgeted for a combined Scotland/ Oakland MESP and CMP to be completed quickly and efficiently in 2024 (pending Council approval). The study may be extended into 2025 to further review municipal options or additional hydrogeology works if required. These studies replace the need for community area studies and will be conducted through the Operations and Development Services Departments. This in many ways is similar to the work completed as part of the Interim Control By-Law for St George in 2022-2023.

Both existing and proposed development(s) in Scotland and Oakland will be reviewed within these studies to assess how groundwater, surface water, and the natural environment can support the level of development expected. A review on how future developments will be integrated into the existing villages in a way that fits with the County of Brant's complete community's framework including land uses, traffic and pedestrian connections and general community design will also be completed.

All current and future development applications in Oakland and Scotland will need to conform to the recommendations and outcome of the MESP and CMP. The County appreciates that developers are wanting to proceed with their developments in a timely fashion. Developments are not being put on hold through an Interim Control By-law, but instead developers are encouraged to work concurrently with the County as we undertake this important project.

With respect to the development proposed by Haley Elevator's, this development is the furthest along in the process and has received its preliminary zoning approval through the OLT settlement dated October 24, 2023. As part of the decision, the Tribunal placed a Holding (H) on the subject lands to ensure orderly development of lands for future residential development on private services and included requirements for a pre-consultation meeting to determine applicable studies, prepare the application for a plan of subdivision, phase development to integrate into the existing surroundings, and overall achieve a structure of a

complete community. As part of the MESP and CMP, the County will be taking a similar approach to the zoning applied through the Haley settlement to ensure these objectives are met with all developments in the villages of Scotland and Oakland. We will be working closely with Haley Elevators and other developers at various stages of the application process so that they conform to the recommendations and outcome of the MESP and CMP.

Communication will be important as the County undertakes the MESP and CMP and as growth comes to the villages of Scotland and Oakland.

Analysis

The Study Process

The Study will be conducted by the County of Brant, along with technical consultants hired via the procurement process. The study will include participating area landowners and public consultation. Consultation will occur with Grand River Conservation Authority, Long Point Region Conservation Authority, Provincial ministries, Indigenous Communities, affected stakeholders and agencies through the Study process for technical input and comments, as required.

Study Scope

2024 Scotland/ Oakland Master Environmental Servicing Plan (MESP) and Community Master Plan Terms of Reference will identify all requirements and general timelines of the MESP and CMP project. The County is eager to complete this project, and work with the developers in Scotland and Oakland, through 2024.

The overall purpose of the MESP and CMP is to guide the development of the remaining developable lands within Scotland and Oakland. The components of the MESP and CMP are outlined in the TOR Executive Summary (Attachment 1).

A Phase 1 MESP (Existing Conditions) will summarize existing conditions in the study area which includes review of the natural heritage system, geology and hydrogeology, a sub-watershed study and a review of the existing municipals services including the transportation system. This phase will also assess the ability of the environment to support a private servicing structure as outlined by the Provincial Reasonable Use Concept, with preliminary assessments on the need to provide a municipal servicing structure.

Developers may be in a position to proceed with the initial phases of development part way through Phase 1 of this study depending on the study findings. If full municipal services are required, more time will be required to fulfill the Class Environmental Assessment requirements which would be part of the Phase 2 Study.

Summary and Recommendations

County staff will be reporting back to Council throughout the 2024 project timeline.

The 2024/2025 Capital Budget includes \$350,000 for the MESP and CMP works.

Operations will require the assistance of external consultants for traffic and hydrogeological assessments (water, wastewater and stormwater servicing).

As the MESP and CMP are a priority of the County, staff are requesting that the requirements of the County Purchasing Policy be waived to allow direct negotiations with the external consultants, subject to approval by the CAO. This will save at least three (3) months of time for this project.

The communities of Scotland and Oakland are anticipated to foresee significant growth in the near future and for these reasons it is the responsibility of the County of Brant to ensure safe and orderly development.

County of Brant Operations and Development Services staff recommend that Council approve a 2024/2025 MESP and CMP for the communities of Scotland and Oakland as per report RPT-0110-24.

Attachments

- 1. Scotland/ Oakland Master Environmental Servicing Plan and Community Master Plan Terms of Reference – Executive Summary
- 2. Figure of Locations of Proposed Developments in Scotland and Oakland

Reviewed/Contributed By:

Jennifer Boyer, Manager of Policy Planning
Andrea Bazzard, Director of Environmental Services
Mark Maxwell, Director of Engineering and Infrastructure Planning
Mat Vaughan, Director of Planning
Alison Newton, CAO

Copied To

Senior Management Team
Kayla DeLeye, Supervisor of Development Planning

By-law and/or Agreement

By-law Required	No
Agreement(s) or other documents to be signed by Mayor and /or Clerk	No



Administration and Operations Committee Report

To: The Chair and Members of the Administration and Operations Committee
From: Halie Gilmore, Project Manager Corporate Strategy and Zach Gable, Director, Economic Development and Tourism
Date: June 17, 2025
Report #: RPT-0251-25
Subject: Overview of Bill 5, Protect Ontario by Unleashing our Economy Act, 2025
Purpose: For Information

Recommendation

That RPT-0251-25 - Overview of Bill 5, Protect Ontario by Unleashing our Economy Act, 2025, be received as information.

