Municipality of Brighton

35 Alice Street, Brighton ON K0K 1H0

Meeting Date: June 22, 2026 **Time: 6:30 PM**
Location: Council Chambers

Council Agenda

Page

1. Call to Order

Mayor Brian Ostrander shall call the meeting to order at _____ p.m.

2. Indigenous Land Acknowledgement

A Land Acknowledgement is an intentional and formal statement that recognizes the relationship between Indigenous people and their traditional territories. It serves as a sign of gratitude and respect and recognizes our shared obligation to respect and honour the land we live and work on. Municipality of Brighton Council believes that they are a necessary step toward honouring the original occupants of these lands and as part of our reconciliation journey. Mayor Ostrander will provide a Land Acknowledgement at the beginning of each Council Session, public meeting, formal gatherings of Municipal staff or politicians and any other special event as deemed appropriate.

3. Approval of Agenda

3.1. To approve the agenda as presented or amended.

➢ That Council approve the June 22, 2026 Council agenda as presented or amended.

4. Declarations of Pecuniary Interests and the General Nature Thereof

5. Announcements

6. Adoption of Minutes

6.1.
- Special Council Meeting May 27, 2026 — 10 - 29
- Regular Council Meeting June 1, 2026
- Council Planning Meeting June 15, 2026

➢ That Council adopt the following Council meeting minutes as presented or amended;

- Special Council Meeting May 27, 2026
- Regular Council Meeting June 1, 2026
- Council Planning Meeting June 15, 2026

Special Council Meeting - 27 May 2026 - Minutes - Pdf
Council Meeting - 01 Jun 2026 - Minutes - Pdf
Council PLANNING Meeting - 15 Jun 2026 - Minutes - Pdf

7. Public Meeting

8. Delegations/Presentations

8.1. Presentation 30 - 46

Northumberland Humane Society, Kim Good, presentation to provide Council with an opportunity to better understand our role today and the vision for how we can continue to support the community in the future.

➢ That Council receive presentation from Kim Good, Northumberland Humane Society.

NHS Presentation_BRIGHTON_June 2026

8.2. Presentation 47 - 57

Amy McQuaid, presentation regarding Ontario's ongoing review of PPM 161, the policy framework supporting students with medical conditions in schools, with a focus on epilepsy and school safety.

➢ That Council receive presentation from Amy McQuaid, regarding Ontario's ongoing review of PPM 161, the policy framework supporting students with medical conditions in schools, with a focus on epilepsy and school safety.

Council Presentation - PPM 161 Public Consulation

9. Citizens Comments

9.1. Citizens Comments is an opportunity for the public to provide verbal comments in Open Session regarding matters on the

current agenda.

10. Staff Reports

10.1. Public Works Department - Water Division — 58 - 85

Drinking Water Quality Management System Operational Plan Update

➢ 1. That Council receive the staff report regarding the updates to the Drinking Water Management System Operational Plan; and
2. That Council endorse the cumulative changes to the Drinking Water Management System Operational Plan.

Drinking Water Quality Management System Operational Plan Update - Pdf

10.2. Clerks Department — 86 - 87

Appointment to the Brighton Landfill Liaison Committee

➢ That Council appoint Mr. Byron McBride as the Member of the Public residing within the Municipality of Brighton to the Brighton Landfill Liaison Committee for the remainder of the current term.

Appointment to the Brighton Landfill Liaison Committee - Pdf

10.3. Clerks Department — 88 - 93

Town Hall Meeting Policy

➢ That Council receive Staff Report CLK2026-70 regarding Town Hall Meeting Policy; and

That Council approve the Council Community Engagement Forums Policy as attached.

Town Hall Meeting Policy - Pdf

10.4. Clerks Department — 94 - 95

Amendments to 2026 Council Meeting Schedule

➢ That Council approve the proposed amendments to the 2026 Council Meeting

Schedule as follows:

1. That the Council/Planning meeting currently scheduled for August 24, 2026 be rescheduled to August 20, 2026; and
2. That the Council meeting scheduled for September 8, 2026 and the Council/Planning meeting scheduled for September 14, 2026 be consolidated into one meeting to be held on September 8, 2026.

Amendments to 2026 Council Meeting Schedule - Pdf

10.5. Chief Administrative Officer — 96 - 100

OPG Wesleyville Project

1. That Council direct staff to continue to monitor how the requirements of a rigorous and transparent assessment of need and alternatives are addressed as the process advances; and

2. That Council direct staff to continue to encourage strong engagement and promote awareness of participation opportunities for Brighton residents; and

3. That Council direct staff to:
   - Continue to assert Brighton's role as an affected municipality
   - Advocate for a regional approach to impact assessment and mitigation; and
   - Support Northumberland County and collaborate with neighboring municipalities to address shared interests.

OPG Wesleyville Project - Pdf

10.6. Chief Administrative Officer — 101 - 110

CAO Ongoing Report and Capital Projects Update

That Council receive the CAO Ongoing Report and Capital Projects Update.

On Going Capital Projects

11. Notice of Motions & Motions

12. Unfinished Business

13. Reports/Minutes of Advisory Committees of Council and Review Teams

14. Reports/Minutes of Statutory Committees, Boards & External Agencies

14.1. Lakelands Public Health Board Meeting Summary, May 20, 2026 — 111 - 112

- That Council receive the Lakelands Public Health Board Meeting Summary, May 20, 2026 as presented.

lakelands-public-health-board-of-health-summary-report-may-20-2026

14.2. Lower Trent Conservation Board of Directors meeting May 14, 2026 minutes. — 113 - 118

- That Council receive the Lower Trent Conservation Board of Directors May 14 ,2026 meeting minutes as presented.

LTD Minutes-FINAL-SIGNED

14.3. Brighton and District Curling Club April 27, 2026 meeting minutes — 119 - 122

- That Council receive the Brighton and District Curling Club April 27, 2026 meeting minutes as presented.

Brighton and District Curling Club minutes Apr 27, 2026

15. Correspondence, Direction Items, Endorsements, Communications/Petitions

15.1. Clearview Township resolution for support regarding Vacant Commercial Storefront Tax — 123 - 124

- That Council receive or support resolution from Clearview Township regarding Vacant

Commercial Storefront Tax.

Clearview Twp Council Support Resolution - Vacant Commercial Storefront Tax

15.2. Town of South Bruce Peninsula resolution for support regarding Affirming Outdoor Education as an Essential part of Public Education in Ontario. 125 - 126

- That Council receive or support resolution from Town of South Bruce Peninsula regarding Affirming Outdoor Education as an Essential part of Public Education in Ontario.

South Bruce Twn Affirming Outdoor Education as Essential

15.3. Lower Trent Conservation Authority, Chair of the Lower Trent Source Protection Authority requesting support regarding Limited Liability for Road Salt Application. 127 - 128

- That Council receive or support request from Lower Trent Conservation Authority, Chair of the Lower Trent Source Protection Authority regarding Limited Liability for Road Salt Application.

LTC - Road Salt Letter - TCC SPA

15.4. Brighton Rotary Club request to waive fee for rental and delivery of table and chairs for the August 1st Rotary Street Dance in downtown Brighton. 129

- That Council receive the correspondence from the Brighton Rotary Club; and

  That Council support the request from the Brighton Rotary Club for the waiving of fees associated with the rental and delivery of municipal tables and chairs for the Rotary Street Dance event scheduled for August 1st in downtown Brighton.

Correspondence from Rotary Club

16. FYI Correspondence

16.1. Brian Todd Memorial Community Fund Celebrates 25 Years, awarding a record number of grants to Brighton Community 130 - 131

Groups.

- That Council of the Corporation of the Municipality of Brighton receive the correspondence from the Brian Todd Memorial Community Fund celebrating 25 years and recognizing the awarding of a record number of grants to Brighton community groups;

  And that Council extends its appreciation for the Fund's ongoing contributions to the community.

BTMCF Press Release June 4 2026

16.2. Updates from Northumberland County June 8 – June 19, 2026 132 - 133

- That Council receive the updates from Northumberland County June 8 - June 19, 2026.

Updates from Northumberland County June 8 – June 19, 2026

16.3. Ministry of Labour, Immigration - Ontario Immigrant Nominee Program (OINP) 134

- That Council receive and support the correspondence from the Ontario Immigrant Nominee Program, Ministry of Labour, Immigration, Training and Skills Development, regarding the Expression of Interest submitted on behalf of Northumberland County for the Ontario Immigrant Nominee Program's Regional Immigration Initiative;

  And that Council support Northumberland County acting as the lead organization and designated representative for the Northumberland County Census Division in relation to the Ontario Immigrant Nominee Program's Regional Immigration Initiative;

  And that Council authorize Northumberland County to act on behalf of the Municipality of Brighton for the purposes of the Ontario Immigrant Nominee Program's Regional

Immigration Initiative, including acting as the primary point of contact and coordinating any required information, correspondence, or related submissions;

And that this resolution be forwarded to Northumberland County and the Ontario Immigrant Nominee Program, Ministry of Labour, Immigration, Training and Skills Development, as confirmation of the Municipality of Brighton's support.

Ontario Immigrant Nominee Program (OINP)

16.4. J.L. Richards & Associates, Brighton Wastewater Treatment System Upgrades Progress Report No. 5 — 135 - 146

- That Council receive the Brighton Wastewater Treatment System Upgrades Progress Report No. 5 from J.L. Richards & Associates for information purposes.

32296-001 - Brighton WWTS Upgrades - Progress Update No. 5 - May. 1-Jun. 3 2026

17. In Camera Session

17.1. Pursuant to the Ontario Municipal Act, R.S.O. 2001, as amended Subsection 239 (2) (c) a proposed or pending acquisition or disposition of land by the municipality or local board, Purchase of Land for the purpose of constructing a Water Booster Station.

18. By-laws

18.1. XXX-2026
Agreement of Purchase and Sale of Land

- That Council gives a by-law its first, second and third reading and finally passes on this date:
  Being a By-law to authorize the execution of an Agreement of Purchase and Sale of Land

18.2. XXX-2026 — 147 - 256
Brighton Secondary Plan (Area Wide Efficient Land Use Plan)

- That Council gives a bylaw its first, second and third reading and finally passes on this date:
  Being a By-law to Adopt Amendment 23 Area Wide Efficient Land Use Plan (Brighton Secondary Plan) to the Official Plan for the Municipality of Brighton

XXX-2026 Brighton Secondary Plan (Area Wide Efficient Land Use Plan - Pdf

19. Question Period

20. Confirmatory By-law

20.1. Confirm the proceedings of the Council meeting

- That Council gives a bylaw its first, second and third reading and finally passes on this date: being a bylaw to confirm the proceedings of the Corporation of the Municipality of Brighton Council meeting held on June 22, 2026.

21. Adjournment

21.1. Adjournment of the meeting

- That the June 22, 2026 Council meeting adjourn at _____ p.m.

Corporation of the Municipality of Brighton
Special Council Meeting Minutes
May 27, 2026
8:00 AM

The Council of the Corporation of the Municipality of Brighton met in Council Chambers on the above date and time.

Members present:	Mayor Brian Ostrander, Deputy Mayor Ron Anderson, Councillor Hannah MacAusland, Councillor Emily Rowley, and Councillor Jeff Wheeldon
Members absent:	Councillor Anne Butwell and Councillor Bobbi Wright
Staff present:	Elana Arthurs, CAO/Deputy Clerk; Ben Hagerman, Manager of Economic Development; Paul Walsh, Director of Planning and Development; and Caroline Birch, EA Mayor and CAO

1. Call to Order

Mayor Brian Ostrander called the meeting to order at 8:17 a.m.

2. Indigenous Land Acknowledgement

A Land Acknowledgement is an intentional and formal statement that recognizes the relationship between Indigenous people and their traditional territories. It serves as a sign of gratitude and respect and recognizes our shared obligation to respect and honour the land we live and work on. Municipality of Brighton Council believes that they are a necessary step toward honouring the original occupants of these lands and as part of our reconciliation journey. Mayor Ostrander will provide a Land Acknowledgement at the beginning of each Council Session, public meeting, formal gatherings of Municipal staff or politicians and any other special event as deemed appropriate.

3. Approval of Agenda

3.1. Approval of the agenda as presented or amended.

Resolution No. SPC-2026-10
Moved by Councillor Emily Rowley
Seconded by Councillor Hannah MacAusland
That the May 27, 2026 Special Council meeting agenda be approved as presented.

Carried

4. Declarations of Pecuniary Interests and the General Nature Thereof

5. Topic of Special Council meeting

Brighton Economic Development Familiarization Tour Schedule

- 8:15am – Meet at Municipal Parking Lot, 35 Alice Street to board Tour Bus

Drive to North Gate Organics –10 minutes

- 8:30am to 9:15am – North Gate Organics Farm Tour, Tracy Sutherland

Drive to Mike & Lori's Garden – 15 minutes

- 9:30am to 10:15am – Mike & Lori's Garden Centre Tour, Mike & Lori Vanhaarlem

  Drive to White Ash Glass Studio – 5 minutes

- 10:30am to 11:15am – Tour of White Ash Glass Studio, Keshav

  Drive to Timbr – 10 minutes

- 11:30am to 12:15pm – Timbr Studio Tour, Scott Kinnear, Ashely Delporte & Pam Peckford

  Drive to Municipal Centre – 10 minutes

- 12:30pm – Lunch in Council Chambers

6. Question Period

7. Confirmatory By-law

7.1. Confirm the proceedings of the meeting

Resolution No. SPC-2026-11
Moved by Councillor Hannah MacAusland
Seconded by Councillor Emily Rowley
That Council gives a bylaw its first, second and third reading and finally passes on this date: being a bylaw to confirm the proceedings of the Corporation of the Municipality of Brighton Special Council meeting held on May 27, 2026.

Carried

8. Adjournment

8.1. Adjournment of the meeting.

Resolution No. SPC-2026-12
Moved by Councillor Emily Rowley
Seconded by Councillor Hannah MacAusland
That the May 27, 2026 Special Council meeting adjourn at 12:55 p.m.

Carried

Brian Ostrander, Mayor

Elana Arthurs, CAO/Deputy Clerk

Corporation of the Municipality of Brighton
Council Meeting Minutes
June 1, 2026
6:30 PM

The Council of the Corporation of the Municipality of Brighton met in the Council Chambers on the above date and time.

Members present: Mayor Brian Ostrander, Deputy Mayor Ron Anderson, Councillor Anne Butwell, Councillor Hannah MacAusland, Councillor Emily Rowley, Councillor Jeff Wheeldon, and Councillor Bobbi Wright

Staff present: Elana Arthurs, CAO; Gene Thompson, Fire Chief; Paul Creamer; Manager of Finance - Treasurer; Bill Linnen, Director of Infrastructure and Operations; Candice Doiron, Clerk; and Jessica Polley, Deputy Clerk

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1. Call to Order

Mayor Brian Ostrander shall call the meeting to order at 6:30 p.m.

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2. Indigenous Land Acknowledgement

Mayor Brian Ostrander began the meeting acknowledging that we are gathered on the traditional territory of the Mississauga Anishinaabeg. This land holds significant historical, cultural, and spiritual importance for the Mississauga Nations who are the collective stewards and caretakers of these lands and waters. We recognize and respect the enduring connection that the Mississauga Anishinaabeg, now of Alderville, have to this land and these waters and express our gratitude for their stewardship over generations. As we discuss matters of importance for our community, we commit to ourselves to fostering a spirit of reconciliation and partnership with Indigenous neighbours and all Indigenous peoples. May we strive for understanding, respect and collaboration as we work together to support our inclusive and just community.

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3. Approval of Agenda

3.1. To approve the agenda as presented or amended.

Resolution No. COU-2026-208
Moved by Councillor Emily Rowley
Seconded by Deputy Mayor Ron Anderson
That Council approve the June 1, 2026 Council agenda as presented.

Carried

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4. Declarations of Pecuniary Interests and the General Nature Thereof

There were no disclosures.

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5. Announcements

5.1. Councillor Wheeldon, announced the Pride Flag Raising today the kickoff for the month of June as Pride Month.

Councillor Rowley, announced June is also Parks and Recreation Month, shout out to our Parks and Recreation team.

Councillor Wheeldon, also announced National

AccessAbility Week, which runs from May 31 to June 6, 2026. This year, the Accessibility Advisory Committee will not be hosting a local event; however, members will be touring municipal facilities to review improvements made to enhance accessibility.

Mayor Ostrander, announced the following:

- Sunday, May 31st attended the Alzheimer's Society fundraising walk held in Brighton for the 2nd year.
- Music in the Park starts up again on Wednesday, June 3 at 6:30 p.m. and as a tradition the kick off is with Brighton's own Bentwood Rocker.
- Thursday, June 4th Brighton Fire Department is hosting the Northumberland Mutual Aid Team at the Codrington Community Centre, celebrating 75 years of mutual aid support with a show by the Canadian Forces Skyhawks parachute demonstration. Public is welcome to attend the show starts at 7 p.m.
- June is National Indigenous History Month, we honour the contributions and leadership of First Nations, Inuit, and Métis Peoples.
- June is also, Seniors Month in Ontario. It's a time to acknowledge and honour the amazing seniors in our lives across the province.

6. Adoption of Minutes

6.1. Council meeting minutes May 19, 2026

Resolution No. COU-2026-209
Moved by Councillor Hannah MacAusland
Seconded by Councillor Jeff Wheeldon
That Council adopt the May 19, 2026 Council meeting minutes as presented.

Carried

7. Public Meeting

No items for consideration.

8. Delegations/Presentations

No items for consideration.

9. Citizens Comments

There were no comments received.

10. Staff Reports

10.1. Public Works and Infrastructure
Portable Temporary Traffic Signals at Main Street and Ontario Street

Resolution No. COU-2026-210
Moved by Councillor Jeff Wheeldon
Seconded by Councillor Hannah MacAusland
That Council receive the staff report regarding the use of temporary traffic signals at the intersection of Main Street and Ontario Street; and

That Council approve the installation of Portable Temporary Traffic Signals at the intersection of Main Street and Ontario Street for the duration of the detour route established to manage traffic for the Prince Edward Street reconstruction project in 2026;

and

That Council direct staff to enter into an agreement with Archer Traffic Control for the supply, installation, and maintenance of Portable Temporary Traffic Signals; and further

That the costs for the rental and operation of the Portable Temporary Traffic Signals be drawn from the Contingency Reserve.

Carried

10.2. Clerks Department
Follow up - Committee Structure Review

Resolution No. COU-2026-211
Moved by Councillor Anne Butwell
Seconded by Councillor Bobbi Wright
That Council directs that no committees shall be consolidated;

And further that Council directs staff to provide committee policy update at a Regular Council meeting no later that August.

Carried

10.3. Clerks Department
Termination Notice – Integrity Commissioner / Closed Meeting Investigator Services (Effective January 2027)

Resolution No. COU-2026-212
Moved by Councillor Anne Butwell
Seconded by Councillor Jeff Wheeldon
That Council receive staff report CLK2026-59 for information; and

That Council direct staff to provide 30 days notice to Principles Integrity; and

That staff recommend that Council appoint ADR Chambers as Integrity Commissioner and that the Ontario Ombudsman be recognized as the municipal Closed Meeting Investigator as of June 30, 2026; and further,

That a by-law be brought forward to the June 22, 2026 Council meeting for Council's execution.

Carried

10.4. Chief Administrative Officer
CAO Ongoing Report and Capital Projects Update

Resolution No. COU-2026-213
Moved by Councillor Emily Rowley
Seconded by Deputy Mayor Ron Anderson
That Council receive the CAO Ongoing Report and Capital Projects Update.

Carried

11. Notice of Motions & Motions
No items for consideration.

12. Unfinished Business
No items for consideration.

13. By-laws
13.1. 044-2026
Hydro One Networks Inc. Agreement for Licensed

Occupancy and Use

Resolution No. COU-2026-214
Moved by Councillor Hannah MacAusland
Seconded by Councillor Jeff Wheeldon
That Council gives a bylaw its first, second and third reading and finally passes on this date:
Being a By-law to authorize the execution of an Occupancy and Use Agreement between Hydro One Networks Inc. and the Corporation of the Municipality of Brighton for the installation of banners on utility poles.

Carried

13.2. 045-2026
Agreement Corporation of the County of Northumberland IT Standard Services Agreement

Resolution No. COU-2026-215
Moved by Councillor Jeff Wheeldon
Seconded by Councillor Hannah MacAusland
That Council gives a bylaw its first, second and third reading and finally passes on this date:
Being a By-Law to authorize the Mayor and Clerk to execute an agreement between the Corporation of the County of Northumberland and the Corporation of the Municipality of Brighton regarding a Northumberland County IT Standards Services Agreement effective June 1, 2026.

Carried

14. Reports/Minutes of Advisory Committees of Council and Review Teams, Mayor's Report

14.1. Mayor's Report
Proposed Twinning Agreement – Brighton, New York, USA

Resolution No. COU-2026-216
Moved by Councillor Emily Rowley
Seconded by Councillor Bobbi Wright
That Council receive the report from the Mayor regarding discussions with the Town of Brighton, New York; and

That Council authorizes the Mayor to enter into a twinning agreement with Brighton, New York, United States of America.

Carried

14.2. Committee of Council meeting Minutes:

- Economic Development Advisory Committee of May 14, 2026 (Deputy Mayor Anderson, Councillor Rowley);
- Justice, Equity, Diversity, and Inclusion Advisory Committee May 14, 2026 (Councillors Butwell and Wheeldon);
- Environmental Sustainability Advisory Committee January 27, 2026 (Councillors MacAusland and Wheeldon);
- Accessibility Advisory Committee April 16, 2026 (Councillors Wheeldon and Wright)

Resolution No. COU-2026-217
Moved by Councillor Bobbi Wright
Seconded by Councillor Emily Rowley
That Council receive the following Committee meeting Minutes as presented:

- Economic Development Advisory Committee of May 14,

2026;
- Justice, Equity, Diversity, and Inclusion Advisory Committee May 14, 2026;
- Environmental Sustainability Advisory Committee January 27, 2026;
- Accessibility Advisory Committee April 16, 2026

Carried

15. Reports/Minutes of Statutory Committees, Boards & External Agencies

15.1. Lower Trent Conservation Authority April 2026 Board Meeting minutes (Councillor Wheeldon/Wright)

Resolution No. COU-2026-218
Moved by Councillor Anne Butwell
Seconded by Councillor Jeff Wheeldon
That Council receive the Lower Trent Conservation Authority April 2026 Board Meeting minutes as presented.

Carried

15.2. Downtown Business Improvement Area Association meeting Minutes March 12, and April 9, 2026 (Councillor Rowley)

Resolution No. COU-2026-219
Moved by Councillor Anne Butwell
Seconded by Councillor Jeff Wheeldon
That Council receive the Downtown Business Improvement Area Association March 12, and April 9, 2026 meeting Minutes as presented.

Carried

15.3. Brighton Public Library Board April 22nd meeting minutes (Councillor MacAusland/Wright)

Resolution No. COU-2026-220
Moved by Councillor Bobbi Wright
Seconded by Councillor Emily Rowley
That Council receive the Brighton Public Library Board April 22, 2026 meeting minutes as presented.

Carried

16. Correspondence, Direction Items, Endorsements, Communications/Petitions

16.1. Brighton Garden Club request to commemorate the clubs 100th year anniversary, to place a metal structure and plaque in the Municipal Centre garden on Alice Street.

Resolution No. COU-2026-221
Moved by Councillor Jeff Wheeldon
Seconded by Councillor Hannah MacAusland
That Council support the request from the Brighton Garden Club to place a metal structure and plaque in the Municipal Centre garden on Alice Street in recognition of the clubs 100th year anniversary.

Carried

17. FYI Correspondence

17.1. Updates from Northumberland County May 25 – June 5, 2026

Resolution No. COU-2026-222

Moved by Councillor Emily Rowley
Seconded by Deputy Mayor Ron Anderson
That Council receive the Northumberland County Updates for May 25 – June 5, 2026.

Carried

18. Question Period

18.1. Comments received by:

- Steph Hails commented on the inclusion of the Justice, Equity, Diversity and Inclusion Advisory Committee in the work of other committees, such as the Accessibility Advisory Committee.

19. In Camera Session

No items for consideration.

20. Confirmatory By-law

20.1. Confirm the proceedings of the Council meeting

Resolution No. COU-2026-223
Moved by Councillor Emily Rowley
Seconded by Deputy Mayor Ron Anderson
That Council gives a bylaw its first, second and third reading and finally passes on this date: being a bylaw to confirm the proceedings of the Corporation of the Municipality of Brighton Council meeting held on June 1, 2026.

Carried

21. Adjournment

21.1. Adjournment of the meeting

Resolution No. COU-2026-224
Moved by Councillor Hannah MacAusland
Seconded by Councillor Jeff Wheeldon
That the June 1, 2026 Council meeting adjourn at 8:29 p.m.

Carried

Brian Ostrander, Mayor

Candice Doiron, Clerk

Corporation of the Municipality of Brighton
Council PLANNING Meeting Minutes
June 15, 2026
6:30 PM

The Council of the Corporation of the Municipality of Brighton met in the Council Chambers on the above date and time.

Members present:	Mayor Brian Ostrander, Deputy Mayor Ron Anderson, Councillor Anne Butwell, Councillor Hannah MacAusland, Councillor Jeff Wheeldon, and Councillor Bobbi Wright
Members absent:	Councillor Emily Rowley
Staff present:	Elana Arthurs, CAO; Paul Walsh, Director of Planning and Development; Ron Warne, Manager of Approvals; Miranda Brintnell, Planner 1; Bill Linnen, Director of Infrastructure and Operations; Ben Hagerman, Manager of Economic Development and Communications; Caroline Birch, EA Mayor/CAO/Economic Development; Paul Creamer, Manager of Finance/Treasurer; Rene Whiteman, Special Projects Planner; Brent Barnes; Municipal Planning Advisory; Candice Doiron, Clerk; and, Kelsey Chard, Tech Support

1. Call to Order

Mayor Brian Ostrander called the meeting to order at 6:30 p.m.

2. Indigenous Land Acknowledgement

Mayor Brian Ostrander made the following statement, we acknowledge that we are gathered on lands that have been inhabited by Indigenous peoples from the beginning. We respectfully acknowledge that the Mississauga Anishinaabeg now of Alderville are the historic stewards of this place we now call Brighton. As we hear the truths behind our shared history, reconcile them with our past and with who we know that we are today we acknowledge that we are working toward right relations as good treaty people. In particular, we are grateful to work with Indigenous treaty partners.

3. Approval of Agenda

3.1. Approval of the agenda as presented or amended.

Resolution No. CPL-2026-74
Moved by Councillor Jeff Wheeldon
Seconded by Councillor Anne Butwell
That the Council approve the June 15, 2026, Planning meeting agenda as presented.

Carried

4. Declarations of Pecuniary Interests and the General Nature Thereof

4.1. Councillor Hannah MacAusland declared a pecuniary interest with respect to Agenda Item 6.4, as the applicants are members of her family.

Deputy Mayor Ron Anderson declared a pecuniary interest with respect to Agenda Item 7.1, as the matter relates to his family residence.

5. Delegations

No items for consideration.

6. Statutory Public Meeting

6.1. Council move into Statutory Public Meeting

The Municipality of Brighton takes steps, beyond the requirements of the Planning Act, to engage the community in land use planning initiatives. The Municipality also holds a Statutory Public Meeting on the planning matters and then receives a staff report with a recommendation on which Council will make a decision. Council depends on the community to provide input during this meeting for our decision. This input may be received in advance of the Statutory Public Meeting by sending correspondence to the Clerk's office and/or by making an oral submission to Council at the Statutory Public meeting - this will best inform Council on the land use planning matter prior to Council making our final decision. Recent statutory changes limit appeal rights to only the Applicant and specified regulated persons.

For details or information on appealing decisions of Council please visit the Municipal website or contact the Clerk's office.

Resolution No. CPL-2026-75
Moved by Councillor Hannah MacAusland
Seconded by Deputy Mayor Ron Anderson
That Council move into Statutory Public Meeting June 15, 2026 at 6:32 p.m.

Carried

6.2. 2026-74
Application: Consent Application (B04-2026)
Location: 204 Ontario St
Applicant: A. Jarrar and C. Raney

Notice of the Consent Application B04-2026 was provided in compliance with the Planning Act, with a Public Notice Sign posted on the property as well as a Notice of public meeting mailed to all landowners within 60 metres of the subject lands on May 22, 2026. Notice was also circulated to all the agencies as required under the Planning Act.

The purpose of Consent Application B04-2026 is to create a new 0.14 ha (0.35 acre) lot with 14.0 metres of frontage, severed from 204 Ontario Street/County Road 66. The application will result in the retained lands having a total lot area of approximately 0.264 ha (0.65 ac) with 26.2 metres of frontage on Ontario Street. The proposed parcel is zoned as 'Urban Residential One (R1)' . The severed parcel is intended to accommodate a future dwelling.

Applicant was present.
No comments were received from the members of the public.

Resolution No. CPL-2026-76
Moved by Councillor Hannah MacAusland
Seconded by Councillor Jeff Wheeldon
That Council approve Consent application B04-2026 for the

creation of a new residential lot on lands municipally known as 204 Ontario Street, subject to the Conditions provided in this report.

Carried

6.3. 2026-85

Application: Amendment to Draft Plan Approval (File: SUB02-2022)
Amendment to Draft Plan Approval (File: SUB2019-03)
Location: Clayton John Avenue and Ontario Street
Applicant: Municipality of Brighton

Notice of the Municipally-led amendments was provided in compliance with the Planning Act, with a Public Notice Sign posted on the property as well as a Notice of public meeting mailed to landowners within 120 metres of the subject lands on May 26, 2026.

Staff are seeking Council endorsement for an extension of Clayton John Ave. approx. 300m north, creating a street connection from the 'Brighton Meadows' Subdivision (currently under construction), running north (parallel to Ontario Street) to the 'Westgate' Subdivision currently the site of an extension of municipal services.

Staff are recommending a connecting road between the two subdivisions which will support a secondary access for both plans – critical for emergency services access, assist with traffic flow on Ontario Street and improve access to environmentally protected lands west of the proposed new road alignment.

Council's direction is requested prior to the Council consideration of Draft Plan and Zoning By-law Amendments for the 'Westgate' Draft Plan and Final Approval of Brighton Meadows Draft Plan (both developers have provided support for the road extension). While the precise alignment has not yet been finalized, the extension encompasses a 20 metre Right-Of-Way with municipal servicing infrastructure to be contained within this Right-Of-Way.

Comment received by Brian Watt in opposition.

Resolution No. CPL-2026-77
Moved by Councillor Bobbi Wright
Seconded by Deputy Mayor Ron Anderson

1. That Council support the municipal-led revisions to Council's previous decisions regarding the draft approved subdivisions of Brighton Meadows and Westgate, for the purposes of establishing a connecting street between the two; and

2. That staff be directed to amend the Zoning By-law consistently with the revised draft plans; and

3. That Council direct staff to receive all public and agency comments and report back at the following Council session.

Carried

6.4. 2026-95

Councillor Hannah MacAusland declared a pecuniary interest and refrained from discussions and voting.

Application: Official Plan Amendment (OPA01-2026)
Consent Applications (B06-2026 , B07-2026)
Location: 400 Chatten Road
Applicants: P. Herrington and C. Herrington
Agents: K. Herrington, N. MacAusland, and L. Rightmyer

Notice of the Statutory Public Meeting Through your Worship, notice of the Consent Application B04-2026 was provided in compliance with the Planning Act, with a Public Notice Sign posted on the property as well as a Notice of public meeting mailed to all landowners within 120 metres of the subject lands on May 22, 2026. Notice was also circulated to all the agencies as required under the Planning Act.

The purpose of the Official Plan Amendment is to re-designate the subject lands located at 400 Chatten Road from “Aggregate Resource” to "Rural" designation. In the County of Northumberland Official Plan, the lands would be redesignated through an Official Plan Amendment taken to County of Northumberland Council in late summer, demonstrating that the lands provide no significant sand or gravel value (Attachment 1 – Subject Lands Map). The appropriate zoning of ‘Rural Residential’ reflects the proposed Official Plan Change, due to character surrounding the site. No known agricultural uses are occurring on the subject lands. Following Official Plan policies, may be re-designated. The appropriate zoning of the subject lanes as the ‘Rural Residential’ zone reflects the proposed Official Plan
Change, due to character surrounding the site. No known agricultural uses are
occurring on the subject lands

The subject applications will require County of Northumberland’s adoption of a County OPA 21 as the upper tier decisions. Discussions have been going regarding the predicted passing of OPA #3 by County of Northumberland County Planning Council, predicated on adoption by the Ministry of Municipal Housing and Affairs, to update the County’s Official Plan Amendments.

Consent Application (B06-2026)

The purpose of Consent application B06-2026 is to sever the subject lands to create a rural lot for a future single detached dwelling. The proposed east lot will have an area of 0.57 hectare (1.42 acres) and 63 metres of frontage along Carman Road, an assumed and maintained Public Streets. A sight triangle will be required at the intersection of Chatten Road and Carman Road and as well as road widening. in accordance with Section 4.9.7 of the Municipality of Brighton’s Official Plan policies, in order to facilitate proposed severances of the subject lands.

Consent Application (B07-2026)

The purpose of Consent application B07-2026 is to sever the subject lands to create a second rural lot for a future single detached dwelling. The proposed west lot will have an area of 0.74 hectare (1.8 acres) with 83 metres of frontage along Carman Road.

The proposed retained lands following the severances contain a single-family dwelling. It will have an area of approximately 10 hectares (24.7) acres following with the registration of the final survey reference plan. Any existing agricultural operations in proximity to the retained lands must follow Zoning and Minimum Distance Setbacks as per all provincial regulations
with regard for agricultural activities. In summary there are 3 applications to consider, the amendment to both the Municipal Official plan, and two Consent applications for the creation of new residential lots with frontage on Carman Road.

Applicant and Agents were present.
No comments received from members of the public.

Resolution No. CPL-2026-78
Moved by Councillor Bobbi Wright
Seconded by Deputy Mayor Ron Anderson

1. That Council adopt Official Plan Amendment No.21 that will redesignate the subject lands identified as 400 Chatten Road from “Aggregate Resource" designation to the "Rural" designation, in order to facilitate proposed severances; and

2. That Council approve Consent applications B06-2026 and B07-2026 for the creation of two new residential lots while authorizing minor modifications to the lot lines in accordance with the County’s final approval of the Official Plan Amendment (File OPA01-2026); and

3. That Council grant provisional Consent for the subject severance applications B06-2026 and B07-2026, dependent on County Council approvals.

Carried

6.5. Council move out of Statutory Public Meeting

Resolution No. CPL-2026-79
Moved by Councillor Anne Butwell
Seconded by Councillor Jeff Wheeldon
That Council move out of Statutory Public Meeting June 15, 2026, at 6:48 p.m.

Carried

7. Planning & Development Reports

7.1. Deputy Mayor Ron Anderson declared a pecuniary interest and refrained from discussions and voting.

Economic Development and Communications Department
Smithfield Communication Board

Resolution No. CPL-2026-80
Moved by Councillor Jeff Wheeldon

Seconded by Councillor Anne Butwell
That Council receive this report for information as it relates to the Smithfield Communication Board location and direct staff to move forward with the installation of the Board as originally intended in Smithfield.

	For	Against	Abstained	COI	Absent
Mayor Brian Ostrander	x				
Councillor Hannah MacAusland	x				
Councillor Jeff Wheeldon (Moved By)	x				
Councillor Bobbi Wright	x				
Councillor Anne Butwell (Seconded By)		x			
Deputy Mayor Ron Anderson				x	
Councillor Emily Rowley					x
	4	1	0	1	1

CARRIED.

7.2. Economic Development and Communications Department Community Improvement Plan 2026 Intake

Resolution No. CPL-2026-81
Moved by Councillor Hannah MacAusland
Seconded by Councillor Jeff Wheeldon
That Council accept and approve funding for the four Community Improvement Plan (CIP) Applications submitted during the 2026 intake period for properties located at 19 Main Street, 72 Main Street, 17-19 Prince Edward Street, and 21 Prince Edward Street for an estimated total amount of $25,600.

Carried

7.3. 2026-77
OPA #23 For the Brighton Secondary Plan (Area Wide Efficient Land Use Plan)

Resolution No. CPL-2026-82
Moved by Councillor Bobbi Wright
Seconded by Deputy Mayor Ron Anderson

1. ThatCouncil receives this Report regarding the Brighton Area Wide Efficient Land Use Plan (Secondary Plan); and

2. That Council adopt Official Plan Amendment No. 23 to the Municipality of Brighton Official Plan to implement the Brighton Area Wide Efficient Land Use Plan (Secondary Plan); and

3. That staff be directed to forward the adopted Official Plan Amendment and supporting documentation to Northumberland County for approval pursuant to the Planning Act

Carried

7.4. 2026-80
Updated Land Lease Agreement – Municipality of Brighton and Donalea Farms Inc.

Resolution No. CPL-2026-83
Moved by Councillor Anne Butwell
Seconded by Councillor Jeff Wheeldon

1. That Council approve the by-law and related land lease agreement presented in this agenda authorizing the Mayor and Clerk to execute a land lease agreement with Donalea Farms Inc. for municipally owned farmland;

2. And that Council approve an increase in the lease rate from $40 per acre per annum to $55 per acre per annum.

Carried

7.5. 2026-82
Proposed Planning Act Changes – Bill 119 (Protecting Ontario's Streets and Communities Act, 2026) – Introduction of Administrative Monetary Penalties for Zoning By-law Enforcement

Resolution No. CPL-2026-84
Moved by Councillor Jeff Wheeldon
Seconded by Councillor Anne Butwell

1. That Council express general support for amendments to the *Planning Act* to enable the use of Administrative Monetary Penalties (AMPs) for zoning by-law infractions, and direct staff to monitor the progress of Ontario Bill 119, *Protecting Ontario's Streets and Communities Act, 2026*, as it relates to such amendments; and

2. That, upon enactment of the relevant amendments, staff be directed to report back to Council with recommendations for implementing changes to Administrative Monetary Penalty By-law No. 070-2023 and Comprehensive Zoning By-law No. 140-2002, including any associated administrative considerations.

Carried

7.6. 2026-83
Site Plan Control Approval – Summary Report

Resolution No. CPL-2026-85
Moved by Councillor Hannah MacAusland
Seconded by Deputy Mayor Ron Anderson
That Council receives this Staff Report for purposes of information as an update to Council regarding a summary of recent Site Plan approvals in the Municipality.

Carried

7.7. 2026-86
Enactment of Bill 98, Building Homes and Improving Transportation Infrastructure Act, 2026 an Act to amend Planning Act, Building Code Act, 1992 ("BCA"), Development Charges Act, 1997 ("DCA") and Municipal Act, 2001, and others. – An Overview

Resolution No. CPL-2026-86
Moved by Councillor Hannah MacAusland
Seconded by Deputy Mayor Ron Anderson
That Council receive the staff report for purposes of information.

Carried

7.8. 2026-88
Pre-Servicing Agreement – Applewood Meadows Ph. IV
Draft Approved Plan of Subdivision (SUB2021-02)
Applicant: 8597685 Canada Inc.

Resolution No. CPL-2026-87
Moved by Councillor Hannah MacAusland
Seconded by Councillor Jeff Wheeldon

1. That Council accept the staff report darted June 15, 2026 pertaining to the Municipality entering into a Pre-Servicing Agreement with 8597685 Canada Inc. (Applewood Meadows Subdivision); and

2. That Council endorse authorize and accept the pre-servicing agreement and direct staff to provide a copy of the agreement for the Applicant's signature; and

3. That staff be authorized to make necessary design revisions as may arise in final review of drawings, as may be necessary through final Municipal Engineering review; and further,

4. And That Council enact the required by-law authorizing the Mayor and Clerk to sign the pre-servicing agreement on behalf of the Municipality coming into effect on the date of the signatures.

Carried

7.9. 2026-89
Application No. PLC02-2026 (30 and 32 Beacon Drive)
Hamilton Woods Phase 2 – Block 36, Plan 39M-959
Applicant: 1000717504 Ontario Ltd. Agent: J. Mitchell

Resolution No. CPL-2026-88
Moved by Councillor Bobbi Wright
Seconded by Deputy Mayor Ron Anderson

1. That Council enacts the By-law as shown in the By-laws section of this agenda to exempt from Part Lot Control certain lands, specifically described as Block 36, Plan 39M-959, as submitted by 1000717504 Ontario Ltd.; and,

2. That Council instruct the Municipal Solicitor to register the Part-lot Control By-law as enacted, together with any revisions legally necessary for accuracy and registration, and to prepare a transfer easement from the Owner to the Municipality regarding Parts 8, 9, 10, and 11, 12 and 13 (Block 36) as two (2) individual residential lots, as shown on Registered Plan 39R-14948 prior to registration of the Part Lot Control By-law including and any access or transfer easements from the Owner to the Municipality.