Executive Summary

On June 5, 2025, [Bill 5 – Protect Ontario by Unleashing our Economy Act, 2025](#) (the bill) received Royal Assent. This new provincial legislation is an omnibus bill that outlines changes to seven Acts and introduces two new Acts. The province shares that these legislative changes aim to streamline the development approval process, specifically for projects accelerating energy, infrastructure development, and mineral extraction. Notably, the bill introduces the new *Special Economic Zones Act*, which grants the province with the authority to identify geographic areas or specific projects where trusted proponents are exempt from select provincial and/or municipal legislation, regulations, bylaws, and standards. Other changes, including the new *Species Conservation Act* and amendments to the *Ontario Heritage Act*, change environmental and heritage protections with the focus on making permit and development processes more efficient. This report provides an overview of the newly approved bill and outlines how it may impact the County of Brant. Moving forward, staff will continue to monitor how regulations related to this bill are drafted and will seek opportunities to provide feedback throughout this process.

Strategic Plan Priority

Strategic Priority 1 – Economic and Financial Resilience

Strategic Priority 2 – Focused Growth and Infrastructure

Strategic Priority 4 – Stable and Responsive Governance

Strategic Priority 5 – Environmental Sustainability and Climate Action

Impacts and Mitigation

Social Impacts

Bill 5 has the potential to result in significant social impacts. In practice, legislative changes could permit eligible developments to circumvent provincial and municipal laws and regulations designed to protect the health and well-being of residents. It may also reduce public participation and transparency in the decision-making process related to development and could weaken heritage protections.

Environmental Impacts

Analysts highlight that the Bill is anticipated to have profound environmental impacts. The new *Species Conservation Act* updates the definition of habitat and changes the approval process related to endangered and threatened species to advance faster development approvals. Similarly, changes to the *Environmental Assessment Act* specifically exempt two projects from completing an environmental assessment (a northern Ontario mining project and a southern Ontario landfill project). Through establishing Special Economic Zones, the province could also exempt trusted proponents and projects from adhering to select municipal and provincial regulations that are in place to protect the environment and natural assets.

Economic Impacts

The legislative changes aim to spur economic development throughout the province. While the bill is anticipated to increase investment and economic activity, it could also negatively impact the County financially. Staff identify that within the *Special Economic Zones Act*, the province could exempt developments from select legislation, such as municipal Development Charges Bylaws. Exemptions like this would impact the County's ability to collect DCs to fund future growth. Staff will monitor regulations developed and will continue to evaluate how it could financially impact the County.

Report

Background

In recent years, the province has passed legislative changes focused on addressing the housing crisis, supporting economic growth, and cutting red tape. Bill 5 was first introduced on April 17, 2025, with a focus on bolstering the Ontario economy in the face of tariff threats from the United States and the increasingly challenging economic relationship. This bill is a broad piece of legislation that amends Acts across several areas related to Ontario's energy, environment, heritage, and conservation policies. The comprehensive bill aims to streamline development approvals, particularly for resource extraction and major infrastructure projects. After debate in the Standing Committee on the Interior, the bill passed its third reading on June 4, 2025, with minor amendments from the first reading. The bill received Royal Assent on June 5, 2025.

The bill amends the following Acts:

- Ontario Heritage Act
- Ontario Energy Board Act, 1998
- Environmental Assessment Act
- Mining Act
- Environmental Protection Act

- Electricity Act, 1998
- Endangered Species Act, 2007 (repealed)
- Rebuilding Ontario Place Act, 2023

It also creates two new Acts:

- Special Economic Zones Act, 2025
- Species Conservation Act, 2025

The section below provides an overview of the key takeaways from this legislation and prospective impacts on the County.

Analysis

Enacts the Special Economic Zones Act

The new *Special Economic Zones Act* grants the Province of Ontario the authority to designate specific geographic areas as special economic zones (SEZs). Within these zones, the province may exempt projects or trusted proponents from complying with specific provincial and municipal laws and regulations.