Carried

7.10. 2026-90
Application Nos. PLC03-2026, PLC04-2026 Hamilton Woods Phase 2 – Blocks 17 & 18, Plan 39M-929
Applicant: 1000717504 Ontario Ltd. and Gordon Tobey Developments Ltd. Agent: J. Mitchell

Resolution No. CPL-2026-89
Moved by Councillor Jeff Wheeldon
Seconded by Councillor Hannah MacAusland

1. That Council enacts a By-law as shown in the By-laws section of this agenda to exempt from Part Lot Control certain lands, specifically described as Block 18 and Block 17, Plan 39M-929, as submitted by 1000717504 Ontario Ltd. and Gordon Tobey Developments Ltd.; and,

2. That Council instruct the Municipal Solicitor to register the Part-lot Control By-law as enacted, together with any revisions legally necessary for accuracy and registration, as shown on Parts 1 and 2 on Registered Plan 39R14697, known as 2 and 4 Cardinal Court), Parts 9, 10 and 11 on Registered Plan 39R14669, known as 8 Cardinal Court, and Parts 12,13, and 14 known as 10 Cardinal Court. The four (4) individual lots are to shown prior to registration of the Part Lot Control By-law including and include any access or transfer easements from the Owner to the Municipality.

Carried

7.11. 2026-93

Part Lot Control Exemption Application No. PLC01-2026
Applewood Meadows – Block 19, Plan 39M-961
Applicant: 8597685 Canada Inc.

Resolution No. CPL-2026-90
Moved by Councillor Hannah MacAusland
Seconded by Deputy Mayor Ron Anderson

1. That Council enacts a By-law the By-law as shown in the By-laws section of this agenda to exempt from Part Lot Control certain lands, specifically described as Block 19, Plan 39M-961, as submitted by 8597685 Canada Inc.;

2. That Council instruct the Municipal Solicitor to register the Part-lot Control By-law as enacted, together with any revisions legally necessary for accuracy and registration, and to prepare a transfer easement from the Owner to the Municipality regarding Parts 2, 3, 4, 5, 7, 9, 11, 13, 15 and 16 (drainage and access easements) and Parts 1, 6, 8, 10, 12 and 14 as individual residential lots, as shown on Reference Plan 39R-15156 prior to registration of the Part Lot Control By-law.

Carried

7.12. 2026-94

Development Charge Reduction Program (DCRP) – Application Direction

Resolution No. CPL-2026-91
Moved by Councillor Jeff Wheeldon
Seconded by Councillor Hannah MacAusland
That Council receive this report on the Development Charge Reduction Program (DCRP) for information; and

That Council direct staff to submit an application to the Development Charge Reduction Program prior to the June 19, 2026 deadline, comprising of the Watermain Twinning (Phase 1) Project and Water Booster Station projects, on the basis of a 30% residential development charge rate reduction maintained for three years, at an estimated municipal contribution of $270,000 representing the required 10% share of eligible project costs to be funded from future municipal budgets.

Carried

8. Items For Information Purposes

8.1. 2026-75

Official Plan and Zoning By-law 5 Year Review Process

Resolution No. CPL-2026-92
Moved by Councillor Anne Butwell
Seconded by Councillor Jeff Wheeldon

1. ThatCouncil receive this Report, Official Plan and Zoning By-law Review Project Work Plan, for information purposes; and

2. That staff be directed to circulate this report to Council's Advisory Committees, for information purposes.

Carried

9. Unfinished Business

No items for consideration.

10. By-laws

10.1. 047-2026
Part Lot Control (2 & 4 Cardinal Court - Block 18)

Resolution No. CPL-2026-93
Moved by Councillor Anne Butwell
Seconded by Councillor Jeff Wheeldon
That Council gives a bylaw its first, second and third reading and finally passes on this date:
Being a By-law under the provisions of Section 50(5) of the Planning Act, R.S.O., 1990, Chapter P.13, as amended, designating certain lands situated in the Municipality of Brighton, specifically described as Block 18, Plan 39M-929, exempt from Part Lot Control.

Carried

10.2. 050-2026
Part Lot Control Exemption Application No. PLC01-2026
Applewood Meadows – Block 19, Plan 39M-961
Applicant: 8597685 Canda Inc.

Resolution No. CPL-2026-94
Moved by Councillor Bobbi Wright
Seconded by Deputy Mayor Ron Anderson
That Council gives a bylaw its first, second and third reading and finally passes on this date:
Being a By-law under the provisions of Section 50(5) of the Planning Act, R.S.O., 1990, Chapter P.13, as amended, designating certain lands situated in the Municipality of Brighton, specifically described as Block 19, Plan 39M-961, exempt from Part Lot Control.

Carried

10.3. 053-2026
Land Lease Agreement Donalea Farms

Resolution No. CPL-2026-95
Moved by Councillor Hannah MacAusland
Seconded by Councillor Jeff Wheeldon
That Council gives a bylaw its first, second and third reading and finally passes on this date:
Being a By-Law to authorize the Mayor and Clerk to execute an Agreement between the Corporation of the Municipality of Brighton and Donalea Farms Inc. c/o Kelly R Sharpe (Leasee) regarding the use of municipally owned lands for purposes of normal farming practices on the property located in Lots 31 and 32, Concession B, described as Parts 1, 3 and 5 on Reference Plan 39R12408, in the Municipality of Brighton, in the County of Northumberland

Carried

10.4. 051-2026
Pre-Servicing Agreement (Applewood Meadows Phase IV)

Resolution No. CPL-2026-96
Moved by Councillor Jeff Wheeldon
Seconded by Councillor Hannah MacAusland
That Council gives a bylaw its first, second and third reading and finally passes on this date:
Being a By-Law to authorize the Mayor and the Clerk to execute an agreement between the Corporation of the Municipality of Brighton and 8597685 CANADA INC., regarding a Pre-Servicing Agreement for Phase IV of the Applewood Meadows Subdivision.

Carried

10.5. 049-2026
Part Lot Control Exemption Bylaw - Block 18

Resolution No. CPL-2026-97
Moved by Councillor Anne Butwell
Seconded by Councillor Jeff Wheeldon
That Council gives a bylaw its first, second and third reading and finally passes on this date:Being a By-law under the provisions of Section 50(5) of the Planning Act,
R.S.O., 1990, Chapter P.13, as amended, designating certain lands situated in the Municipality of Brighton, specifically described as Block 18, Plan 39M-929, exempt from Part Lot Control.

Carried

10.6. 054-2026
Amendment 21 Adoption to the Official Plan of the Corporation of the Municipality of Brighton

Resolution No. CPL-2026-98
Moved by Councillor Bobbi Wright
Seconded by Deputy Mayor Ron Anderson
That Council gives a bylaw its first, second and third reading and finally passes on this date:
Being a By-law to adopt an Amendment to the Official Plan of the Corporation of the Municipality of Brighton.

Carried

10.7. 052-2026
Part Lot Control Exemption Bylaw - Block 36, 30 and 32 Beacon Drive

Resolution No. CPL-2026-99
Moved by Councillor Hannah MacAusland
Seconded by Deputy Mayor Ron Anderson
That Council gives a bylaw its first, second and third reading and finally passes on this date:
Being a By-law under the provisions of Section 50(5) of the Planning Act, R.S.O., 1990, Chapter P.13, as amended, designating certain lands situated in the Municipality of Brighton, specifically described as Block 36, Plan 39M-959, exempt from Part Lot Control.

Carried

10.8. 048-2026
Part Lot Control Exemption Bylaw, Block 17, Cardinal Court

Resolution No. CPL-2026-100
Moved by Councillor Hannah MacAusland
Seconded by Councillor Jeff Wheeldon
That Council gives a bylaw its first, second and third reading and finally passes on this date:
Being a By-law under the provisions of Section 50(5) of the Planning Act, R.S.O., 1990, Chapter P.13, as amended, designating certain lands situated in the Municipality of Brighton, specifically described as Parts 9,10,11 of Registered Plan 39R14669, and Parts 12,13, and 14 of Registered Plan 39R14669, Block 17, Plan 39M-929, not subject to Part Lot Control

Carried

11. Question Period
There were no questions received.

12. In Camera Session

No items for consideration.

13. Confirmatory By-law

13.1. Confirm the proceedings of the meeting.

Resolution No. CPL-2026-101
Moved by Councillor Hannah MacAusland
Seconded by Deputy Mayor Ron Anderson
That Council gives a by-law its first, second and third reading and finally passed on this date; being a by-law to confirm the proceeds of the Corporation of the Municipality of Brighton Planning meeting held on June 15, 2026.

Carried

14. Adjournment

14.1. Adjournment of the meeting

Resolution No. CPL-2026-102
Moved by Councillor Jeff Wheeldon
Seconded by Councillor Hannah MacAusland
That the June 15, 2026 Council Planning meeting adjourn at 7:58 p.m.

Carried

Brian Ostrander, Mayor

Candice Doiron, Clerk

Community Partners

Municipality of Brighton

1966–2026 Celebrating 60 years
NHS
NORTHUMBERLAND HUMANE SOCIETY

Thank You For The Opportunity To Be Here Today!

We’re here to share what’s happening at the Northumberland Humane Society — and where we’re going as a community resource.



What Happens
Inside These Walls





“Animal Welfare Workers Are Frontline Caregivers.”

More Then a Shelter

1,200+
animals supported annually

619
animals adopted into loving homes

214
lost animals reunited with their families

300
animals assisted through our Pet Food Bank

80
animals supported through Compassion Care

150+
dedicated volunteers

Serving a community of more than 89,000 residents.



How We Support Our Community

NHS provides essential programs and services that strengthen the bond between people and their pets – that supports our entire community.

Animal Sheltering & Adoption
Providing medical care, rehabilitation and new beginnings.

Pet Food Bank
Helping families keep beloved pets instead of surrendering.

Compassion Care Program
Temporary care for pets during emergencies and personal crisis.

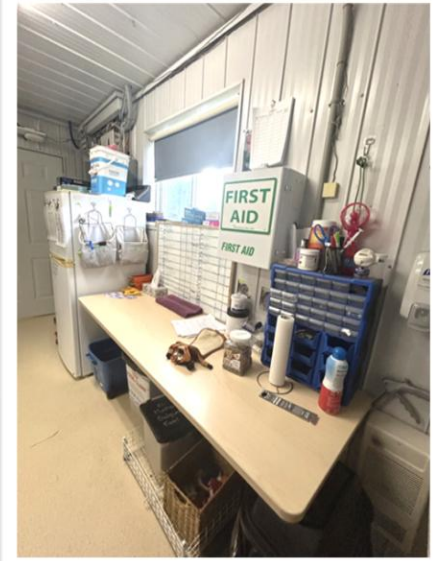
Humane Education
Supporting schools, youth, and community organizations.

Pet Aid Program
Financial assistance for spay and neuter surgeries.

Volunteer Programs
More than 150 volunteers strengthening our community every day.

The Challenge Before Us







We've Outgrown This Facility





Built 25 years ago
as a municipal pound,
this building was never designed for the volume of animals or the level of compass care we provide today.

"Some kennels are so small a large dog can't turn around comfortably."

Because of these limitations, **we cannot provide** the standard or volume of care our community expects – and our animals deserve.






Animal Welfare is
Community Welfare

Every Second Chance Begins With Compassion



Angel was abandoned on the side of a road.
BLIND.

She arrived, frightened, confused, and, alone.
In a strange place where no one knew her story.

She was someone's pet,
She was house trained,
She'd had many litters, and
She had a name.

She had been badly neglected and was in urgent need of care.

For sixty years, the Northumberland Humane Society has been providing compassionate care. Every day. For every animal. One second chance at a time.

BUILT ON SECOND CHANCES

Where Animals Find Their Way Home

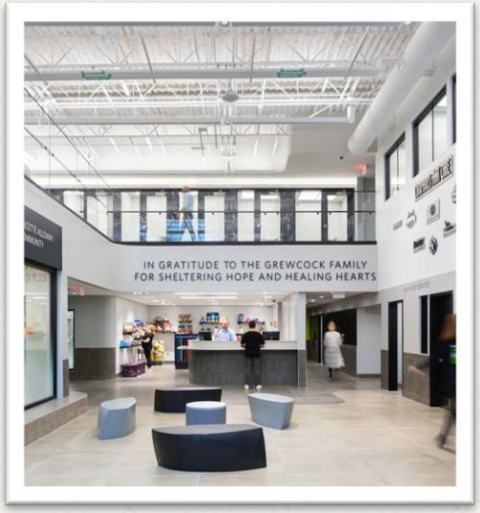


THIS IS NOT SIMPLY A CAMPAIGN TO EXPAND A BUILDING.

It is a campaign to create a humane environment where animals can heal, where caregivers, volunteers, and animals can thrive, and where our community's values are reflected in the way we care for the most vulnerable among us.


A Vision Built on
Second Chances

The Vision
A Journey to a More Humane Future





WELCOMING
A place where our community can access support with dignity.

HUMANE
Thoughtfully designed spaces that reduce stress and improve outcomes for animals.

INSPIRING
A modern environment that supports staff, volunteers, foster families and adopters.

SUSTAINABLE
Built to serve animals, families, and communities across Northumberland County for decades to come.

Building Capacity, Expanding Services. Creating Second Chances

TODAY

A facility built in 2003 that no longer meets the needs of a modern humane society

2026-2027

Planning, community engagement, and construction of a new purpose-built shelter.

2027

Opening of a modern accessible and compassionate centre of humane animal care

FUTURE

Expanded services, community programming, and veterinary care that support both animals and the people who love them.

The Campaign in Three Phases

One Vision. Three Phases. Decades of Impact.

PHASE 1

A New Humane Society

- 6,200 sq. ft. expansion
- Accessible & welcoming
- Designed around animal wellbeing
- Modern animal care spaces

PHASE 2

Transforming the Existing Building

- Dog enrichment and training areas
- Volunteer and staff wellness space
- Community education opportunities
- Enhanced support services

PHASE 3

Low-Cost Veterinary Services

- Spay and neuter clinic
- Preventative care programs
- Expanded access to veterinary support
- Improved animal health outcomes

Building a space for a humane future.

A Community Care Centre

This Facility Will Support :

Frontline Caregivers
Supporting staff & Volunteers who respond to animals in crisis

Animal Health & Wellbeing
Spaces designed to reduce stress, illness, and suffering





Vulnerable Residents
Helping families keep and care for their pets

Community Wellness
Strengthening the human-animal bond that improves quality of life

Every Community Deserves This

A place where animals receive compassionate care.

A place where families find support.

A place where compassion has room to grow.

A place built on second chances.



Angel received her second chance and found her way home.

Thank You!

For 60 years, the Northumberland Humane Society has evolved to meet the changing needs of animals and the people who care for them.

Today, we have an opportunity to create a modern, accessible, and compassionate centre of care that will serve our community for decades to come.

Thank you for your leadership, your partnership, and the opportunity to share our vision with you today.

Animal Welfare is Community Welfare.

THE PPM 161 PUBLIC CONSULTATION



Supporting Medically Fragile Children in Our Community

safeatschoolontario.ca

Presented By Amy McQuaid

ABOUT SAFE AT SCHOOL ONTARIO



We are a grassroots, parent-led initiative dedicated to improving safety and support for children living with uncontrolled epilepsy in Ontario schools.

Inspired by children like our son Charlie, who lives with uncontrolled epilepsy, and never forgetting Landyn Ferris', we advocate for safer, more consistent protections for students living with epilepsy.
Together, we can help ensure every child is safe, supported, and able to learn without unnecessary risk.

SAFE AT SCHOOL ONTARIO

WHY THIS CONSULTATION MATTERS

- School safety is a community issue
- Students living with epilepsy face unique risks
- Public feedback can help strengthen protections

SAFE AT SCHOOL ONTARIO

BEHIND EVERY POLICY IS A CHILD

- Approximately 1 in 100 Canadians lives with epilepsy
- Some students experience frequent and unpredictable seizures
- School staff play a critical role in recognizing and responding to seizures
- Appropriate planning and support can improve safety and inclusion
- Students with complex medical needs attend school every day
- Their safety depends on planning, communication, and support
- PPM 161 helps guide those protections

WHAT IS PPM 161?

- Ontario's policy framework for supporting students with medical conditions
- Includes epilepsy, diabetes, asthma, and anaphylaxis
- Guides planning, communication, training, and emergency response in schools
- Currently under provincial review

Public consultation is open until July 12, 2026

SAFE AT SCHOOL ONTARIO

A POSITIVE STEP FORWARD

Safe at School Ontario participated in the consultation process prior to the public consultation.

We are encouraged to see several priorities we advocated for reflected in the proposed updates.

These changes also reflect input from families, educators, healthcare professionals, and advocacy organizations across Ontario.

WHAT IS SUDEP?

SUDEP stands for:
Sudden Unexpected Death in Epilepsy

- One of the most serious risks associated with epilepsy
- Not all people living with epilepsy face the same level of risk
- Risk factors are important when developing student Plans of Care

The proposed PPM 161 updates recognize SUDEP risk factors within Plans of Care.

SAFE AT SCHOOL ONTARIO

SAFE AT SCHOOL ONTARIO

THERE IS STILL WORK AHEAD

- We support the changes already proposed
- We are encouraged by the progress reflected in the draft policy
- One remaining priority is clearer guidance regarding direct line-of-sight support for students with high-risk and unpredictable seizures when clinically appropriate
- Public feedback can still help shape the final policy

SAFE AT SCHOOL ONTARIO

WHY WE CREATED THE ACTION GUIDE

The public consultation can feel overwhelming.
To help families, educators, healthcare professionals, and community members participate, Safe at School Ontario created a free Action Guide and Toolkit.
It includes:

- An overview of the proposed changes
- Epilepsy-specific considerations
- Consultation resources
- Information on how to submit feedback

Because every voice matters

SAFE AT SCHOOL ONTARIO

GET INVOLVED

- Download our Action Guide
- Review the consultation
- Submit feedback before **July 12, 2026**
- Help strengthen protections for medically fragile students

visit: safeatschoolontario.ca

https://www.regulatoryregistry.gov.on.ca/proposal/54195

THANK YOU FOR YOUR TIME AND CONSIDERATION.

QUESTIONS?

www.safeatschoolontario.ca

Municipality of Brighton

Staff Report

Meeting Date:	22 Jun 2026
To:	Mayor and Council
Prepared By:	Bill Linnen, Director of Municipal Infrastructure, Operations and Recreation
Reviewed By:	Elana Arthurs, CAO
Department:	Public Works and Infrastructure
Staff Report Number:	PW2026-99
Subject/Title:	Drinking Water Quality Management System Operational Plan Update

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Recommendation(s):

1. That Council receive the staff report regarding the updates to the Drinking Water Management System Operational Plan; and
2. That Council endorse the cumulative changes to the Drinking Water Management System Operational Plan.

Background/Purpose:

The Ministry of the Environment, Conservation and Parks require the owner of a municipal drinking water system to document an operational plan that is based on the requirements of the Drinking Water Quality Management Standard (DWQMS). The Operational Plan is a living document and is updated as required. The last update to the Operational Plan took place in 2019.

Analysis/Comments:

The recent changes to the Operational Plan are minor in nature, updating position title changes, standard operating procedure references and supplier lists.

The Operational Plan is subject to a third-party audit process that includes the related and referenced documents in the plan.

Legal/Legislative:
The endorsement of the Operational Plan and subsequent changes are a requirement of the Owner of the drinking water system under the DWQMS.

Financial Implications:
None

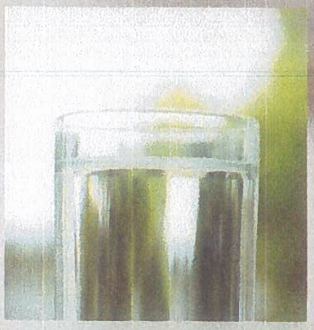
Strategic Plan Alignment:
• Public Safety
• Infrastructure

Attachments:
Attachment 1 - Drinking Water Quality Management System - Operational Plan Update

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MUNICIPALITY OF BRIGHTON

QUALITY MANAGEMENT SYSTEM - OPERATIONAL PLAN





May 21, 2025 - Revision 17.0

Table 1 Record of Revision

REVISION NUMBER	REVISED PAGES	DATE OF REVISION	REVISED BY
1.0	ALL	April 2009	
2.0	SLD-05A	February 12, 2010	K. Martin
3.0	R.A. Tables	June 7, 2010	K. Martin
4.0	Annual Update	April 27, 2011	K. Martin
5.0	Element 6 (per CAR 02-2011)	October 20, 2011	K. Martin
6.0	SLD-05B	February 2013	C. Chisholm
7.0	ALL	February 2013	C. Chisholm
8.0	Risk Assessment Table	July 2014	C. Chisholm
9.0	ALL	February 11, 2016	AF
10.0	Organization Structure Figure 9.1 pg16	May 11, 2017	R. Sparham
11.0	Updated Owner Name	February 4, 2019	P. Skopelianos
	Section 7,14, 15, 19 20		
	Delete Figure 1 Document pyramid		
	Section 13 added Essential Supplier List		
	6.2.1 – description of Ownership of Presqu'ile Park		
	Updated Section 4 QMS Rep.		
	Update job title Figure 9.1		
	Added System description to Section 6		
	Added loss of supply emergency 18.1		
12	18.0 ERP section removed and placed in SLD-18	January 15, 2020	P Skopelianos
	19.0 added SLD-21 Reference		
13	6.2 – Updated Distribution description Owner update Section 3	January 20, 2021	P. Skopelianos

14	Update document to include Top Management Change to Manager of Environmental Services	November 18, 2021	P. Skopelianos
15	1.1.3 Remove reference to SOP 3.0 Update Top Management Name 4.0 added service agreement 9.0 Updated Top Management role 12.2 Remove fax reference	November 14, 2023	P Skopelianos
16	4.0 update CAO 15 Remove reference to Environmental Services Manager 12.2 Update supplier access to QA policy 20.0 – updated to include Owner in Management Review Process	June 6, 2024	P Skopelianos
16.1	Add Appendix A – Schedule C – Director Direction Subject System Description Form	November 29, 2024	M Alexander (Interim Approval)
17.0	Update Director of Municipal Infrastructure, Operations & Recreation name in document	May 21, 2025	P Skopelianos

Disclaimer Statement

This Operational Plan is designed for the exclusive use of the Municipality of Brighton. As stated in Section 17 of the Safe Drinking Water Act, 2002, "all operational plans for a drinking water system remain the property of the owner of the system, irrespective of who prepares or revises the plans. 2002, c. 32, s. 17 (1)." Therefore, this Operational Plan is property of the Municipality of Brighton.

This Operational Plan has been developed with the Municipality's operating practices in mind and utilizing the Municipality's personnel to implement it. Any use which a third party makes of this Operational Plan, or any part thereof, is the responsibility of such third parties. The Municipality of Brighton accepts no responsibility for damages, if any, suffered by any third party as a result of decisions made or actions taken based on this Operational Plan or any part thereof.

Any documents developed and owned by the Municipality, which are referred to in this Operational Plan, including but not limited to the System Level Documents, the Standard Operating Procedures, the Emergency Response Plan, the Risk Assessment Outcomes, and other policies, protocols and records, remain the property of the Municipality.

Table of Contents

1. **Introduction** 6
   1.1.1 Operational Plan 6
   1.1.2 System Level Documents 6
   1.1.3 Other Documentation 7
2. **Quality Management System Policy** 7
3. **Commitment and Endorsement** 8
4. **QMS Representative** 9
5. **Documents and Records Control** 10
6. **Drinking-Water System** 10
   6.1 Owner and Operating Authority 10
   6.2 System Description and Treatment Processes 10
   Well Field 11
   Treatment & Storage 11
   Distribution System 11
   6.2.1 Operational Subsystems 11
   6.3 Process Flow Chart 12
7. **Risk Assessment** 13
8. **Risk Assessment Outcomes** 13
9. **Organizational Structure, Roles, Responsibilities and Authorities** 14
10. **Competencies** 16
11. **Personnel Coverage** 16
12. **Communications** 17
   12.1 Internal Communication 17
   12.2 External Communication 17
13. **Essential Supplies and Services** 18
14. **Review and Provision of Infrastructure** 19
15. **Infrastructure Maintenance, Rehabilitation and Renewal** 19
16. **Sampling, Testing and Monitoring** 20
17. **Measurement and Recording Equipment Calibration and Maintenance** 20
   17.1 Procedure 20

17.1.1 Calibration and Maintenance Procedures 21
17.1.2 Equipment Maintained Externally 21
17.2 Records 21

18. Emergency Management 21
18.1 Procedure 21

19. Internal Audits 22

20. Management Review 22

21. Continual Improvement 23

Appendix A Subject System Description Form 24

Associated System Level Documents

SLD-05A	Control of Documents
SLD-05B	Control of Records
SLD-07	Risk Assessment and Risk Assessment Outcomes
SLD-09	Roles, Responsibilities and Authorities
SLD-10	Competencies
SLD-14	Infrastructure Management
SDL-18	Emergency Planning Procedure
SLD-18B	PLC & Power Failure Response
SLD-19	Internal Auditing
SLD-20	Management Review
SLD-21	Continual Improvement

1. Introduction

This Operational Plan defines and documents the Quality Management System (QMS) for the Municipality of Brighton's Drinking Water System, which is owned and operated by the Municipality of Brighton. It sets out the policies and procedures with respect to quality management in accordance with the requirements of the Province of Ontario's Drinking Water Quality Management Standard (DWQMS).

The objectives of the Municipality of Brighton's Quality Management System (QMS) are to:

- Establish policy and objectives with respect to the effective management and operation of the water system
- Understand and control the risks associated with activities and processes related to the water system
- Achieve continuous improvement of the QMS and the water system performance

This Operational Plan applies to all activities, processes, and practices related to the provision of drinking water by the Municipality of Brighton.

The numbering of this Operational Plan directly corresponds to the numbering of the elements of the DWQMS.

1.1.1 Operational Plan

The Operational Plan presents an overview of the QMS and makes reference to all applicable System Level Documents (SLDs), Standard Operating Procedures (SOPs), reference documents, records, etc, as they relate to the 21 elements of the DWQMS. This document contains:

- Statements about the Municipality's commitment to quality
- The Quality Policy
- Information about responsibilities for quality related processes
- References to other quality documents not contained in the Operational Plan
- High-level information about key areas of the quality system and the overall operation of the Municipality's water system

1.1.2 System Level Documents

System Level Documents (SLDs) detail the roles and responsibilities for each element. They specify what is required, who is responsible, when is the procedure applicable, what documentation is needed, etc. SLDs may also refer to other procedures that contain more specific information.

1.1.3 Other Documentation

This documentation level includes all the records and documentation required to demonstrate compliance of the QMS and to track performance. These records document the results of activities carried out following SLDs. Records include work orders, calibration records, water quality test results, etc.

Associated Documentation:

N/A

2. Quality Management System Policy

The Quality Management System Policy establishes the principles and commitments of the Municipality of Brighton with regards to their Quality Management System.

The QMS Policy is the foundation of the Quality Management System and it relates to all activities, processes, and practices involved in the provision of safe drinking water by the Municipality.

The Municipality of Brighton's Quality Policy

The Municipality of Brighton is committed to providing safe and reliable drinking water that is compliant with the Safe Drinking Water Act and applicable regulations and legislation. We will promote an effective Quality Management System to ensure quality and consistency in all operations associated with the Drinking Water System. We will continuously review, maintain and improve our Quality Management System.

Associated Documentation:

N/A

3. Commitment and Endorsement

The Municipality of Brighton is committed to establishing and maintaining an effective Quality Management System (QMS) for the municipal Drinking Water System. The QMS Operational Plan has been developed and implemented in accordance with the requirements of the Drinking Water Quality Management Standard (DWQMS).

The Operational Plan for the QMS has been reviewed and approved for the Municipality of Brighton by Top Management. Top Management and the Municipality of Brighton are committed to endorsing the contents of the Operational Plan and to its continual improvement. Awareness and understanding of the QMS will be communicated to relevant parties according to the procedures outlined in Section 12 of the Operational Plan, Communications.

Steps will be taken to ensure that the QMS complies with all applicable legislation and regulations and that all resources required for the maintenance and continual improvement of the system are identified and provided.

Top Management of the Municipality of Brighton has approved the QMS for the drinking water system as documented in this Operational Plan and further commits to ensuring that the QMS is regularly assessed to confirm its continued applicability and relevance.

Owner Representative
Elana Arthurs CAO

May 21, 2025
Date

Top Management
Bill Linnen
Director of Municipal Infrastructure, Operations & Recreation

May 21, 2025
Date

4. QMS Representative

The QMS Representative is generally responsible for the upkeep of the QMS. The description below outlines the QMS Representative's roles and responsibilities as they relate to the management of the QMS and related documentation.

The responsibilities of the QMS Representative include ensuring that the procedures outlined in the Operational Plan are established and maintained. The QMS Representative will also ensure that current versions of documents related to the QMS are in use. The procedures outlined in Section 5 of the Operational Plan, Document and Records Control, will be used to ensure that all personnel have access to the most current versions of QMS documentation.

The QMS Representative is also responsible for ensuring that personnel are aware of all applicable legislative and regulatory requirements that apply to their responsibilities for the operation of the water supply system.

It is the responsibility of the QMS Representative to promote awareness of the QMS to all Municipality of Brighton personnel. The awareness of the QMS will be promoted to personnel through internal training sessions, internal audits, and management review meetings with Top Management. The performance of the QMS and any continuous improvement activities will be discussed with members of Top Management.

The QMS Representative Role is under a Service Agreement with a third party.

A detailed description of the roles and responsibilities of the QMS Representative is also included in Section 9, Organizational Structures, Roles, Responsibilities and Authorities.

Associated Documentation:

QMS Representative Brighton Service Agreement

5. Documents and Records Control

This Section outlines the procedures followed to ensure that documents and records pertaining to the provision of safe drinking water are maintained and controlled.

Documents are the procedures, forms and templates required for the effective implementation of the QMS. Any modifications to documents shall be recorded as described in the procedure.
Staff shall ensure that only the current versions of documents are being used at all times.

Records are snapshots of the activities that take place, such as operational records for flushing, maintenance and repairs. Records cannot be modified.

Procedures for documents and records control have been established to describe the methods and activities for ensuring that documents and records are properly managed. These are included in System Level Documents *SLD-05A-Control of Documents* and *SLD-05B-Control of Records.*
Documents and records shall be stored, protected, retained and disposed of in accordance with these SLDs.

Associated Documentation:

SLD-05A-Control of Documents

SLD-05B-Control of Records List of Documents

6. Drinking-Water System

This Section presents an overview of the main components of Municipality of Brighton's water treatment and distribution systems.

6.1 Owner and Operating Authority

The Brighton drinking water system is owned and operated by the Corporation of the Municipality of Brighton. Under the DWQMS, the Owner of the system is defined as the Chief Administrative Officer.

6.2 System Description and Treatment Processes

The Brighton Community water supply system is a Large Municipal Residential System. It consists of three (3) Groundwater wells (non-GUDI), a primary disinfection system, storage and secondary disinfection. The system is fully SCADA operable, with manual operations as a back up. Standby power consists of an auto- start generator for complete plant operations

Well Field

The field consist of three production wells, each permitted to deliver 24.9 L/s into the treatment/storage facility. Provisions have been made to install a fourth well, should future demands make such necessary.

Each production well has three adjacent monitoring wells. These wells trend aquifer well levels so as to provide an early indication of the risk of the wells becoming GUDI.

Treatment & Storage

The treatment and storage facility consist of a 390m^2 building with a 5600m^3 storage facility. Water flows from the wells, flows though a rate flow control valve and is initially diverted to waste through a waste header, then after a pre-set time to the inlet header. Wasting is provided as on pump start up as apparent turbidity may be present in the form of fine graded sand particles.

Primary disinfection is accomplished by dosing with chlorine into the inlet header immediately downstream of the pump connections. Water from the inlet header is then directed towards either of the two (2) reservoirs. The reservoirs can be operated in series, or individually depending on operational need.

Secondary disinfection is generally provided by dosing enough chlorine through Primary Disinfection process, however the facility has the ability to operate a secondary disinfection system by dosing into the distribution system header.

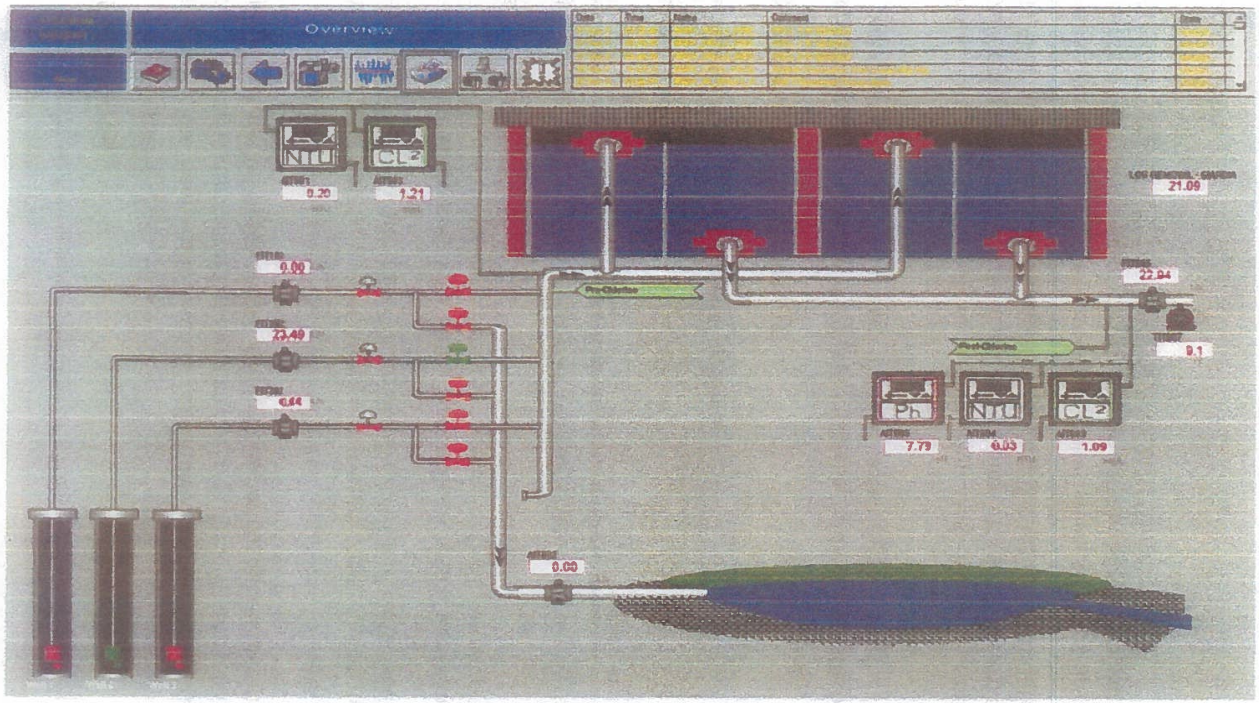
Distribution System

The distribution system provides drinking water to approximately 6,000 residents through a network of approximately 55 km of piping, of which 2,500 are residential dwellings and 200 commercial accounts. Additionally, the distribution system includes two (2) pressure boosting stations. Both stations include duty and standby centrifugal pumps. There are five (5) in-line Pressure Reducing Valves (PRV) installed in chambers throughout the Water Distribution System.

6.2.1 Operational Subsystems

The Municipality of Brighton supplies Water to Presqu'ile Provincial Park. The Provincial Parks of Ontario are agency owned and governed by the Province of Ontario. An inline Pressure Reducing Valve is installed in a chamber inside Presqu'ile Park property at 820 Presqu'ile Parkway.

6.3 Process Flow Chart



7. Risk Assessment

A risk assessment process has been established to collectively identify, assess, rank and prioritize potential drinking water related hazards and related risks. Where possible, the process also identifies ways to mitigate and/or eliminate potential risks within the drinking-water system.

The Risk Assessment applies to the entire drinking water system within the Municipality of Brighton. The focus of the assessment is on risks to water quality and water quantity (capacity).

The Risk Assessment will be conducted once every 36 months. The Risk Assessment shall also be verified at least once per calendar year to ensure currency of the information and assumptions used in the assessment.

The methodologies and approach taken to conduct the risk assessment are described in detail in the procedure *SLD-07-Risk Assessment and Risk Assessment Outcomes.*

Associated Documentation:

SLD-07-Risk Assessment and Risk Assessment Outcomes

8. Risk Assessment Outcomes

This Section describes the approach taken by the Municipality to document the outcomes of the risk assessment activities undertaken as part the risk assessment procedures identified in Section 7.

The outcomes of the risk assessments shall be documented in the *Risk Assessment Table* and the *Critical Control Points Table*. These risk assessment tables include all hazards and hazardous events, their assessed values, and existing control measures to mitigate them.

The outcomes are documented in the risk assessment tables every time the Risk Assessment is conducted or verified. The risk assessment tables shall be maintained in accordance with the guidelines identified in Section 5, Document and Records Control.

Associated Documentation:

Risk Assessment Table

Critical Control Points Table

SLD-07-Risk Assessment and Risk Assessment Outcomes

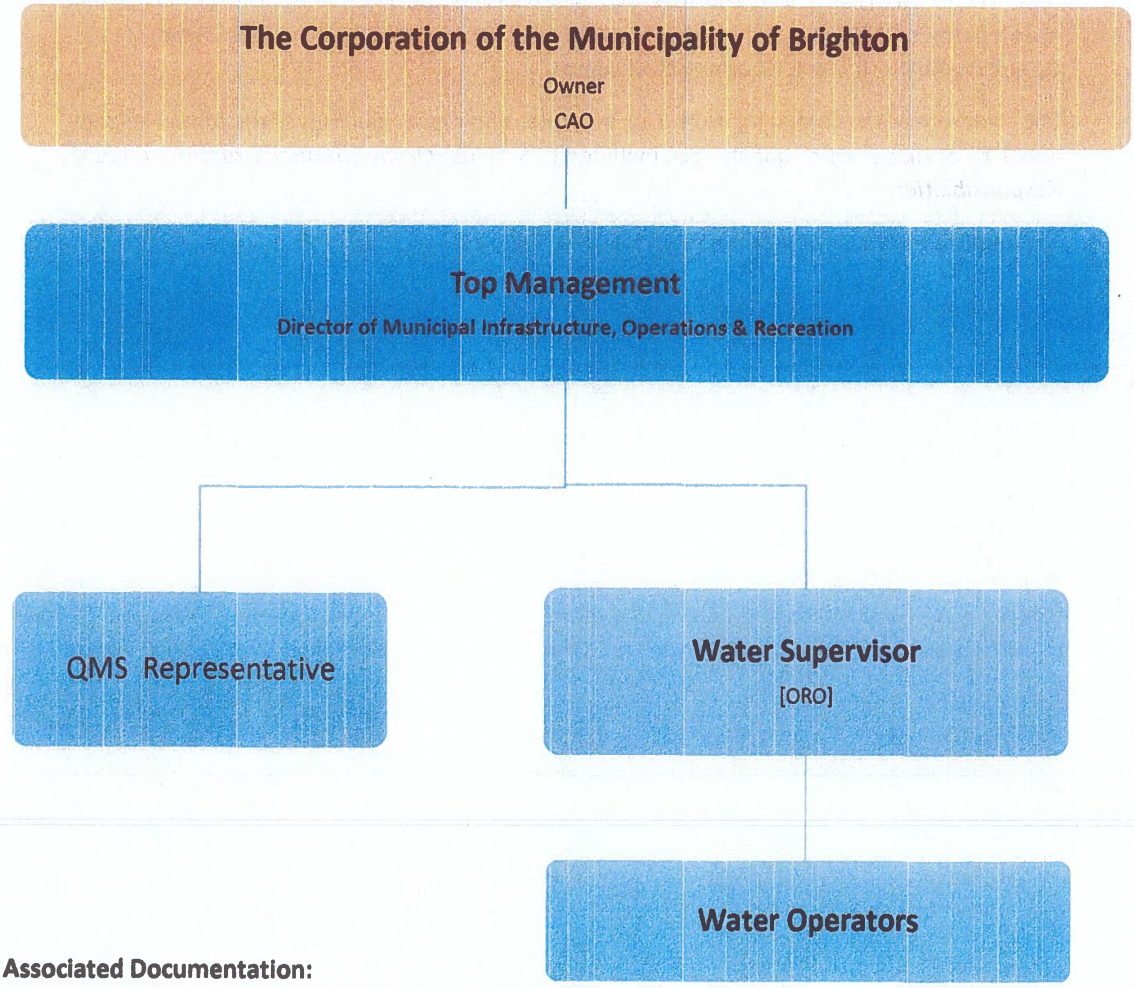
9. Organizational Structure, Roles, Responsibilities and Authorities

This section outlines the organizational structure of the Operating Authority, as well as the roles, responsibilities, and authorities that relate to the operation and performance of the Municipality's QMS. This Section and all associated procedures apply to The Owner, The Operating Authority, and all contracted agents.