By creating geographically delineated areas that are subject to different regulations and administration, the hope is to attract direct investment and stimulate economic activity. In a sense, this Act sets the legislative framework that provides the province with the authority to offer regulatory incentives to encourage development within targeted areas. In a technical briefing, the province cites that these types of economic zones have been used in other jurisdictions, including Italy, Panama, Poland, Singapore, South Korea, and Spain, with the objective of spurring industrial and commercial development. Ontario is the first province in Canada that has adopted legislation of this nature.

The wording of the Act is general, and it does not outline specific criteria for how SEZs would be developed, and/or limits on size, location, or specific areas of focus. The implementation of this Act relies heavily on the development of future regulations to provide greater clarity on how these zones will be created and administered across the province. The province indicates that regulations will be developed by September 2025, and they will prescribe criteria for the purpose of identifying a zone, designating trusted proponents, and vetted projects that are in scope that meet high operating, safety, and environmental standards.

Beyond establishing the authority to create SEZs, legal analysts also highlight that the Act prohibits lawsuits against the province related to various provisions in Bill 5, including the designation of these zones.

In addition to this Act, over the years the province has also been consolidating powers to fast-track development through minister zoning orders, also known as MZOs. MZOs are a tool used by the province to override planning decisions made by municipalities. The new Act is unclear how SEZs will work in tandem with MZOs.

Impacts on the County

Due to the general nature and wording of the legislation, it is challenging to pinpoint exactly how this Act will affect the County. Analysis shows that the legislative and regulatory changes could be substantial and wide-ranging. It has the potential to significantly impact municipal authority with respect to the approval of development and associated municipal requirements.

Notably, by removing specific regulations, projects could advance in opposition to municipal bylaws and planning decisions, as well as without valuable assessments and due diligence. Through the Act, the minister could exempt projects and trusted proponents from any provincial law (for example, the Planning Act, Environmental Protection Act, Occupational Health and Safety Act, and Highway Traffic Act) for any purpose within SEZs.

If specific areas of the County were deemed a SEZ, the province could also dictate that projects within this zone would not be subject to specific municipal regulations, such as the Zoning Bylaw, Development Charges Bylaw, Noise Bylaw, and Good Forestry Practices Bylaw. A prospective project could move forward without adhering to these specific regulations. This has the potential to influence the type and speed of development within the County and the achievement of strategic priorities. Depending on the regulations developed, the Act has the potential to affect municipalities in a variety of ways, including but not limited to:

- Reducing environmental protection for agricultural land, woodlots, wetlands, and other natural assets.
- Limiting municipal authority to collaborate with developers to achieve different standards, like incorporating a 30% tree canopy coverage in site designs, active transportation, or encouraging higher job density.
- Exempting developments within SEZs from having to adhere to municipal bylaws that support community safety and well-being (like the Noise Bylaw).
- Impacting municipalities' ability to plan for and support sustainable, strategic growth, specifically the optimal use of employment lands.
- Decreasing community involvement and transparency in the decision-making process.
- Impacting the municipalities' ability to collect development charges to fund infrastructure required for a growing community.

Staff recognize that in the past existing provincial bodies or legislation have impacted the ability for the County to be competitive for some large-scale economic development projects. Other legislative changes made prior to Bill 5 have helped to reduce these barriers, such as increasing the value of projects which trigger a review from the Ontario Energy Board for the extension of energy utilities. This update has helped support the competitiveness of the County of Brant and Ontario more broadly when in direct competition with other North American sites. Streamlining requirements can make the province a more attractive place to do business, especially in the face of heightened competition associated with tariffs focused on driving companies to the United States.

Overall, the *Special Economic Zones Act* grants the province the authority to dictate specific areas and projects where proponents can circumvent provincial and municipal legislation. This change awards the province with a significant amount of power to dictate where and how economic development will occur in Ontario. As noted above, it is challenging to specifically identify the exact impacts of this Act without knowing the types of bylaws and standards that the province will exempt proponents from within SEZs. While staff anticipate

that SEZs will predominantly be used to fast-track development projects related to energy and mining within Northern Ontario, without formal criteria the impacts could be far reaching and affect the County's ability to effectively plan for sustainable growth of communities and ensure the long-term protection of agricultural land and other natural resources. Moving forward, staff will monitor the implementation of this Act and the development of regulations.

Repeals the Endangered Species Act, 2007, and introduces the Species Conservation Act, 2025

Bill 5 repeals the *Endangered Species Act, 2007* and replaces it with the *Species Conservation Act, 2025*. One of the most significant changes within this new Act involves an updated definition of the term 'habitat.' Under the *Endangered Species Act, 2007*, habitat is defined to include any area a species depends on, directly or indirectly, to carry out its life processes, such as migration, feeding, or overwintering. The definition in the new *Species Conservation Act, 2025* limits the term habitat to the physical dwellings (for example dens and nests) and the immediate surrounding area necessary for breeding, rearing, or hibernation. Conservation experts note that this change will reduce the amount of land subject to protection, lead to the fragmentation of critical habitats for species at risk, and ultimately result in negative repercussions for Ontario wildlife.