The structure of the Operating Authority and roles and responsibilities of personnel, as they relate to drinking water quality, are included in *SLD–09–Organizational Structure, Roles & Responsibilities*.

The organizational structure is shown below in Figure 9-1.

Table 2 organizational Structure



Associated Documentation:

Job Descriptions

SLD–09–Organizational Structure, Roles & Responsibilities

QMS Service Contract

10. Competencies

This Section and associated documentation identify how the Municipality of Brighton ensures that personnel remain competent.

It applies to the performance and management of all personnel whose roles and responsibilities affect the provision of safe drinking water for the Municipality.

Competencies and skill levels required for all personnel directly affecting drinking water are described in *SLD-10-Competencies*.

Associated Documentation:

SLD-10-Competencies

11. Personnel Coverage

This Section relates to procedures followed to ensure that competent individuals are available to fulfill the responsibilities needed for the ongoing operation of the drinking water system, and the maintenance of the Municipality's QMS.

The Municipality of Brighton will ensure that competent personnel are available at all times to fulfill duties required to ensure the quality/quantity of safe drinking water in the Municipality. This includes ensuring that positions requiring back-up personnel have an appropriate number of qualified and competent replacements, and ensuring employees have access to all tools and resources needed to perform their roles.

The water treatment plant is monitored by a SCADA system. The SCADA system consists of alarms, which are programmed to alert an answering service. The answering service calls the on- call operator. The on-call schedule is developed annually by the Supervisor. There are three operators that are in rotation for the on-call schedule. The on-call operator is the designated Operator-In-Charge (OIC) and will respond to and investigate all alarms in a timely manner. In an emergency the OIC will contact the ORO. The ORO is available by cell phone at all times. If the Water Supervisor who is normally the ORO is absent, or unable to act, then they will designate an ORO according to the requirements described in the O&M Manual.

Associated Documentation:

O&M Manual – Designated Alternate for Overall Responsible Operator

12. Communications

This Section identifies the process to communicate information related to the Municipality's QMS. This Section applies to all internal and external communication related to the Municipality of Brighton's drinking water QMS.

The QMS Representative will be responsible for ensuring that QMS related information is communicated to the appropriate internal and external parties.

12.1 Internal Communication

The QMS Operational Plan will be made available to all Municipality of Brighton personnel involved in the provision of safe drinking water including new, part-time and temporary employees. The Operational Plan will be stored on the Public Works server as a PDF document. Access to the Operational Plan will be provided by the QMS Representative upon request.

For new hires, awareness QMS training will be provided. Existing employees will be notified of changes to the QMS. Internal training sessions will also be organized to identify and review this documentation and ensure that personnel understand the content. Attendance will be documented through sign-in sheets.

Communication between the staff (i.e. operators) and Top Management will be managed by the QMS Representative. Communication between Top Management and the Owner will occur as part of regular DWQMS Meetings.

Information documented as a result of Management Review Meetings will be forwarded to the Owner in the form of a formal report that includes details such as updates on progress and actions taken.

12.2 External Communication

The QMS policy will be made available to the public and all supply and service providers via the Municipality of Brighton's website, or by other means upon request.

Additional special communication procedures are detailed in other Operational Plan Sections if applicable.

Associated Documentation:

N/A

13. Essential Supplies and Services

This Section and associated procedures apply to all supplies and services considered essential to the supply of safe drinking water for the Municipality of Brighton.

The Municipality of Brighton maintains a *List of Essential Supplies and Services, within the O & M Manual (FR109), which* describes and/or references methods for:

- Procuring essential supplies and services
- Establishing and communicating quality expectations
- Ensuring quality expectations are met accordingly

For all supplies and services listed, municipal staff shall attempt, where possible, to multi-source and have an established, pre-approved supplier on call in cases of emergency.

The following are considered to be" *Essential Suppliers and Services"* within the context of the DWQMS and are included on the Municipal List;

- Well Maintenance
- Accredited Laboratory
- Analyzer Maintenance
- Chlorine Supplier
- SCADA Provider
- Generator Maintenance
- Telephone Answering Service

More detailed information is included in the *O&M Manual.*

Associated Documentation:

O&M Manual

14. Review and Provision of Infrastructure

This Section relates to the processes to review the adequacy of the existing and planned infrastructure needed to ensure the ongoing supply of safe drinking water.

The review of the adequacy of existing infrastructure to supply safe drinking water for the Municipality of Brighton's drinking water system is conducted following the procedures outlined in *SLD–14–Infrastructure Management*. The results and corresponding recommendations of this review are communicated to Top Management and the Owner through the Management Review process (See Section 20, Management Review).

Associated Documentation:

Infrastructure Plan

SLD-14 Infrastructure Management

15. Infrastructure Maintenance, Rehabilitation and Renewal

This Section identifies the maintenance, rehabilitation, and renewal programs that the Municipality of Brighton has in place for its drinking water system infrastructure.

The Municipality of Brighton's infrastructure management program outlines scheduled activities to ensure all essential water system infrastructure is maintained in good working order. *SLD-14- Infrastructure Management* details the processes and activities conducted to ensure the adequacy of the infrastructure, including all maintenance, rehabilitation, and renewal/replacement programs in place.

Long Term Forecasts are maintained by the Director of Municipal Infrastructure, Operations & Recreation.

Associated Documentation:

SLD-14-Infrastructure Management

Operations and Maintenance Manual – Chapter 3 Process Equipment/Infrastructure Inspection/Maintenance

16. Sampling, Testing and Monitoring

This Section refers to the sampling, testing and monitoring program for drinking water quality currently in place for the Municipality of Brighton. This Section and associated procedures apply to all sampling and testing, conducted either internally or by a third-party agent.

The Municipality of Brighton is responsible for establishing and maintaining a regular sampling, testing and monitoring program that, at a minimum, meets regulatory requirements. The procedures followed for sampling and monitoring activities carried out by the Municipality are detailed in the Sampling and Analysis section (Chapter 5) of the *Operations and Maintenance Manual*, *Annex R*, and *Annex J*.

The sampling, testing, and monitoring results, along with abnormal conditions, are communicated to the Owner through the Management Review process (See Section 20, Management Review).

Associated Documentation

Operations and Maintenance Manual – Chapter 5 Sampling and Analysis, Annex R, and Annex J

17. Measurement and Recording Equipment Calibration and Maintenance

This section describes the calibration program for all water sampling, monitoring and/or testing equipment and devices. These procedures apply to all devices, tools or equipment used within Municipality of Brighton's Public Works department used to take water quality samples and conduct water quality testing.

The Municipality of Brighton uses several instruments, tools, devices and/or equipment for their sampling and testing activities. The frequency of calibration for each piece of equipment is outlined in the Calibrations section (Chapter 2, Section 2.4) of the *Operations and Maintenance Manual.* Measurement and recording equipment calibration and maintenance activities shall be performed by appropriately trained and qualified personnel or by a third-party calibration service provider.

17.1 Procedure

The ORO shall maintain a list of sampling, testing, and monitoring devices, and associated calibration schedules.

The ORO or designate, shall coordinate the implementation of the calibration and maintenance program with input from Operators, as appropriate.

17.1.1 Calibration and Maintenance Procedures

The calibration and maintenance procedures are performed in accordance with manufacturer's recommendations and procedures outlined in Annex Q of the *Operations and Maintenance Manual*. The ORO shall coordinate the selection and documentation of appropriate calibration methods and standards for each device.

Any device which does not meet its specified performance requirements during calibration shall be removed from service (if practical) until repaired or replaced. The failure shall be reported to the ORO as soon as possible so immediate measures can be taken to repair the issue. All actions taken during the process should be recorded in the Log Book.

17.1.2 Equipment Maintained Externally

For external services such as laboratory services, leak detection services, and pressure relief valve maintenance services, the service provider shall be responsible for maintenance and calibration of the required test equipment.

17.2 Records

All calibration records shall be maintained as per *SLD-05B Control of Records*.

Associated Documentation:

Operations and Maintenance Manual – Chapter 2, Section 2.4 Calibrations

Operations and Maintenance Manual – Annex Q

SLD-05B Control of Records

18. Emergency Management

This Section describes the procedure used by the Municipality of Brighton's Drinking Water System to identify emergency situations and prepare response plans to deal with these situations.

18.1 Procedure

An outcome of the risk assessment process (see Sections 7 and 8) is the identification of potential emergencies that could impact the Municipality's ability to supply safe drinking water. The *Operations and Maintenance Manual* includes the appropriate procedures for preparedness, response and recovery in case of emergency, as part of the *Contingency Plan*.

A list of *Emergency Contacts* has been developed for Municipality of Brighton to ensure that the appropriate individuals will be contacted in the event of an emergency and that the necessary actions are taken to respond to the situation. This list is kept in the *Operations and Maintenance Manual* under the *Contingency Plan Section* and is reviewed on a yearly basis to ensure that it remains current.

Potential emergencies and planning activities for the Municipality are described in SLD-18 – Emergency Response Planning & Testing

Associated Documentation:

SLD-18- Emergency Response Planning & Testing.

SLD-18B – PLC and/or Power Failure Response

Municipality of Brighton's Emergency Response Plan

Operations and Maintenance Manual: Contingency Plan - Vital Resource Directory (Emergency Contact List)

Municipality of Brighton Water Emergency Communication Protocol

19. Internal Audits

This Section outlines the approach for conducting internal audits of the Municipality of Brighton's QMS to ensure proper implementation and continual conformance to the requirements of the DWQMS.

At a minimum, the entire QMS will be audited once every calendar year. The procedure followed by the Municipality to conduct an Internal Audit is explained in *SLD-19-Internal Auditing.*

Associated Documentation:

SLD-19-Internal Auditing.

SLD-21- Continual Improvement

20. Management Review

This Section outlines the process by which the Municipality of Brighton periodically reviews the performance of its QMS. This Section and associated procedures apply to all Management Review meetings conducted by the Municipality of Brighton and any documentation associated with these meetings.

At a minimum, one Management Review Meeting will be conducted every calendar year to provide Top Management with the information required to review and evaluate the continued suitability, adequacy, and effectiveness of its QMS.

The QMS Representative is responsible for scheduling and coordinating the effort to bring the management team together for Management Review and ensure all the documentation and records required for this meeting are available.

At a minimum, the Owner , QMS Representative, a Top Management Rep, and the Water Supervisor will attend all scheduled management review meetings.

The procedure followed to conduct the Management Review is detailed in *SLD–20–Management Review.*

Associated Documentation:

SLD–20–Management Review.

21. Continual Improvement

This Section outlines the processes by which the Municipality of Brighton identifies, develops, and implements improvements to its QMS. The entire QMS is subject to the approaches and procedures identified in this Section of the Operational Plan.

The procedure for Continual Improvement is defined in *SLD-21-Continual Improvement*. It identifies the approach taken to define and implement corrective and prevention actions that are required as a result of the Internal Auditing and Management Review processes (See Sections 19 and 20) or that are identified as opportunities for improvement.

Associated Documentation:

SLD-21-Continual Improvement

Continual Improvement Spreadsheet

Corrective Action Request

Appendix A Subject System Description Form

Ontario — Ministry of the Environment, Conservation and Parks

Schedule C – Director's Directions for Operational Plans (Subject System Description Form)
Municipal Residential Drinking Water System

Fields marked with an asterisk (*) are mandatory.

Owner of Municipal Residential Drinking Water System *
Municipality of Brighton

Subject Systems

Name of Drinking Water System (DWS) *	Licence Number *	Name of Operating Subsystems (if applicable)	Name of Operating Authority *	DWS Number(s) *
1. Brighton Spring DWS	135-101		Municipality of Brighton	220000807

Contact Information for Questions Regarding the Operational Plan

Primary Contact

Last Name *	First Name *	Middle Initial
Arthurs	Elaga	

Title *	Telephone Number *	Email Address *
Chief Administrative Officer	705-475-1163 ext.	earthurs@brighton.ca

Secondary Contact

Last Name	First Name	Middle Initial
Alexander	Marx	

Title	Telephone Number	Email Address
Water Supervisor	601-403-3383 ext.	malexander@brighton.ca

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Municipality of Brighton

Staff Report

Meeting Date:	22 Jun 2026
To:	Mayor and Council
Prepared By:	Candice Doiron, Municipal Clerk
Reviewed By:	Elana Arthurs, CAO
Department:	Clerks
Staff Report Number:	2026-72
Subject/Title:	Appointment to the Brighton Landfill Liaison Committee

---

Recommendation(s):
That Council appoint Mr. Byron McBride as the Member of the Public residing within the Municipality of Brighton to the Brighton Landfill Liaison Committee for the remainder of the current term.

Background/Purpose:
The purpose of this report is to provide Council with an update regarding the vacancy on the Brighton Landfill Liaison Committee (BBLC) and to seek direction with respect to the appointment of a community representative.

Staff were advised of the recent passing of Mr. Peter McCann, who served as both Chair of the Brighton Landfill Liaison Committee and as the Municipality of Brighton's appointed Community Member.

Following this, correspondence was received from County staff outlining a potential approach whereby Mr. Byron McBride, currently serving as the County's Member-at-Large on the Committee and a resident of the Municipality of Brighton, could be appointed as Brighton's Community Member. The County would then undertake recruitment to fill the resulting Member-at-Large vacancy.

Analysis/Comments:

The proposed candidate, Mr. Byron McBride, is already an active member of the Committee and brings existing knowledge and experience to the role. The proposed appointment represents a transition in capacity rather than the introduction of a new external member.

The County has indicated it is prepared to undertake a broader recruitment process to fill the resulting Member-at-Large vacancy, which may attract a wider pool of candidates from across the County.

Appointing Mr. McBride as the Brighton Community Member would ensure continued local representation and maintain operational continuity on the Committee. This appointment would be for the remainder of the current term of Council.

Legal/Legislative:
Ontario Municipal Act, R.S.O. 2001, as amended.

Financial Implications:
There is no direct financial impact associated with this appointment.

Strategic Plan Alignment:
• None Applicable

Approved by:
Elana Arthurs, CAO

Status:
Denied - 01 Jun 2026

Municipality of Brighton

Staff Report

Meeting Date:	22 Jun 2026
To:	Mayor and Council
Prepared By:	Candice Doiron, Municipal Clerk
Reviewed By:	Elana Arthurs, CAO
Department:	Clerks
Staff Report Number:	2026-70
Subject/Title:	Town Hall Meeting Policy

Recommendation(s):
That Council receive Staff Report CLK2026-70 regarding Town Hall Meeting Policy; and

That Council approve the Council Community Engagement Forums Policy as attached.

Background/Purpose:
The purpose of this report is to present a proposed Town Hall Meeting Policy for Council's consideration, in response to Council's direction to establish an informal, non-statutory public engagement process for rural residents.

At its meeting May 19, 2026, Council adopted a resolution directing staff to initiate Rural Town Hall meetings as an informal engagement process to be implemented in the next term of Council.

Council further directed that these meetings:

- Serve as informational and educational sessions for residents regarding municipal services, processes, and responsibilities;
- Provide opportunities for listening and information-sharing rather than decision-making;
- Be held in more than one rural location; and

- Ensure matters raised are documented and referred through appropriate municipal processes for follow-up.

Staff were also directed to report back with a proposed policy, schedule, format, and locations.

Analysis/Comments:
The proposed policy establishes a clear and consistent framework for the delivery of Council-led community engagement meetings, while maintaining sufficient flexibility to respond to operational needs and community interest.

While Council initially directed staff to develop a Rural Town Hall Meeting Policy, staff recommend that the policy be broadened in scope and titled “Council Community Engagement Forum Policy.” This revised terminology better reflects Council’s intent to foster open dialogue and engagement with residents across the entire municipality, rather than limiting such opportunities to rural areas exclusively.

The recommended name change supports principles of equity and inclusivity by ensuring that all residents—regardless of geographic location—are equally recognized and encouraged to participate. It also more accurately describes the purpose of these meetings as forums for two-way communication between Council and the community, encompassing information sharing, discussion, and public input on municipal matters.

These meetings are intended to enhance communication between the Municipality and residents by:

- Providing accessible information about municipal programs, services, and responsibilities;
- Creating opportunities for residents to ask questions and share feedback in an informal setting; and
- Supporting transparency by ensuring that issues raised are documented and addressed through established municipal processes.

Consistent with Council direction, the policy confirms that Council Community Engagement Forums are not statutory meetings under the Municipal Act, 2001 and do not serve as a forum for formal decision-making.

Council Community Engagement Forums may be held at various locations throughout the municipality to support broader community access and participation. While this approach enhances geographic inclusivity, staff note that not all locations may be equipped with the necessary technology to support meeting needs, such as audio-visual capabilities. In all cases, selected venues must meet established accessibility standards to ensure an inclusive and barrier-free environment for all participants.

Staff will bring forward a proposed schedule and recommended locations for Council's consideration as part of implementation planning.

Implementation will occur in the next term of Council and will be subject to staff capacity and completion of current priority workloads.

The proposed Council Community Engagement Forum Policy provides a structured yet flexible framework for engaging residents in an informal and accessible manner.

Approval of the policy will enable staff to proceed with planning and implementation in the next term of Council, consistent with Council's direction.

Legal/Legislative:
Municipal Act, 2001

Financial Implications:
There are no immediate financial impacts associated with the adoption of the policy.

Costs related to meeting logistics (e.g., facility rentals, minor equipment, and communications) will be identified as part of future implementation planning and brought forward for Council consideration, if required.

Additional Strategic Plan Information:
The proposed Council Community Engagement Forums support Council's commitment to:

- Enhancing community engagement and public participation;
- Promoting transparency and open communication; and
- Strengthening relationships with rural residents.

Attachments:
Draft Policy - Council Community Engagement Forum

Approved by:
Elana Arthurs, CAO

Status:
Pending

Council Community Engagement Forums Policy

1. Policy Statement

The Council of the Corporation of the Municipality of Brighton has identified community consultation and participation as key priorities. Council Community Engagement Forums have been implemented to allow an open dialogue between residents and Council for a free exchange of ideas and information in an informal atmosphere.

2. Purpose

Council Community Engagement Forums are based on a Question and Answer format with all members of the public welcome to pose questions and provide comments to Council. All participants (Members of Council, Staff, and the public) are expected to adhere to the Forum Guidelines set out below in Section 5.

3. Forums

a) Council Community Engagement Forums may be held on dates designated by Council and may take place throughout the municipality.

b) Council Community Engagement Forums may be held at various locations throughout the municipality to support broader community access and participation. While some venues may not be equipped with the full range of audio-visual or technological supports, all locations selected for Council Community Engagement Forums shall meet established accessibility standards to ensure an inclusive and barrier-free environment for participants.

   Municipal facilities will be prioritized where feasible, as they are more likely to meet accessibility and operational requirements; however, flexibility will be maintained to permit the use of appropriate off-site locations where it supports increased community engagement.

c) Forums are to take place between 6:00 p.m. to 8:00 p.m. or as designated by the Chair.

d) Forums are to be chaired by the Mayor or designate.

e) Forums will be broken down into two sections. The first section will be comprised of current subjects on which Council would like to get public

feedback. The second section will be comprised of subject matters the public would like to speak about.

f) For the forum, members of the public need not register in advance but can attend the forum in person and raise their hand to be recognized by the Chair.

4. Forum Format

a) Chair opens forum with introductory remarks

b) Introduction of Council Members in attendance

c) Review of Council Community Engagement Forum Guidelines

d) Open floor to questions, comments, concerns, feedback, and proposals from the public

e) Closing remarks by Chair

5. Council Community Engagement Forum Guidelines

a) Every Member of Council, Staff, and the public shall conduct themselves with decorum and professionalism.

b) Members of Council and the public shall foster a climate of mutual respect.

c) In order to promote respect, Members of Council and of the public shall listen to each other's ideas without judgement, seek to understand the unique challenges to each other's viewpoints, provide constructive feedback when necessary, and encourage a collaborative relationship based on trust, kindness, and respect for individual perspectives.

d) Council Community Engagement Forums are not a statutory requirement of Council. They are offered as an added opportunity for consultation and to dialogue with the community grounded in the principles of transparency, responsiveness, participation, and collaboration.

e) A breach of decorum, as determined by the Chair, may result in the microphones being turned off and/or the participant being asked to leave the forum.

f) All questions and comments are to be directed through the Chair and then to each Member of Council for comment as appropriate.

g) The Chair will designate who has the floor. Participants are asked not to interrupt or distract a speaker.

h) Speakers are limited to three (3) minutes.

i) Members of the public are limited to speaking once per topic.

j) While members of the public may speak on the subject of the forum, Council cannot discuss items that reflect an identifiable individual, solicitor-client communications, or any other item dealt with under the Closed Meeting exceptions as per the *Municipal Act, 2001*.

k) Members of Council may discuss issues at a Council Community Engagement Forum but cannot make decisions, cannot materially advance municipal business and cannot make motions. A Council Community Engagement Forum is a forum where members of the public have an opportunity to raise issues with Members of Council. If there is a specific issue that Council wishes to deal with, a Member of Council may introduce it at a Regular Meeting of Council pursuant to the Procedure By-law.

l) Members of Council will make every effort to respond to all questions and comments. Where a Council Member does not have all the relevant information at hand, the Chair may request a response from Staff, information may be provided to the member of the public after the forum.

m) The Chief Administrative Officer, or designate, shall attend all Council Community Engagement Forums and may direct Staff to also attend, based on the subject of the forum.

n) The Chair is responsible for ensuring all participants comply with the Council Community Engagement Forum Guidelines.

Municipality of Brighton

Staff Report

Meeting Date:	22 Jun 2026
To:	Mayor and Council
Prepared By:	Candice Doiron, Municipal Clerk
Reviewed By:	Elana Arthurs, CAO
Department:	Clerks
Staff Report Number:	2026-96
Subject/Title:	Amendments to 2026 Council Meeting Schedule

Recommendation(s):
That Council approve the proposed amendments to the 2026 Council Meeting Schedule as follows:

1. That the Council/Planning meeting currently scheduled for August 24, 2026 be rescheduled to August 20, 2026; and
2. That the Council meeting scheduled for September 8, 2026 and the Council/Planning meeting scheduled for September 14, 2026 be consolidated into one meeting to be held on September 8, 2026.

Background/Purpose:
The purpose of this report is to seek Council approval for amendments to the August and September 2026 meeting schedule to address timing considerations related to the Municipal Election and to improve overall efficiency.

The Municipal Election nomination period closes in August 2026, after which the “lame duck” provisions under the Municipal Act, 2001 may come into effect, depending on the number of members of Council who are not returning.

The current Council/Planning meeting scheduled for August 24, 2026 falls after the close of nominations and the potential commencement of these provisions.

Additionally, it is proposed to consolidate the September Council and Planning meetings, as the Director of Planning and Development will be out of the country during that period, which would impact the ability to bring forward planning-related matters.

Analysis/Comments:

August Meeting Adjustment

Rescheduling the August 24 meeting to August 20 ensures that the meeting occurs prior to the close of nominations and any applicable “lame duck” restrictions. This approach supports continued governance flexibility and avoids potential limitations on Council’s authority.

September Meeting Consolidation

It is proposed to consolidate the September 8 Council meeting and the September 14 Council/Planning meeting into a single meeting on September 8. This adjustment is intended to align meeting frequency with anticipated business needs, given the temporary absence of the Director of Planning and Development.

Should additional business arise, staff retain the ability to recommend a special meeting if required.

The proposed amendments to the August and September meeting schedule will ensure Council continues to operate effectively within legislative parameters and aligns meeting frequency with operational needs.

Legal/Legislative:

Ontario Municipal Act, R.S.O. 2001 as amended.
Brighton Procedural By-law 051-2024

Financial Implications:

There are no significant financial impacts associated with these scheduling adjustments.

Approved by:
Elana Arthurs, CAO

Status:
Pending

Municipality of Brighton

Staff Report

Meeting Date:	22 Jun 2026
To:	Mayor and Council
Prepared By:	Elana Arthurs, CAO
Reviewed By:	,
Department:	CAO
Staff Report Number:	CAO2026-76
Subject/Title:	OPG Wesleyville Project

Recommendation(s):

1. That Council direct staff to continue to monitor how the requirements of a rigorous and transparent assessment of need and alternatives are addressed as the process advances; and

2. That Council direct staff to continue to encourage strong engagement and promote awareness of participation opportunities for Brighton residents; and

3. That Council direct staff to:
   - Continue to assert Brighton's role as an affected municipality
   - Advocate for a regional approach to impact assessment and mitigation; and
   - Support Northumberland County and collaborate with neighboring municipalities to address shared interests.

Background/Purpose:

In January 2025, the Province asked OPG to explore potential for new large nuclear generation at the Wesleyville site. On February 12, 2026, Stephen Lecce, Minister of Energy and Mines, announced that OPG and the Municipality of Port Hope have entered into a Memorandum of Understanding including plans for them to work together on matters including planning, community engagement, sustainable development and economic growth, as the potential project moves through the federal impact assessment.

At the Council meeting held on May 19, 2026, Blue Dot Northumberland provided a delegation to Council outlining the concerns related to the proposed large-scale nuclear generating station at Wesleyville and Council adopted the following motion.

Resolution No. COU-2026-190
Moved by Councillor Hannah MacAusland
Seconded by Councillor Jeff Wheeldon
That Council receive delegation from Ralph Torrie, Blue Dot Northumberland, regarding the proposed new nuclear plant at Wesleyville, and refer to staff for a report.

Analysis/Comments:
The presentation to Council focused on four (4) principal areas of concern:

1. Economic and Community Impacts
Blue Dot emphasized the potential for a large-scale construction project to create a "boom-and-bust" economic cycle. Concerns were raised about:

- A rapid influx of construction workers placing pressure on local housing markets and increasing rents and home prices;
- Labour shortages affecting existing local businesses and services; and
- Long-term economic instability following the construction phase, including potential overbuilt infrastructure and reduced demand once construction ends.

2. Infrastructure and Regional Capacity
The group highlighted that infrastructure demands - such as roads, water and wastewater systems, healthcare, schools, and emergency services - could be significantly strained. They noted that these pressures would extend beyond Port Hope and affect communities across Northumberland County, including Brighton.

3. Health, Safety, and Environmental Risks
The presentation raised concerns regarding:

- The management of radioactive waste and long-term storage requirements;
- The potential for accidents, however unlikely, and associated environmental and community risks; and
- Broader public health considerations, including the perceived need for a precautionary approach and transparent risk assessment.

4. Need for the Project and Consideration of Alternatives
A central theme of the presentation was that the project is advancing without sufficient analysis of:

- Whether the project is necessary; and
- Whether alternative energy solutions could meet the same objectives with lower risk and cost.

Based on these concerns, Blue Dot Northumberland offered three (3) recommendations which staff have reviewed and provided responses based on research and information

gathered during a meeting between Brighton Mayor Ostrander and CAO Arthurs and representatives from OPG.

Recommendation 1
That the Impact Assessment Agency of Canada direct OPG to come back with a properly scoped project description that provides a detailed analysis of the need and the alternatives to the project as required by Section 22(1)(d) and (f) of the Impact Assessment Act (IAA).

The consideration of project need and alternatives is a core requirement of the federal Impact Assessment (IA) process.

- The IA framework requires examination of the project's purpose, justification, and alternative approaches.
- The Impact Assessment Agency is responsible for determining the scope of these requirements through the Tailored Impact Statement Guidelines.
- Public and stakeholder input - including submissions from Blue Dot - is incorporated into that process

OPG has responded to the federal Summary of Issues and is currently advancing baseline studies that will inform future analysis. Staff recommend continuing to monitor how the requirements of a rigorous and transparent assessment of need and alternatives are addressed as the process advances.

Recommendation 2
That more time be provided for public comment so that adequate public education can be provided on the missing components of financial cost, risks to health, safety, accidents, security and sustainability of the nuclear option under Section (1)(a)of the IAA to allow for adequate public education and understanding of project risks and implications.

Meaningful public engagement and informed participation are important aspects of a project such as this.

- The IA process includes multiple engagement opportunities across several phases.
- Federal agencies determine formal timelines for comment periods.
- OPG has supplemented this process through ongoing engagement activities, including community events, surveys, and accessible information resources.

Staff support clear communication, transparency, and adequate opportunities for public input. While timelines are established federally, staff recommend continuing to encourage strong engagement and promote awareness of participation opportunities for Brighton residents.

Recommendation 3
That Brighton supports the nomination of the host community from Port Hope to Northumberland County because impacts will be suffered throughout the County. More

of Brighton's tax dollars will go into County revenues to cover the expansion of infrastructure the mega project will require.

Staff recognize that the proposed project has the potential to create regional impacts, including housing pressures, labour force changes and infrastructure and service demands.

These issues are reflected in the IA process which requires assessment of impacts across local and regional study areas.

OPG has also identified that regional impacts may extend to communities such as Brighton and has initiated socio-economic studies accordingly.
While formal designation of a host community is outside the Municipality's authority, staff recommend that we:

- Continue to assert Brighton's role as an affected municipality
- Advocate for a regional approach to impact assessment and mitigation; and
- Support Northumberland County and collaborate with neighboring municipalities to address shared interests.

Legal/Legislative:
The proposed New Nuclear Project at the Wesleyville site is subject to a comprehensive federal regulatory framework, primarily governed by the Impact Assessment Act, which requires evaluation of environmental, health, social, and economic effects, including project need and alternatives, with opportunities for public and municipal input. The project is also regulated under the Nuclear Safety and Control Act, with oversight from the Canadian Nuclear Safety Commission, which is responsible for licensing all phases of nuclear development and ensuring safety, security, and environmental protection. Additional federal legislation, may apply, along with relevant provincial statutes related to environmental protection and infrastructure. Together, these legislative requirements establish a rigorous, multi-stage review and approval process for the project.

Financial Implications:
There is no financial impact related to this report.

Strategic Plan Alignment:
• Economic Development
• Transit and Transportation
• Public Safety
• Housing and Supply
• Infrastructure
• Environment and Sustainability

Approved by:
Candice Doiron, Municipal Clerk

Status:
Approved - 17 Jun 2026

Report and Capital Projects Status

Directed By:

- Council
- Mayor using S.M. Powers
- Agency
- Province or Legislation
- New Items/Updates

	Department	Date Requested	Resolution/Direction	Estimated Report Date
	Public Works	Monday, October 16, 2023	Transportion Master Plan	Complete – Final Draft Addressing Comments. Recommended policies to be developed in 2026
	All Departments (Clerks)	Monday, July 24, 2023	Municipal Policies Review	On-going
	Parks & Recreation	Monday, November 18, 2024	Tennis Club and Pickleball Club Agreements for 2025	2025 season is proceeding while negotiations are ongoing – Summer 2026
	Planning and Development/Public Works	Monday, November 24, 2025	Parking By-Law Update	~~February 2026~~ Public Consultation complete - May 2026. Draft By-Law to Council July 2026
	CAO/Finance	Monday, December 1, 2025	Grants in Aid Options	Complete. Policy to be brought back in June 2026
	Clerks	Monday, December 15, 2025	Downtown Banner Policy/Report	Complete

Report and Capital Projects Status

	Planning	Monday, May 11, 2026	Lease for Farming on Land Banking Property	Complete
	CAO	Tuesday, May 19, 2026	Blue Dot Northumberland (Council)	June 2026
	Clerks	Tuesday, May 19, 2026	Town Hall Meetings Policy (Council)	July 2026
	Economics/ Communications	Tuesday, May 19, 2026	Nanci Anderson Correspondence, Community Bulletin Board Smithfield (Council)	Complete
	Public Works	Monday, June 1, 2026	Costing for Lights at Ontario and Main Street Intersection	August 2026
	Clerks Department	Monday, June 1, 2026	Committee Policies and Procedures	August 2026

2025 Carry Forward Capital Projects

	Department	**Capital Project List**	**Status**
	General Government	Generator - 35 Alice	Project on hold until waterproofing and parking lot drainage is reviewed. Further review once proposed fire station scope is reviewed. Building out the project in 2026 to propose for Budget 2027/2028

Municipality of Brighton

Report and Capital Projects Status

	General Government	Finance Counter and Reception Renovations - 35 Allice	Final design and timing. TBD-in process of recalibration of project and new drawings to better capture the finance department needs
	General Government	Website Refresh	Working through themes and initial pages with consultant and staff team. Looking to include new branding which may delay project from completion until 2026
	General Government	Documents and Records Management Software	RFP Closed - reviewing submissions
	Fire	Design Fire Hall (carry over from 2023)	Conceptual drawings have been received. Waiting for feedback from Northumberland County
	Fire	Hose and Nozzle replacement	In progress
	Fire	Station #1 and #2 gear storage, racking health and safety improvements	In progress
	Fire	Fire Training Centre RFP and Engineering	Ongoing
	Fire	New Fire Station, Prepare RFP	Have engaged engineering for conceptual drawings. Next steps include project kickoff and direction to issue an RFP/RFQ. Continue to develop project scope. Goal to have complete for 2nd quarter of 2025.
	Health and Safety	170 Main Emergency Exit Stairs	Carry forward from 2025. Quotes received.
	Public Works	Harbour Street - Cedar to Mills	Carry forward from 2025. Surface Asphalt and Landscaping in 2026.

	Public Works/Environmental Services	Prince Edward Street - Sidewalk, water and wastewater	Carry forward from 2025. Construction between Harbour Street and Stephen Street completed. Surface asphalt in 2026. Multi-year project
	Parks and Recreation	Multi-Purpose Recreation Facility Development Study and Business Plan (carry over)	Carry forward from 2025. Committee meetings ongoing.
	Parks and Recreation	IT - Cameras & Software	Carry forward
	Planning and Development	Secondary Plan (carry over)	Statutory Meeting April 2026. Council consideration of Adoption June 2026.
	Planning and Development	Public Engagement (carry over)	OPA No. 18 awairs County approval
	Planning and Development	EIS (carry over)	Component of Secondary Plan
	Planning and Development	Official Plan and Comprehensive Zoning By-Law review	Commenced 2026, with project completion in 2028
	Planning and Development	Sustainability Plan	Awarded. Anticipated completion date Q2 2026.
	Planning and Development	Land Bank Development Plan and Servicing Design, Business and Marketing Plan	Land Acquisition - ongoing Development Plan - 2027 and Business Plan - 2027
	Planning and Development	Permit, By-Law, Building and Planning Software (carry over)	TBD in consideration with the County
	Water	Booster Pumping Station	Carry forward from 2025. Environmental Assessment in in progress. Landowner is acceptable to municipal purchase but has not been formally approached.

Report and Capital Projects Status

	Department	Capital Project	Status
	Public Work / Water /Wastewater	Harbour Street – Walas Street to Forest Drive	Contract awarded April 7, 2026 to Dekeyser Excavating.
	Water / Finance	Remote water meter reading technology upgrades	Multi-Year Project.
	Administration – Finance Department	Finance System Upgrades	Payroll & HRIS System - Selected ADP to be the software provider. Implementation to begin May 2026 and with a planned go live date of September 2026. Electronic Invoice Approvals – selected a vendor to create a SharePoint PowerApp. Expected go live date of July 2026.
	Administration – IT	Server Lease Payments	
	Fire Department	New Fire Station – Design and Site Plan	
	Fire Department	Bunker Gear and PPE	
	Fire Department	Small Equipment Replacement	
	Fire Department	Station #1 and #2 Health & Safety Improvements	
	Fire Department	Communications Radio/Pager	
	Fire Department	Wildland Fire Equipment	Grant received $49,391.
	Fire Department	Thermal Imaging Camera Updates	
	Fire Department	SCBA Washer Fire Protection Grant	Grant received $34,921. Project estimated to cost $49,000. with installation.

Municipality of Brighton

Report and Capital Projects Status

	Health Services – Brighton Health Services Centre	New 30-year roof	
	Health Services – Brighton Health Services Centre	Mount Hope Cemetery Paving Improvements	
	Planning and Development	Building By-Law Review	Q2 2026
	Planning and Development	Building Fee Study	Q4 2026
	Planning and Development/Public Works	Master Servicing Plan (Water, Wastewater)	Q4 2026
	Planning and Development	MS Project Plan Software	
	Planning and Development	Streetscape Design for Elizabth, Main and Ontario Streets	Interim policies adopted by Council. Policies rolled into Secondary Plan.
	Planning and Development/Economic Dev., Public Works	Industrial Park Engineering	Q3 2026
	Parks and Recreation	King Edward Park Arena Improvements	
	Parks and Recreation	Rubber flooring Improvements at King Edward Park Arena	
	Parks and Recreation	Drainage Improvements at Codrington Community Centre	
	Parks and Recreation	Ball Diamond Groomer	
	Parks and Recreation	Park Lighting Improvements	

Municipality of Brighton

Report and Capital Projects Status

	Parks and Recreation	Playground Structure Improvement/Replacement	
	Parks and Recreation	Park Signage Improvements	
	Parks and Recreation	Soccer Nets	
	Parks and Recreation	Tennis Court Surface	
	Parks and Recreation	Splash Pad Planning	
	Parks and Recreation	Asphalt existing pathway, Cortland Way – Royal Gala Pathway	
	Parks and Recreation	Park Paving Improvements	
	Public Works - Construction	Geotechnical Investigation – Multiple Locations	Awarded April 8, 2026, to PRI Engineering
	Public Works - Construction	Martin Road (including intersection of Stewart Road) – Single Surface Treatment	
	Public Works - Construction	Tiling's Road - Single Surface Treatment	
	Public Works - Construction	Donaldson Road – Single Surface Treatment	
	Public Works - Construction	Cedar Dale Road – Double Surface Treatment	
	Public Works - Construction	Aranda Way – Double Surface Treatment	
	Public Works - Construction	Road Safety and Traffic Calming Measures	
	Public Works - Equipment	1-ton Crew Cab Long Box Trailer with Plow and Sander	

	Public Work - Equipment	30-ton Tri-Axel Trailer	
	Public Works - Equipment	Hybrid ½ ton "Patrol Truck" replacement	Ordered April/2026
	Public Works - Equipment	Kommunal Tool Carrier	Awarded April 7, 2026, to Colvoy Equipment.
	Public Works - Equipment	Tractor Loader Backhoe	
	Pulbic Works - Equipment	Trailer Boom Lift	
	Public Works - Equipment	Standing Zero Turn Mowers (x2)	Ordered April 2026.
	Public Works - Equipment	Hybrid SUVs (x2)	
	Public Works - Sharp Road Building	Concrete Flooring with Drainage	
	Public Works - Sharp Road Building	Second Electrical Panel	
	Public Works - Sidewalks	Loyalist Drive – Prince Edward Street to 8 Loyalist drive (NEW)	
	Public Works - Sidewalks	Presqu'ile Gate – Ontario Street to Mills Road (NEW)	
	Public Works - Streetlighting	Streetlights	

Report and Capital Projects Status

Report and Capital Projects Status

Lakelands Public Health Board of Health Meeting Summary

Date: Wednesday, May 20, 2026. | **Called to Order**: 4 p.m. EST| **Video:** Watch on YouTube

Board Welcomes New Member

The Board welcomed Frances Gerow, the new provincial appointee to Lakelands Public Health Board of Health. Frances, a registered nurse, recently retired from the Campbellford Memorial Hospital after 46 years and was an active on numerous committees contributing to improvements in healthcare delivery.

Medical Officer of Health Update

Dr. Thomas Piggott, Medical Officer of Health and Chief Executive Officer for Lakelands Public Health, provided an update that included:

- Emerging Infectious Disease: There has been an outbreak of infectious disease, Hantavirus and Eboli, noting no immediate local cases requiring a change in public behaviour, but reinforcing the importance of readiness and healthcare-professional communication.
- Strategic Plan: Phase two of the strategic plan is underway, with public surveys, partner interviews, focus groups, and Community Town Halls being used to gather feedback across the region. Port Hope and Haliburton Town Halls have already happened. Lindsay's is tonight and Peterborough is May 26.
- Organizational Recruitment Efforts: There has been a recruitment efforts to fill the positions of Director of Corporate Services and an Associate Medical Officer of Health.

Reports

8.1 The People Behind the Numbers

The Board of Health for Lakelands Public Health received a presentation from Meghan Bowman, Epidemiologist. Meghan presented on how local data can help guide health planning and evidence-based decision-making as we translate statistics into healther commuities. A demo was provided on how to use the Public Health Data Dashboards found on the website - LakelandsPH.ca/inspections-data-and-reports/public-health-data/

8.2 Food Insecurity and Food Afforadibility

Sarah Tsang, Health Equity Coordinator and Dietician, and Lauren Kennedy, Nutritionist Community Health from Lakelands Public Health presented on the regions food insecurities, and the affects it has on overall health. This presentation reinforced that household food insecurity is primarily an income issue requiring upstream policy solutions. Sarah and Lauren are collaborating with other health units developing a provincial report that will be used for informing policies.