The responsibility for determining the list of protected species also shifts within the new legislation. Previously, this was done by an independent committee of scientists (Committee on the Status of Species at Risk in Ontario) and now, the government has gained the discretion to review the list and add/remove species.

A focal point of the new Act is the shift to a registration-first authorization model. Under this approach, most activities that may impact listed species would be authorized through an online registration process, provided applicants comply with prescribed regulatory conditions. This would allow projects to move forward with a regulated activity immediately after completing the registration, without waiting for the Ministry of Environment, Conservation and Parks to approve their permit application. The intent is to streamline approvals and reduce project delays. Notably, many activities affecting protected species were already regulated through registration rather than permitting under the previous *Endangered Species Act, 2007*.

Overall, the new Act aims to provide the provincial government with the power to speed up development by amending the processes for protecting endangered and threatened species.

Impacts on the County

This shift will reduce protection for critical natural assets throughout the County, like wetlands, woodlots, and other ecosystems that serve as habitats for species at risk. Staff will continue to monitor how this new approach will impact planning and development.

Amendments to the Mining Act

Bill 5 includes amendments to the *Mining Act* aimed at streamlining the permitting process for mining operations in Ontario. The changes are anticipated to introduce a new, faster process in which designated mine projects that are at the advanced exploration or development stage could have permits from multiple ministries reviewed at the same time. In addition, a dedicated government office will be established to assist companies in obtaining the necessary authorizations more efficiently.

Impacts on the County

Given the County's location and the absence of an active mining industry, these legislative changes are not expected to have a direct impact on the municipality. Staff note that some County of Brant manufacturers do supply this industry and therefore these local businesses could see positive impacts associated with heightened mining activity.

Changes to the Ontario Heritage Act

Updates to the Ontario Heritage Act (OHA) aim to increase the speed of development and reduce red tape, specifically as it pertains to archeological assessments. Schedule 7 of the bill outlines that the province can exempt any property from an archeological assessment if they are of the opinion that an exemption could potentially advance one or more of the following provincial priorities:

- Transit,
- Housing,
- Health and long-term care,
- Other infrastructure, and/or
- Such other priorities as may be prescribed.

The province has shared that exemptions would not apply to burials, Indigenous sites, or former Residential Schools. Specific criteria for exemptions would be set through future regulations.

Impacts on the County

In a briefing note shared with the County of Brant Heritage Committee, staff outline that the focus of the bill appears to be on mining opportunities in Northern Ontario and other large infrastructure projects, and thus staff do not anticipate many direct impacts within the County. Staff will continue to monitor the development of regulations and evaluate how this will influence the County moving forward.

Staff note that the County is rich in archaeological resources, with a landscape shaped by thousands of years of Indigenous presence along the Grand River and its tributaries. Sites within the County reflect the deep cultural, spiritual, and historical significance of the land to Indigenous Communities, particularly the Haudenosaunee and Anishinaabe peoples. Many areas hold archaeological importance related to settlement patterns, traditional practices, and sacred spaces. It is the County of Brant's current minimum standard, which is reflected in the policies of the Official Plan, that applications made to the County for development under the *Planning Act* or site alteration made under the *Municipal Act* that would result in the disturbance of soil are required to undertake archeological assessments.

Specific Exemptions from the Environmental Assessment Act

Bill 5 terminates the requirement for completing comprehensive environmental assessments for two specific projects: 1) the proposed Eagle's Nest mine as part of the Ring of Fire in Northern Ontario and 2) the proposed Dresden Landfill.

Impacts on the County

While these changes do not directly affect the County, the practice of passing legislation to exempt specific projects from these assessments is an important development. This could set a precedent for how future projects, like landfills, within the County and surrounding municipalities are advanced.

Summary and Recommendations

Overall, Bill 5 is a sweeping piece of legislation that amends seven Acts and introduces two new Acts (the *Special Economic Zones Act* and the *Species Conservation Act*). The provincial government shares that these changes aim to strengthen development and resiliency throughout the province in the face of an increasingly tenuous economic relationship with the United States.

Despite the economic growth opportunities, legislative changes included in Bill 5 reduce municipal authority and could affect how the County plans for sustainable growth and development. Moving forward, staff will continue to monitor how the legislation is implemented across the province as the comment period to provide feedback on the legislation has passed (open from April 17-May 17).

Several of the existing Acts amended or repealed in Bill 5, work in tandem with processes under the *Planning Act*, such as the *Endangered Species Act* (replaced with *Species Conservation Act*) and the *Ontario Heritage Act*. Planning staff will continue to monitor and advise of any changes that may directly impact the implementation of existing land use planning requirements.

Attachments

N/A

Reviewed By

Alison Newton, Chief Administrative Officer
Adam Crozier, Director of Corporate Strategy
Alysha Dyjach, General Manager of Development Services
Melissa Connor, General Manager of Strategic Initiatives

Copied To

Senior Management Team

By-law and/or Agreement

By-law Required	No
Agreement(s) or other documents to be signed by Mayor and /or Clerk	No

Whereas, on June 5th, 2025 the Government of Ontario passed Bill 5: Protecting Ontario by Unleashing Our Economy Act, 2025, which proposes substantial changes to environmental planning legislation, including the repeal of the Endangered Species Act and the creation of “Special Economic Zones” that can be override local planning authority and public consultation;

And Whereas the County of Brant wholeheartedly supports increasing housing supply and economic growth, but believes this must be achieved without undermining environmental protections or compromising the integrity of municipal planning processes;

And Whereas Bill 5, as proposed, risks weakening safeguards for Ontario’s natural heritage and reducing the role of municipalities in managing growth in a responsible and locally informed manner;

And Whereas the County of Brant has made a pledge through the Land Acknowledgement to working in allyship with indigenous nations, sharing responsibility for the stewardship of the land, and a strong commitment to the Truth and Reconciliation calls to action, of which the 92nd call to action highlights “[committing] to meaningful consultation, building respectful relationships, and obtaining the free, prior, and informed consent of Indigenous peoples before proceeding with economic development projects,

And Whereas both of the County of Brant’s neighbouring Indigenous councils, the Six Nations of the Grand River Elected Council and the Missisaugas of the Credit First Nation council have expressed their strong concern and opposition to Bill 5, referring to Bill 5 as “Legalized Lawlessness”.

Now Therefore Be It Resolved That Council for the County of Brant:

- Opposes the provisions in Bill 5 that would reduce environmental protections, override municipal planning authority, or prevent good faith consultation with Indigenous nations;
- Urges the Province of Ontario to advance housing and infrastructure growth through policies that respect sound environmental planning principles and uphold the planning tools available to local governments;
- Urges the Province to support municipalities through ensuring responsible growth through infrastructure projects designed to ensure protection of sensitive wildlife and natural resources;

- Implores that Bill 5: Protecting Ontario by Unleashing Our Economy Act, 2025 be repealed and consultation with municipal organizations such as the Association of Municipalities of Ontario and Rural Ontario Municipal Association be prioritized for the creation of legislation that would accomplish shared goals between both levels of government as equal partners.

And Directs that this resolution be forwarded to:

- The Honourable Doug Ford, Premier of Ontario
- The Honourable Rob Flack, Minister of Municipal Affairs and Housing
- The Honourable Todd McCarthy, Minister of the Environment, Conservation and Parks,
- The Honourable Greg Rickford, Minister of Indigenous Affairs and First Nations Economic Reconciliation
- Will Bouma, MPP for Brantford-Brant
- Ernie Hardeman, MPP for Oxford
- Brian Riddell, MPP for Cambridge
- Marit Stiles, MPP for Davenport & Leader of the Official Opposition
- Bonnie Crombie, Leader of the Ontario Liberal Party
- Mike Schriener, Leader of the Ontario Green Party
- Rural Ontario Municipal Association
- Association of Municipalities of Ontario
- All Ontario Municipalities for their awareness and consideration

Brant Connects Committee Report

The Brant Connects Committee makes the following recommendations from its meeting on May 7, 2025

1. That Logan Hawkins be appointed to the Brant Connects Joint Committee.

Respectfully Submitted,

Sue Morton
Chair



Brant Connects Joint Committee Minutes

Date: May 7, 2025
Time: 1:00 p.m.
Location: Council Chambers
7 Broadway Street West
Paris, ON

Present: Mayor Bailey, Councillor Miller, Member Morton, Farrant, Hunter, and Hawkins

Regrets: None

Staff: Rickert, Gable, Robinson, and Allison

Alternative formats and communication supports are available upon request. For more information, please contact the County of Brant Accessibility and Inclusion Coordinator at 519-442-7268 or by email accessibility@brant.ca

Member Morton in the Chair.

1. Attendance

Attendance was taken.

2. Approval of Agenda

Moved by Mayor Bailey
Seconded by Councillor Miller

That the Brant Connects Committee agenda of May 7, 2025, be approved, as amended.

Carried

3. Declaration of Pecuniary Interests

None.

4. Delegations / Petitions / Presentations

None.

5. Adoption of Minutes from Previous Meetings

5.1 Brant Connects Committee Minutes of March 5, 2025

Moved by Councillor Miller
Seconded by Member Farrant

That the Brant Connects Committee Minutes of March 5, 2025 be approved.