Next Meeting

Wednesday, June 17, 2026, at 4 p.m. in Curve Lake First Nation, and will be in-person/hybrid.

Agenda and Meeting Package

To view the Board of Health Meeting Summary, Agenda and Package visit LakelandsPH.ca/BOH.

Board of Health Meeting Summary

Ashley Beaulac, Manager of Communications,
Lakelands Public Health, abeaulac@lakelandsph.ca
1-844-575-4567

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To request information in an alternate format email communications@lakelandsph.ca

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BOARD OF DIRECTORS

Board of Directors refers to the General Membership as set out in the Lower Trent Conservation Administrative By-Law No. 2023-01

REGULAR BOARD MEETING MINUTES
MEETING # 2026-04

DATE: May 14, 2026

TIME: 1:00 PM

LOCATION: Administration Office, 714 Murray Street, Trenton / Virtually

DIRECTORS PRESENT:

ON SITE		REMOTE SITE
Sherry Hamilton (Chair)	Jeff Wheeldon (Vice-Chair)	Bobbi Wright
Bob Mullin	Eric Sandford	
Mike Ainsworth	Jim Alyea	
Lynda Reid	Eugene (Gene) Brahaney	

ABSENT/REGRETS: Rick English

STAFF: Rhonda Bateman, Chitra Gowda, Scott Robertson, Massimo Narini, Mike Wilson

GUESTS: None

1. **Meeting called to order by the Chair**
   The meeting was called to order by Chair Hamilton at 1:00 p.m. The Chair expressed condolences and sends prayers to Board member Rick English and family for the loss of their family member.

2. **First Nations Acknowledgement**
   "This land is located on the traditional territories of the Anishnabek, Huron-Wendat, and Haudenosaunee (Iroquois) peoples. We acknowledge our shared responsibilities and obligations to preserve and protect the land, air and water. We are grateful to have the privilege to meet, explore, and connect here on these shared lands. In the spirit of friendship, peace and respect, we extend our thanks to all the generations that came before us and cared for these lands - for time immemorial."

3. **Disclosure of pecuniary interests**
   There were no pecuniary interests declared.

4. **Approval of the Agenda as amended**

RES: G52/26 Moved by: Mike Ainsworth Seconded by: Lynda Reid

THAT the agenda be approved as presented.

Carried

5. **Delegations**

There were no delegations received for this meeting.

6. **Public Input** (3 minutes per speaker)

There was no public input at this meeting.

7. **Adoption of the Minutes:**

RES: G53/26 Moved by: Eric Sandford Seconded by: Bob Mullin

THAT the Regular and Closed Session Meeting minutes of April 9, 2026 be adopted.

Carried

8. **Business arising from these minutes**

None.

CORRESPONDENCE

9. **Correspondence**

CAO/Secretary Treasurer Rhonda Bateman provided an update to items a) and b): past Source Protection Committee (SPC) Chair Jim Hunt has applied to MECP for the same position.

Rhonda Bateman also provided an update to item c): the Premier's office invited LTC to meet regarding road salt liability mitigation. Rhonda Bateman, Keith Taylor and Bill Thompson from Lake Simcoe Region CA met with an advisor to the Premier on May 13, 2026. LTC's continued encouragement to the MECP Minister and the Attorney General on this matter was supported. LTC did not receive a response from the Attorney General's office, who administers the Occupier's Liability Act, the relevant Ontario legislation.

Rhonda Bateman provided a detailed walk through of the item d): MECP direction effective May 1, 2026, which places guardrails on several governance and operational aspects including agreements, extensions, lands, and staffing. She sent three follow up questions to the Chief Conservation Executive's Office (CCEO): (1) can existing lease agreements for properties owned by LTC be extended up to 2 years – response from CCEO is yes; (2) for external agreements that are less than 2 years term, can contract staff be hired if their position was funded through the agreement – response from CCEO is yes; (3) are land donations allowed – response from CCEO is yes but to keep in touch with the CCEO for specifics. Director Mullin noted that land donations could come with conditions. Rhonda Bateman added that LTC would need to clear it through the OPCA. Director Alyea asked if legal expenses incurred, when accepting land donations, are allowed. Rhonda Bateman responded that LTC has a reserve for legal expenses, however OPCA would need to be consulted upon and informed of such costs. Director Ainsworth asked if the day to day budget will be alright, and Rhonda replied that LTC is good to follow the 2026 budget as approved. Chair Hamilton noted that there could be a non-disclosure agreement required for

Transition Committee members. Director Sandford indicated concern for the drinking water source protection program and wants to know about program continuity.

RES: G54/26 Moved by: Lynda Reid Seconded by: Gene Brahaney
THAT the correspondence as provided in the agenda package be received as information.
Carried

STAFF REPORTS

10. List of Monthly Payments Issued

Director Alyea asked about the issue with counterfeit cheques. Manager of Corporate Services and Water Resources Chitra Gowda explained that LTC's bank notified her of identifying counterfeit cheques with numbers duplicating issued cheques. Chitra Gowda added that more frequent checking of the banking activities is happening, and there has been no financial loss to LTC. The bank has advised LTC to switch to mainly electronic forms of payment, which is being phased in.

RES: G55/26 Moved by: Jim Alyea Seconded by: Mike Ainsworth
THAT the list of payments issued in the total amount of $296,484.83 for the month of April 2026 be received as information.
Carried

11. Watershed Management, Planning and Regulations Update

Director Alyea asked if LTC is monitoring a property along Barcovan Beach through the permit process. Development and Regulations Lead Scott Robertson responded that LTC is aware and is monitoring as it relates to the permit process.

RES: G56/26 Moved by: Jim Alyea Seconded by: Eric Sandford
THAT the Watershed Management, Planning and Regulations Update be received as information.
Carried

12. Monitoring Report

Massimo Narini, Watershed Services Specialist, provided a presentation on the 2025 Annual Watershed Monitoring Report. Chair Hamilton asked if it is known which species of benthics are absent in Colborne Creek because of a large difference in the overall diversity in 2025 compared to previous years and the causes. Massimo Narini responded that such a detailed analysis required more time and that it is one of the goals for the 2027 Watershed Report Card to complete additional analysis. Rhonda Bateman added that it would be helpful to obtain grant funding to support detailed analysis. Director Ainsworth asked if LTC explores the potential point sources of high E. coli concentrations within the surface water samples. Massimo Narini replied that this could be explored in the future with additional funding for lab analysis costs and that the locations that E. coli samples are collected remain the same each year for long-term reporting. Director Ainsworth asked if trout were affected by water temperatures. Massimo replied that while LTC monitors water temperature throughout the watershed, fish are not monitored directly.

RES: G57/26 Moved by: Jim Alyea Seconded by: Gene Brahaney
THAT the Lower Trent Conservation (LTC) 2025 Annual Monitoring Program report be received as information.

Carried

13. Bay of Quinte Remedial Action Plan Program

RES: G58/26 Moved by: Lynda Reid Seconded by: Bob Mullin
THAT the Bay of Quinte Remedial Action Plan Newsletter for April 2026 be received as information.

Carried

14. Provincial Offences Officer Appointment

Director Reid asked if the appointment would interfere with the position duties. Rhonda Bateman responded that the position requires the appointment as part of the assigned duties. Director Brahaney noted that in the past, Ontario Provincial Police would accompany LTC staff on certain site visits and asked if that was so currently. Rhonda Bateman responded that there have been no recent such joint visits and that it is site specific when required. Mike Wilson, Senior Hydrogeologist, was sworn in under oath as per the recommendation. Members congratulated him.

RES: G59/26 Moved by: Eric Sandford Seconded by: Jim Alyea
THAT Mike Wilson be appointed as a Provincial Offences Officer for the purpose of performing enforcement and offence related functions under Part VII of the *Conservation Authorities Act,* Section 28.5 and 29 Regulations and the *Trespass to Property Act* within the area of jurisdiction for Lower Trent Conservation, effective during his employment with Lower Trent Conservation.

15. Transition Committee

Director Ainsworth asked if there is a terms of reference for the Transition Committee. Rhonda Bateman responded that a terms of reference has not been provided. The consulting firm EY is developing a playbook to amalgamate CAs. Director Ainsworth asked if existing boards would review the playbook and the CAO said she was unsure. Chair Hamilton noted that there may be the requirement for Transition Committee members to sign a non disclosure agreement, and that she would share information accordingly, and requested Board members to assist with the review. She added that some discussions would need to be in closed sessions of the board. Director Brahaney asked about the role of the five deputy ministers appointed to the Ontario Provincial Conservation Agency and the CAO responded that they would be agency directors giving direction.

RES: G60/26 Moved by: Mike Ainsworth Seconded by: Lynda Reid
THAT Chair Sherry Hamilton and CAO Rhonda Bateman be appointed as the members on the Transition Committee.

16. CAO's Report

Chair Hamilton described her visit to the Children's Water Festival along with Rhonda Bateman and Director Reid. She expressed admiration for the work done to educate children. Director Sandford added that he went as well and that the event was well organized, and educated around 700 children. He noted that MP Chris Mallette was present and very enthused by the event, acknowledging the work of LTC staff and ENSS high school student volunteers. Director Alyea said that he had been to the event in the past and that it is very interesting. Chair Hamilton summarized that the Children's Water Festival is an incredibly important initiative, and that we need to continue to inspire young people.

Director Mullin noted the federal funding for summer staff. Rhonda Bateman acknowledged the significant increase in this funding for this year.

RES: G61/26 Moved by: Bob Mullin Seconded by: Jim Alyea
THAT the CAO's Report be received as information.

17. Closed Session

RES: G62/26 Moved by: Jeff Wheeldon Seconded by: Jim Alyea
THAT the Board go in to Closed Session under Section 239(2)(b) and (2)(c) of the Municipal Act, 2001 regarding Personal matters about an identifiable individual, including (municipal) employees; and a proposed or pending acquisition or disposition of land by the municipality or local board.

Carried

Time: 2:23 p.m.

RES: G63/26 Moved by: Eric Sandford Seconded by: Jim Alyea
THAT the Lower Trent Conservation Board of Directors return to the regular meeting session.

Carried

Time: 2:47 p.m.

RES: G64/26 Moved by: Eric Sandford Seconded by: Gene Brahaney
THAT Rhonda Bateman discuss the direction of the LTC Board with the Municipality of Brighton.

Carried

18. Members Inquiries/Other Business

None.

19. Adjournment

There being no further business, the meeting was adjourned.

RES: G65/26 Moved by: Mike Ainsworth Seconded by: Bob Mullin
THAT the meeting be adjourned.

Carried

Time: 2:48 P.M.

Sherry Hamilton, Chair

Rhonda Bateman, CAO/ST

Minutes of the Board of Directors Meeting

Monday April 27, 2026

Present: Lisa Donovan, Mark Annett, Michael Black, Trevor Brewer, Kerry Graham, Susan Hubbard, Emily Rowley, Suzanne Scanlon, Ann Vowles

Regrets: Natalie Osadchy

1. **CALL TO ORDER:** by Lisa Donovan at 6:30 pm

2. **ADOPTION OF AGENDA:**
   - Motion to accept by Trevor, seconded by Michael, carried.

3. **MINUTES OF PREVIOUS MEETING (Monday March 30, 2026):**
   - Motion to accept by Ann, seconded by Mark, carried.

4. **DECLARATIONS OF CONFLICT OF INTEREST:**
   - none declared

5. **BUSINESS ARISING:**

   a) **School liability waivers issue update**
   - still waiting to hear from the Hastings Prince Edward District School Board

   b) **New volunteer opportunities/teams/ongoing roles**
   - the mass email resulted in a few members coming forward to help; Keitha C will be doing rentals with Bryan D; Brad Morrison joined the tech team with Joe Z and Suzy B to work with the website, Lightspeed and our wifi network
   - Michael met with Paul MacDonald (creator of Curling Club Manager); we should try to limit the requests we make of our tech team
   - other members expressed interest in ongoing roles
   - Michael emailed a chart to us with suggestions on what tasks could be done by volunteers; suggested that we start with volunteer coordinator(s) and that it's important for them to know the members

   c) **Brighton Sports Showcase April 25**
   - Suzanne and Lisa prepped the materials; Lisa manned our booth in the morning with Carolyn C; Trevor in the afternoon with Greg D; 17 organizations were there; event not well attended; about a dozen people were interested in our club

   d) **Finalization of Fees to be presented at AGM, Registration date**
   - handout prepared by Susan H showing proposed fees for upcoming year as per membership team
   - Lisa moved that we charge $100 for junior program, seconded by Kerry, carried
   - the fees in the handout in red print (suggestion #2) are fine, except for the junior program which will be $100 for the year; there shouldn't be a full year price for the ALTC program or rookie league

- registration will run from Saturday September 12 (morning) to Sunday September 20 (evening)

e) **Garage sale update, handouts with payment for non-members**
- can easily update the lawn signs with this year's date; give out the promo handouts and stick up the posters while so many are in our building

f) **Baseball Camp**
- they found another space to use instead

g) **Applefest application and changes**
- our booth application was submitted; the street curling game is smaller now

6. **DIRECTOR UPDATES:**

a) **Finance – Mark**
- our investment account is currently at $173,000
- Lisa moved that we move $40,000 into it, seconded by Mark, carried
- will ask at the AGM if any members are practicing CPAs as we need a review done
- Neil & Cory F will work on the backboards, replacing them and the carpeting; considering carpeting the front boards at windows too; Ron would like to carpet the entryway and stairs; motion by Mark to go forward with these, seconded by Michael, carried

b) **Administration – Suzanne**
- by email on April 1, Michael moved that we purchase a deeper sink for the kitchen; seconded by Lisa, carried
  - we've since learned that we're unable to install a deeper sink so won't be following through with this
- by email on April 15, Lisa moved that we spend up to $5000 on repairs to the southern backboard plus carpeting at the southern and northern ends, seconded by Suzanne, approved unanimously
- Google Workspace – some board members still to get onto the email; we'll wait until after the AGM to kick off the Google Workspace

c) **Membership team – Susan H**
- addressed in 5(d)

d) **Leagues – Kerry – Flight League**
- Kerry will speak with Morgan about implementing a flight league format for the Tuesday evening league

e) **Juniors – Trevor – new convenor**
- no new convenor yet; Steve & Trevor will speak at the AGM; we have some flexibility regarding day and time of the junior program

f) **Bonspiels – Ann**
- nothing to report

g) **Kitchen – Susan – year end report, updates**
- new tap in kitchen
- Diane B will do some of the spiels next year but not all; can ask at the AGM for volunteers to head up others

h) **Capital Projects – Trevor**
- nothing to report

i) **Ice Technician – Lisa**
- Steve is 100% on board to return if able; Neil reviewing his new one year contract

j) **Curling & Schools – Kerry**
- covered in 5(a); nothing else to report

k) **CurlOn – Natalie**
- nothing to report

l) **Merchandise – Kerry**
- waiting for an invoice from Dave of Quinte Curling Supplies

m) **Policy development – Natalie**
- nothing to report

n) **Premises – Michael**
- clean-up has been completed
- in the fall, the interior of the rink was painted and it's bubbling already; Ron R suggested getting 4' by 8' sheets and cover the walls with them to help deal with the bubbling; also provides opportunities for advertising

o) **60th Anniversary Events – Ann**
- we'll use the photos from the BDA for the AGM; Ann will speak about the 60th anniversary at the AGM

p) **Interaction with Members**
- lockers assigned by need? No
- consider a lottery for the lockers? NO
- Continue to assign them first come, first served;as this is how the our registration system is programmed.
- Can we put more lockers into the men's room?

7. NEW BUSINESS

a) **Bar Contract and King Edward events**
- Fred & Sandy have offered to continue to manage the bar for our functions, but not the events at King Edward Park; at KEP, we get $250 to manage the bar plus payment for the bartenders; nobody stepped forward to manage that part yet; Lightspeed is very problematic there. We have experienced ongoing challenges with the network technology at KEP that has made setting up our Lightspeed system almost impossible. We should let them know that we may not be their best bar service partner going forward and that they should consider looking for an alternate
- Michael moved to renew the contract with Fred and Sandy but without the King Edward Park obligation; seconded by Trevor; carried.

b) **AGM May 27 prep, planning/food/elections, etc.**
- bar will be open but we won't have snacks served; each member gets a ticket for a free drink
- we'll set up chairs after our board meeting on Monday May 25
- Mark, Trevor, Ann, Kerry, and Susan will be speaking – a brief recap of the year
- need handouts: pricing, agenda, financials, last meetings minutes.
- in early May, Suzanne will send out invitations with RSVP
- we have 2 candidates so far: Joanne Arbour and Dwayne Dubien; we'll have 2 openings and Susan can stay on as a non-voting board member
- no ballots – we can just use a show of hands if a vote is needed

c) **Summer Day camp use of club, need point person in town**

- Leanne Clarke (Brighton YMCA) has been in touch with us re: using our facilities in case of rainy weather for their summer day camp program; they use only the ice area (not the lounge, not the washrooms), and they access it through the far/south door
- Suzanne S can be the point person

d) **Pollywogs use of electricity/garbage – contract?**
- already set up on the property, outside northwest corner of club
- has a contract with the municipality; Mark can check with Ben Hagerman at the municipality
- Mark to ask for money up front for use of garbage bin

e) **Insurance Renewal in May**
- currently have $2 million in liability; $3 million would be $400 more per year; $5 million is considerably pricier; It was decided to increase coverage to $3 million . Motion by Mark, seconded by Kerry.

f) **Carpeting of entranceway and stairs**
- covered in 6(a)

g) **Lighting in ladies washroom**
- need to move the motion sensor in the ladies locker room so that it's triggered when the room is entered from the east entrance

8. **NEXT MEETING: Monday May 25, 2026 at the club**
- final prep for the AGM

9. **ADJOURNED** at 7:50 pm

Clerk's Department
Township of Clearview
Box 200, 217 Gideon Street
Stayner, Ontario L0M 1S0
clerks@clearview.ca | www.clearview.ca
Phone: 705-428-6230

June 2, 2026

Hon. Rob Flack
Minister of Municipal Affairs and Housing
777 Bay Street, 17th Floor
Toronto, ON M7A 2J3

Sent by Email: **rob.flack@pc.ola.org**

RE: Clearview Council Support Resolution – Vacant Commercial Storefront Tax

Please be advised that at its meeting held on June 1, 2026, Council of the Township of Clearview passed the following resolution supporting a Vacant Commercial Storefront Tax:

> Moved by Councillor Broderick, Seconded by Deputy Mayor Van Staveren, Whereas Council of the Township of Clearview understands the vitality of main streets across Ontario are essential to the economic, social and cultural health of the community; and,
>
> Whereas numerous long-term vacant commercial storefronts, which detracts from the character of the community, reduces pedestrian traffic, discourages business investment, and negatively impacts the viability of surrounding small businesses; and,
>
> Whereas the current Municipal Act, 2001 does not provide municipalities with the explicit legal authority to implement a "Vacant Commercial Storefront Tax," although other jurisdictions are actively advocating for such tools to address similar challenges;
>
> Now Therefore Be It Resolved that Council of the Township of Clearview hereby support the resolution from Prince Edward County regarding the request to allow municipalities to institute a vacant commercial storefront tax; and,
>
> That Council requests that the Government of Ontario amend the Municipal Act, 2001, to grant Ontario municipalities the permissive authority to implement a "Vacant Commercial Storefront Tax" or similar levy to encourage the productive use of long-term vacant retail properties; and,
>
> That this support resolution be forwarded to the Minister Rob Flack of Municipal Affairs and Housing, Premier Doug Ford, Simcoe Grey MPP Brian Saunderson, and the 444 municipalities of Ontario for their consideration. Motion Carried.

If you have any questions regarding the above resolution, please do not hesitate to contact the undersigned.

Sincerely,



Sasha Helmkay-Playter, B.A., Dipl. M.A., AOMC
Clerk/Director of Legislative Services

cc: Premier Doug Ford
Brian Saunderson, Member of Provincial Parliament – Simcoe-Grey
All Ontario Municipalities

Excerpt from Council Meeting Minutes – June 2, 2026

19. Notice of Motion – Deputy Mayor Hull – Affirming Outdoor Education as an Essential Part of Public Education in Ontario

Deputy Mayor Hull explained the importance of outdoor education and how this motion is in response to the closure of the Toronto District School Board outdoor education centre. He explained that he is asking for the Parks, Recreation and Culture Department to be mindful of outdoor nature-related opportunities for citizens; he is not asking for a formal report.