Carried

6. Business Arising from the Minutes

7. Staff Reports

7.1 Downtown Paris Wi-Fi Project Update

Zach Gable, Director of Economic Development and Tourism, presented the update for information purposes.

8. Communications

8.1 Township of Howick - Accelerated High Speed Internet Program

Moved by Councillor Miller
Seconded by Mayor Bailey

That the communication, Township of Howick - Accelerated High Speed Internet Program, be received as information.

Carried

9. Other Business

9.1 ASHIP Program Status Update

Braeden Robinson, Engineering Technologist, appeared before the committee and presented an update on the ASHIP program including the length of conduit and cable installed, premises serviced, and project completion information.

Member Farrant requested the ASHIP Program Status Update be a standing agenda item for the committee.

9.2 Appointment of Brant Connects Committee Member

Logan Hawkins introduced himself to the committee.

Moved by Councillor Miller
Seconded by Member Farrant

That Logan Hawkins be appointed to the Brant Connects Joint Committee.

Carried

10. Next Meeting and Adjournment

Committee adjourned at 1:33 pm to meet again on Sept 3 at the County of Brant Council Chambers.

Secretary

Brant Heritage Committee Report

The Brant Heritage Committee makes the following recommendations from its meeting on June 5, 2025:

1. That the Brant Heritage Committee receives Report RPT-0237-25 for information;
And, hereby endorses and submits this report to Council to satisfy the applicable condition(s) of the decision for permit application RPT-0237-25.H2 received by the County of Brant Operations Department, and inclusive of the proposed bridge rehabilitation;
And that Council consent to Application RPT-0237-25. H2.

Respectfully Submitted,

Joan Telfer Faux
Chair



Brant Heritage Committee Minutes

Date: June 5, 2025
Time: 4:00 p.m.
Location: Council Chambers
7 Broadway Street West
Paris, ON

Present: Councillors MacAlpine, and Howes, Members Brown, Dirycz, Telfer Faux, and Workman Rose

Regrets: Mayor Bailey

Staff: Gable, Kortleve, Beddard, and Pluck

Alternative formats and communication supports are available upon request. For more information, please contact the County of Brant Accessibility and Inclusion Coordinator at 519-442-7268 or by email accessibility@brant.ca

Member Telfer Faux in the Chair.

1. Attendance

Attendance was taken.

2. Approval of Agenda

Councillor Howes advised that he had two additions under other business.

Councillor MacAlpine noted that he had two additions under other business.

Moved by Councillor Howes

Seconded by Member Brown

That the Brant Heritage Committee agenda and addendum of June 5, 2025 be approved, as amended.

Carried

3. Declaration of Pecuniary Interests

None.

4. Delegations / Petitions / Presentations

None.

5. Adoption of Minutes from Previous Meetings

5.1 Brant Heritage Committee minutes of May 1, 2025

Moved by Member Workman Rose
Seconded by Member Brown

That the Brant Heritage Committee minutes of May 1, 2025, be approved.

Carried

6. Business Arising from the Minutes

None.

7. Staff Reports

7.1 RPT-0237-25 Brant Bowstring Bridge

Jazmin Beddard, Arts, Culture & Heritage Officer, appeared before the Committee and introduced RPT-0237-25 Brant Bowstring Bridge.

Moved by Councillor Howes
Seconded by Councillor MacAlpine

That the Brant Heritage Committee receives Report RPT-0237-25 for information;

And, hereby endorses and submits this report to Council to satisfy the applicable condition(s) of the decision for permit application RPT-0237-25.H2 received by the County of Brant Operations Department, and inclusive of the proposed bridge rehabilitation;

And that Council consent to Application RPT-0237-25. H2.

Carried

7.2 Doors Open Metrics

J. Beddard appeared before the Committee and presented metrics on Doors Open Along the Grand 2025. She noted that the event featured 15 unique heritage buildings and sites across the three participating communities, and that the event saw 3,552 attendees from across Southern Ontario.

Moved by Member Brown
Seconded by Member Workman Rose

That the Doors Open Metrics be received as information.

Carried

7.3 Updated Ontario Heritage Toolkit

Brandon Kortleve, Manager of Policy Planning provided an overview of the updated Ontario Heritage Toolkit, noting the revisions were driven by changes to the Ontario Heritage Act and related planning policies. He further spoke to the introduction of the Provincial Planning Statement, 2024, and its change on heritage policy in comparison to the previous Provincial Planning Statement, 2020.

In response to questions, B. Kortleve spoke to the impact that the legislative changes have on the timing and triggers of designations, noting that the designation process remains the same.

Moved by Councillor Howes
Seconded by Member Brown

That the Ontario Heritage Toolkit Update be received as information.

Carried

7.4 Bawcutt Centre - Verbal Update (Regarding Council Approved Report RPT-0205-25)

B. Kortleve provided a verbal update to the Committee with regards to the Bawcutt Centre.

8. Committee Workplan

None.

9. Communications

9.1 Ontario Heritage Trust - May 2025 Update

The Committee acknowledged the communication from the Ontario Heritage Trust.

10. Other Business

10.1 Invitation to Paris Plains Church Cemetery - July 3, 2025 Brant Heritage Committee Meeting

Discussion was held with regards to attending the Paris Plains Church Cemetery for the July 3, 2025, Brant Heritage Committee meeting. The Committee noted that the July 3, 2025, Brant Heritage Committee meeting will be held in the County of Brant Council Chambers as scheduled, with members attending the Paris Plains Church Cemetery following the conclusion of the meeting.

10.2 Paris Raceway

Councillor Howes spoke to the brick archway from the Paris Raceway which was uncovered during the construction taking place on Grand River Street North.

The Committee held discussion with regards to the Paris Raceway.

Zach Gable, Director of Economic Development & Tourism advised that bricks were salvaged from the arch and that he will follow up with the project team for additional details.

10.3 Former Paris Post Office Fountain

Councillor Howes shared details on the fountain erected in 1912 which stood outside of the post office located on Grand River Street North.

The Committee held discussion with regards to storytelling opportunities surrounding the history of the fountain.

10.4 Upcoming Events

Councillor MacAlpine spoke to upcoming events, noting that the Brant Museums and Galleries Association will be hosting an event in September. Councillor MacAlpine further advised that the Avenue of Music event will be taking place on June 12th at 7:00 p.m., at the Adelaide Hunter Hoodless Homestead, and that the St. George Business Association Car Show will take place on June 22nd in Downtown St. George.

Member Workman Rose advised that the Middleport Heritage Society is hosting a Grand River Heritage Cruise, taking place on June 10, 2025, at 6:00 p.m.

11. Next Meeting and Adjournment

Committee adjourned at 5:05 pm to meet again on Thursday, July 3, 2025, at 4:00 p.m. at the County of Brant Council Chambers.

Secretary

Biggars Lane Landfill Liaison Committee Report

The Biggars Lane Landfill Liaison Committee makes the following recommendations from its meeting on June 9, 2025

1. That the Biggars Lane Landfill Liaison Committee endorses the implementation of a mattress diversion program at the cost of \$20.00 per mattress.
2. That staff investigate the costs for extending the operating hours of the Biggars Lane Landfill.

Respectfully Submitted,

Councillor Garneau
Chair



Biggars Lane Landfill Liaison Committee Minutes

Date: June 9, 2025
Time: 9:30 a.m.
Location: Burford Administration Office
26 Park Avenue
Burford, ON
N0E 1A0

Present: Mayor Bailey, Councillors Garneau and Miller, Members Gatward, Aulsebrook, and Leader

Staff: Mellor, Bazzard, D'Hondt, and Pluck

Alternative formats and communication supports are available upon request. For more information, please contact the County of Brant Accessibility and Inclusion Services at 519-442-7268 or by email accessibility@brant.ca

Councillor Garneau in the Chair.

1. Attendance

Introductions were made, and a welcome was extended to David Mellor, General Manager of Operations.

2. Approval of Agenda

Moved by Mayor Bailey
Seconded by Councillor Miller

That the Biggars Lane Landfill Liaison Committee agenda of June 9, 2025 be approved, as amended.

Carried

3. Declaration of Pecuniary Interests

None.

4. Delegations / Petitions / Presentations

None.

5. Adoption of Minutes from Previous Meetings

5.1 Biggars Lane Landfill Liaison Committee Minutes of December 11, 2024

Moved by Member Leader

Seconded by Member Aulsebrook

That the Biggars Lane Landfill Liaison Committee minutes of December 11, 2024, be approved.

Carried

6. Business Arising from the Minutes

None.

7. Biggars Lane Landfill Operations and Monitoring

7.1 Landfill Operations Updates

Matthew D'Hondt, Solid Waste / Wastewater Operations Manager appeared before the Committee and provided an update on the operations of the Biggars Lane Landfill. He advised that the landfill no longer accepts propane tanks, and that there is a partnership with the City of Brantford for eight household hazardous waste events throughout the year in which County residents may participate in. M. D'Hondt further advised that once the new landfill expansion has opened, asbestos will no longer be accepted, and that wood, yard waste, and construction material will be ground and used for daily landfill cover. M. D'Hondt further spoke to a mattress diversion program pilot being trialed by Try Recycling located in London, who the County currently has a contract with for other diversion programs, and advised that staff are investigating the implementation of a mattress diversion program within the County of Brant.

Moved by Member Leader

Seconded by Member Aulsebrook

That the Biggars Lane Landfill Liaison Committee endorses the implementation of a mattress diversion program at the cost of \$20.00 per mattress.

Carried

7.2 Remaining Capacity of Existing Landfill, Final Closure Works

M. D'Hondt spoke to the remaining capacity of the existing landfill, advising that the closure works are underway and are to be completed in 2026. He advised that the final cover will consist of 600 millimeters of low permeable soil, topped with 150 millimeters of topsoil, and seeded with vegetation growth.

7.3 Status of Construction of New Landfill

M. D'Hondt updated the Committee on the construction of the landfill expansion, noting that it will provide thirty years of capacity, and that a leachate offloading station has been commissioned. He advised that the leachate offloading station will hold up to fifty cubic metres of leachate at a time, and that it also includes an odour control unit.

7.4 Summary of 2024 Annual Report

M. D'Hondt provided an overview of the 2024 annual report findings, noting that the landfill accepted 10,792 tonnes of material, with 1,573 tonnes being diverted from the landfill. He advised that the report findings displayed no evidence of environmental impacts beyond the sites property lines. M. D'Hondt further spoke to environmental monitoring, noting sample locations for groundwater, surface water, and gas, and advised that the south pond is sampled quarterly, and prior to discharge.

7.5 Public Concerns / Complains

M. D'Hondt advised that there were no complaints received in 2024 regarding the Biggars Lane Landfill, and that one complaint has been received in 2025. He further updated the Committee that six cats have been caught at the landfill by the SPCA and have been rehomed through the Barn Buddies program, and that there is an estimated ten cats still on site. M. D'Hondt further spoke to the scavenging of materials on site, noting that it is permitted by users as long as it is conducted in a safe manner and that the material taken is not of value to the County, such as metal.

In response to questions, M. D'Hondt advised that steel is collected by the County for scrap, and that the household hazardous waste events are held on the second Saturday of each month from April to November at the Brantford Landfill.

8. Solid Waste Management Master Plan

8.1 Update on Solid Waste Management Master Plan

M. D'Hondt provided an update to the Committee on the Solid Waste Management Master Plan, advising that public engagement is currently underway and the online survey closes on June 16, 2025. M. D'Hondt reviewed the timeline of the plan, noting that it will provide a 25-year road map for the solid waste programs within the County of Brant. He further reviewed recommended cost saving opportunities surrounding a reduction in yard waste events and removing Christmas tree collection within the 2027 collection contract, and further spoke to identified items in the 2034 collection contract, being the waste collection method, organics program, and collection frequency.

In response to questions, M. D'Hondt advised that with the new change, a contract would deliver Christmas trees to the landfill, in which they would be ground and used for daily cover.

Andrea Bazzard, Director of Environmental Services further advised that staff are investigating scalehouse software to improve the efficiency of the intake process at the Biggars Lane Landfill scalehouse.

Member Gatward indicated that they have previously received a complaint in regards to the operating hours of the landfill on Saturdays. Further discussion was held regarding the operating hours of the Biggars Lane Landfill.

Moved by Member Gatward
Seconded by Councillor Miller

That staff investigate the costs for extending the operating hours of the Biggars Lane Landfill.

Carried

Moved by Councillor Miller
Seconded by Member Gatward

That the following items be received as information:

- 7.1 - Landfill Operations Updates
- 7.2 - Remaining Capacity of Existing Landfill, Final Closure Works
- 7.3 - Status of Construction of New Landfill
- 7.4 - Summary of 2024 Annual Report
- 7.5 - Public Concerns / Complaints
- 8.1 - Update on Solid Waste Management Master Plan

Carried

9. Other Business

9.1 Site Tour Instructions

M. D'Hondt provided an overview of the site tour.

10. In Camera

Moved by Councillor Miller
Seconded by Member Gatward

That the Biggars Lane Landfill Liaison Committee convene In Camera to discuss S.239(2)(c) a proposed or pending acquisition or disposition of land by the municipality or local board (Business case for the purchase of land).

Carried

The Biggars Lane Landfill Liaison Committee convened In Camera at 10:48 a.m. to discuss S.239(2)(c) a proposed or pending acquisition or disposition of land by the municipality or local board (Business case for the purchase of land). This portion of the meeting is recorded in the Confidential - In Camera minutes of June 9, 2025. Committee reconvened in Open Session at 10:58 a.m. on a motion of Member Gatward and Member Aulsebrook.

11. Next Meeting and Adjournment

Committee adjourned at 10:59 am to meet again at the Call of the Chair.

12. Site Visit

The Committee conducted a site tour of the Biggars Lane Landfill.

Secretary