Discussion included staff evaluation and making a change to the motion to recognize the work staff currently undertake regarding outdoor opportunities.

R-151-2026

It was **Moved** by C. Hull, **Seconded** by J. Kirkland and **Carried**

Whereas outdoor and experiential education provides students with critical opportunities to improve mental health, physical well-being, environmental literacy, teamwork, leadership, resilience, and academic engagement;

And whereas access to nature and outdoor learning opportunities should not depend on a family's income, geography, or ability to afford private camps, cottages, or outdoor recreation;

And whereas many students, especially those living in urban communities, rely on publicly funded school programs as their primary opportunity to experience forests, trails, waterways, dark skies, overnight camping, and land-based learning;

And whereas closures of Outdoor Education Centres risk creating long-term negative consequences for student wellness, environmental stewardship, and equitable access to experiential learning opportunities;

And whereas knowledgeable and experienced outdoor education staff are essential to delivering safe, inclusive, and curriculum-based learning experiences;

And whereas municipalities that benefit from tourism connected to parks, trails, and natural spaces depend on environmentally responsible stewardship by visitors.

Therefore be it resolved that the Town of South Bruce Peninsula requests the Province of Ontario to:

1. Recognize outdoor education as an essential educational service and commit to equitable access for all Ontario students, and

2. Halt the closure of outdoor education centres and restore stable funding for programming across Ontario;

And that the Town's Parks, Recreation and Culture Department continues to evaluate how it can increase nature-related educational opportunities for citizens of all ages and abilities;

And further that this motion be forwarded to the Bluewater District School Board Trustees, MPP Paul Vickers, the Ontario Minister of Education MPP Paul Calandra, AMO, ROMA, The Council of Outdoor Educators of Ontario, and all other municipalities across Ontario.

DRINKING WATER SOURCE PROTECTION
ACT FOR CLEAN WATER

TRENT CONSERVATION COALITION
SOURCE PROTECTION REGION

The Honourable Doug Ford – Premier of Ontario
The Honourable Todd McCarthy - Minister of the Environment, Conservation and Parks
The Honourable Doug Downey - Attorney General

April 23, 2026

Subject: Encouraging Legal Reform to Limit Liability for Road Salt Application

Dear Premier Ford, Minister McCarthy and Attorney General Downey,

The Board of Directors of the Lower Trent Source Protection Authority would like to encourage the Provincial Government to enact legal reforms that would limit liability for contractors who apply road salt as part of their winter maintenance activities.

Using road salt to keep roads, parking lots and sidewalks safe in the winter is standard practice in Ontario. However, the road salt applied to these surfaces eventually drains to either surface water or groundwater and can degrade the quality of drinking water and cause other environmental and ecological issues.

Some contractors tend to use much more salt than is required to ensure that they do not increase their legal liability if there is a slip and fall or a vehicular accident in areas being maintained. This excessive use of salt can drastically increase environmental impairment and threats to drinking water.

One practical solution would be to pass legislation in Ontario that would limit liability for contractors who are trained and certified in best practices related to road salt application and set standards for road salt use. The Board of Directors encourages your government to adopt this approach to help reduce the impact excessive road salt entering our surface water courses and groundwater sources .

This idea is used in other jurisdictions in North America, such as New Hampshire and is supported in Ontario by many municipalities, Conservation Authorities and Landscape Ontario.

Sincerely,

Sherry Hamilton,
Chair Lower Trent Source Protection Authority

Cc: Conservation Ontario – Angela Coleman
Lower Trent Region Conservation Authority Board members
Trent Conservation Coalition GM/CAO – Rhonda Bateman
Director of the Conservation and Source Protection Branch – Kirsten Service
Joe Salemi, Landscape Ontario
The Trent Conservation Coalition Source Protection Committee Members

Dear Brian,

This is Steve Sleightholm from the Brighton Rotary Club. I organize our annual Street Dance in downtown Brighton, which has run for over two decades and will be held again this year on August 1, 2026.

As in previous years we request that Parks & Recreation provide the following tables and chairs for the event. They should be delivered to Main Street near the Post Office on Saturday, August 1st at 4:00 pm.

The tables can be picked up at 11:00 pm the same day.

- 6ft folding tables - 64
- Stacking chairs - 340

This event cannot move forward without the tables and chairs, and unfortunately there is no budget available to rent them or arrange separate delivery. The annual Brighton Street Dance is a very popular event that many people in the community look forward to each summer. As a charitable organization, Rotary relies entirely on volunteers, and everyone involved donates their time, effort, and resources - including the bands.

We would sincerely appreciate your support in helping us secure the tables and chairs again this year at no charge so that this important community fundraiser can continue.

I look forward to hearing from you.

Sincerely,
Steve Sleightholm
Event Organizer, Street Dance
Brighton Rotary Club

FOR IMMEDIATE RELEASE
Brighton, ON, June 4, 2026

BRIAN TODD MEMORIAL COMMUNITY FUND CELEBRATES 25 YEARS, AWARDING A RECORD NUMBER OF GRANTS TO BRIGHTON COMMUNITY GROUPS

Earlier this evening, the Brian Todd Memorial Community Fund's Board of Directors demonstrated what it means to GIVE LOCAL. In front of a large crowd at Trinity-St. Andrews United Church Hall, the BTMCF Board awarded 25th anniversary grants of $2,500 each to many of Brighton's good works organizations. "These organizations rely on volunteers - 603 of them – to do their important work," said Judie Mortlock, BTMCF Chair. "We want to thank them for their devotion of time and resources used in providing essential services for our residents."

Grants were also awarded under the annual School Grants Program. Each of the three elementary schools – Brighton PS, Smithfield PS, and Spring Valley PS ($2,500 each) and ENSS ($5,000) will use their grant to purchase athletic, musical, and computer equipment. Brighton Masonic Legacy bursaries of $2,500 each were also awarded to ENSS graduates Addison Bucci and Natalie Baynes who will be attending universities in the fall.

The Board also presented the Trenton Memorial Hospital Foundation with a grant of $25,000 to support the purchase of a procedure bed. " $2,500 doesn't go too far when purchasing medical equipment, so we decided to add a zero! "

But the biggest surprise of all was the announcement of a further $75,000 to the TMH Foundation in recognition of Trenton Hospital's 75th anniversary. "We are so fortunate to have Trenton Memorial Hospital in our backyard", said Mortlock. "It has been providing important and much needed clinical and emergency care to Brighton residents for generations." A surprised Lindsay Butcher-Dodds, TMHF's Executive Director expressed her gratitude in saying " We are so thankful to have the Brian Todd Memorial Community Fund as part of our TMH community."



BTMCF Board members Bruce Davis, Lorie Boychuk, Judie Mortlock, Sherry Hamilton, and Nancy Wilson

In all, 25 grants totaling $155,000 were announced this evening. Since introducing this granting program in 2009, the Brian Todd Memorial Community Fund has awarded 234 grants totaling $914,504.

The Brian Todd Memorial Community Fund is governed by an uncompensated Board of Directors. Its grant history, Director profiles and the methods by which a tax deductible charitable donation can be made can be viewed on its website btmcf.org.

25th ANNIVERSARY GRANT RECIPIENTS



1st Brighton Sparks & Pathfinders



Brighton Digital Archives



Brighton Marine Rescue



Brighton Fare Share



Brighton Public Library



The Bridge Hospice



Community Care (Meals on Wheels)



Sunny Days Group



Supper's Ready



Quinte Sailability



Brighton Army Cadets



Brighton Arts & Culture Council



Brighton Rotary Club



Brighton Lions Club



Brighton KIN Club

BrianToddMCF

BrianToddMemorialCommunityFund

BTMCF.ORG

Updates from Northumberland County
June 8 – June 19, 2026

- **Cyclists invited to help shape the future of cycling in Northumberland:** Calling all cyclists! This summer, Northumberland Tourism will be launching a Cycle Northumberland Contest to help shape the development of a new cycling guide planned for 2027. Starting June 10, residents and visitors will have the opportunity to share their feedback through a short survey designed to gather insights into the type of cycling information, content, and design features cyclists would like to see in a future guide. Survey participants will be entered for the chance to win a prize package valued at more than $1,000. The contest will run from June 10 to September 7, with a random prize draw taking place on September 10, 2026. Follow Northumberland Tourism on Facebook and Instagram for more information in the coming weeks, including how to participate and prize details. You can also subscribe to the Cycle Northumberland Newsletter through our website at NorthumberlandTourism.com/cycling. Stay tuned and get ready to help map the future of cycling in Northumberland!

- **Pride Month activities in Northumberland:** June marks the beginning of Pride Season, a time to celebrate the diversity of the 2SLGBTQI+ community. It is an opportunity to recognize the importance of inclusion, the strength that diversity brings to our communities, and the many contributions 2SLGBTQI+ individuals make across Canada. To help residents participate in local celebrations, Northumberland County has compiled a list of Pride activities taking place throughout our community. The full list of events can be found at Northumberland.ca/PrideMonth.

- **Supporting inclusive communities with accessibility resources and supports:** National AccessAbility Week (NAAW) is celebrated each year to recognize the importance of accessibility and inclusion, while highlighting the contributions of people with disabilities in Northumberland County and across Canada. This year's theme, "Accessible Workplaces: Stronger Communities," developed by the Northumberland Accessibility Advisory Committee, emphasizes how inclusive workplaces create opportunities for everyone to contribute and thrive. Supporting employees with disabilities helps build stronger teams and more vibrant communities. To support local employers, organizations, and residents, Northumberland County has created a dedicated NAAW webpage featuring resources on workplace accessibility and local supports for people with disabilities. To learn more, visit Northumberland.ca/NAAW.

- **National Public Service Week – June 15 – 21 –** This week, observed annually, recognizes the important work of public servants and celebrates their contributions to building strong, responsive communities. Visit Northumberland.ca/news to read the full Council proclamation.

- **World Sickle Cell Awareness Day – June 19 -** World Sickle Cell Awareness Day, observed annually on June 19, raises awareness about Sickle Cell Disease and supports efforts to improve care, research, and quality of life for those affected. Northumberland County headquarters in Cobourg will be lit in red and white on June 19 in recognition. Visit Northumberland.ca/news to read the full Council proclamation.

From: Immigration Ontario (MLITSD) <Immigration.Ontario@ontario.ca>
Sent: Friday, June 12, 2026 8:06 AM
To: Elana Arthurs <earthurs@brighton.ca; Candice Doiron <cdoiron@brighton.ca

Subject: Confirmation of EOI Submission - OINP Regional Immigration Initiative / Confirmation de la soumission de la DI – Initiative régionale d'immigration du POCI

Good morning,

I am writing to confirm that an Expression of Interest (EOI) has been successfully submitted on behalf of the Northumberland County for the Ontario Immigrant Nominee Program's (OINP) Regional Immigration Initiative. Note that submission of an EOI does not guarantee participation.

Please ensure that the lead organization's contact person confirms that they are the designated representative and primary point of contact for your Census Division.

A reminder that the lead organization requires formal council support from the lead municipality to act on its behalf. All interested municipalities within a Census Division can confirm their endorsement through letters of support and additional correspondence, including their contact information. Both were **not required by the June 5th deadline** but will be requested at a later stage.

For your convenience, we have attached an **updated FAQ document**, which includes the following additional questions:

- How are Census Divisions defined, and how can I find out which communities are included in mine?
- Does the municipality have to be the lead organization for a Census Division? If not, how is the lead organization determined?
- How can a Census Division demonstrate municipal support for participating in the initiative?

Thank you, and we appreciate your interest in participating in this initiative.

Kind regards,

Immigration Promotion and Employer Outreach Unit

Ontario Immigrant Nominee Program (OINP)

Ministry of Labour, Immigration, Training and Skills Development | Ontario Public Service immigration.ontario@ontario.ca

Taking pride in strengthening Ontario, its places and its people

J.L.Richards
ENGINEERS · ARCHITECTS · PLANNERS

J.L. Richards
& Associates Limited
203-863 Princess Street
Kingston, ON Canada
K7L 5N4
Tel: 613 544 1424
Fax: 613 728 6012

PROGRESS UPDATE REPORT NO. 5

Project: Brighton Wastewater Treatment System Upgrades

Client: The Municipality of Brighton Contractor: North America Construction (1993) Ltd.

With the exception of the items noted, the work appears to be proceeding in general accordance with the requirements and intent of the design documents.

Date: From May 1, 2026 To June 3, 2026

1.0 PROJECT STATUS

1.1 Schedule

- Weekly planning aids submitted by NAC are reviewed and used for scheduling purposes. A baseline schedule is currently under review.

1.2 Budget

- Project is currently on budget.

Contract Amount	$51,264,721.97
Work Completed and Material Supplied to Date	$5,954,070.43
Remaining	$45,310,651.54

1.3 Environment

- Arena Creek monitoring is ongoing with no issues reported.
- No issues identified to date regarding turtle nesting.
- A beaver damn north of site is being monitored with no issues raised to date.

1.4 Health & Safety

- Ongoing concern of onsite speeding. NAC is continuing to monitor this issue.

2.0 PROGRESS OF WORK

2.1 Municipal Fill Site

- Receive fill (NAC)

2.2 Siteworks

- Construct ring road

2.3 Bypass Pumping

- Set up (Battlefield)
- Activate pumping (NAC)

2.4 Tower Crane

- Baseslab (AWD/NAC)

2.5 Yard Piping

- Watermain
  - Expose foundation wall to building (AWD)
  - Install temp water line to trailer complex (AWD)
  - Core hole (AWD)

J.L.Richards
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203-863 Princess Street
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PROGRESS UPDATE REPORT NO. 5

  - Install watermain (AWD)
- Outfall piping
  - MH8 install (AWD)
  - 450mm pipe install MH8-MH9 – stop at MH20 (AWD)
  - 450mm pipe install MH8-MH7 (AWD)
- By-pass piping
  - MH5 install (AWD)
  - 900mm pipe from MH05 to MH03 (AWD)
  - Install plate in MH05 (NAC)
  - Install MH03 (AWD)
  - Install plate in MH03 (NAC)
  - 900mm pipe from MH03 to MH02 (AWD)

2.6 Pump Station

- Concrete works
  - Walls close and pour (NAC)
  - HDPE liner install (NAC)
  - Baffle wall (NAC)
  - Baffle wall rebar (NAC)
  - Pour baffle wall (NAC)
  - Roof slab form at SPS (NAC)
  - Roof slab rebar at SPS (NAC)
  - Roof slab pour at SPS (NAC)
- Mechanical works
  - Install wall spools (NAC)

2.7 Headworks

- Earthworks
  - Excavation (AWD)
  - Cut grade around perimeter of excavation (AWD)
- Concrete works
  - Form footings

2.8 Aeration

- Earthworks
  - Excavation (AWD)
  - Pre-production rock anchor install (MATCON)
  - Pull test of pre-production anchors (MATCON)
- Concrete works
  - Mudslab (NAC)

2.9 Clarifier

- Earthworks
  - Excavation (AWD)

2.10 UV Building

- Earthworks
  - Excavation (AWD)
- Concrete works
  - Mudslab (NAC)

2.11 Process Building

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PROGRESS UPDATE REPORT NO. 5

- Earthworks
  - Excavation (AWD)

2.12 Admin Building

- Earthworks
  - Excavation (AWD)
- Concrete works
  - Mudslab (NAC)
  - Form footings (CD)
  - Rebar footings (Salit)
  - Pour footings (CD)
  - Strip footing (CD)
  - Form walls (CD)
- Mechanical works
  - Sani lead under footing (A&D)

3.0 <u>UPCOMING WORK</u>

3.1 Tower Crane

- Erect tower crane

3.2 Yard Piping

- By-pass piping
  - Install MH2
  - 1050mm pipe from MH02 to PS
  - Install drop structure at MH02
  - Test (MH3-MH5)
  - Test (MH5-MH18)
  - Test (MH2-MH3)

3.3 Aeration

- Earthworks
  - Install plates and nuts (MATCON)

3.4 Clarifier

- Concrete Works
  - Rock anchor installation (NAC)

3.5 UV Building

- Concrete works
  - Footings (Salit/NAC)

3.6 Admin Building

- Earthworks
  - Backfill (AWD)
  - Waterproofing and installation (AWD)
- Concrete
  - Pour piers and walls (CD)

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PROGRESS UPDATE REPORT NO. 5



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J.L. Richards & Associates Limited

Issued on: June 9, 2026

Distribution: Bill Linnen blinnen@brighton.ca

PROGRESS UPDATE REPORT NO. 5 - PHOTOS



Photo 1: May 13 (aeration tanks)



Photo 2: May 14 (manhole installation)

PROGRESS UPDATE REPORT NO. 5 - PHOTOS



Photo 3: May 14 (trenching, pipe installation and backfilling)



Photo 4: May 15 (admin building)

PROGRESS UPDATE REPORT NO. 5 - PHOTOS



Photo 5: May 21 (mudslab pour for aeration tanks)



Photo 6: May 21 (excavation – hauling of soil)

PROGRESS UPDATE REPORT NO. 5 - PHOTOS



Photo 7: May 22 (pit)



Photo 8: May 25 (bypass)

PROGRESS UPDATE REPORT NO. 5 - PHOTOS



Photo 9: May 26 (sanitary pipe install)



Photo 10: May 26 (admin building foundation)

PROGRESS UPDATE REPORT NO. 5 - PHOTOS

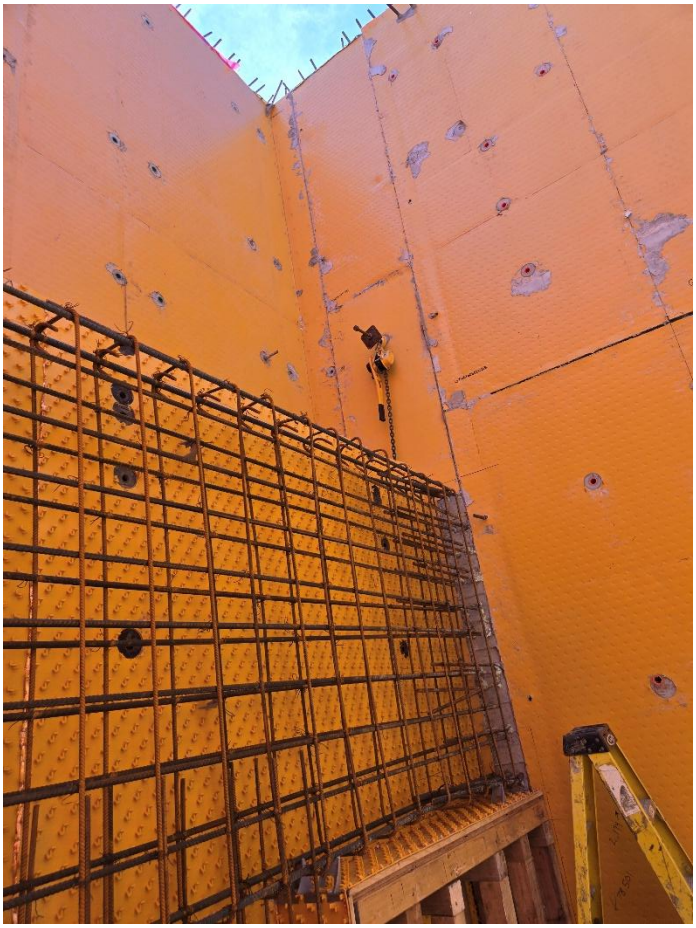


Photo 11: May 26 (inside pumping station)



Photo 12: May 27 (aeration tanks)

PROGRESS UPDATE REPORT NO. 5 - PHOTOS



Photo 13: May 28 (aerated lagoon)



Photo 14: June 1 (headworks and aeration tanks mudslab pour)

PROGRESS UPDATE REPORT NO. 5 - PHOTOS



Photo 15: June 2 (admin building)



Photo 16: June 2 (pumping station)

The Corporation of the Municipality of Brighton

By-law No. XXX-2026

Being a By-law to Adopt Amendment 23 Area Wide Efficient Land Use Plan (Brighton Secondary Plan) to the Official Plan for the Municipality of Brighton

Whereas, the Planning Act, R.S.O. 1990, c. P.13, as amended, authorizes municipalities to adopt Official Plans and amendments thereto;

And Whereas, Council for the Corporation of the Municipality of Brighton has considered Amendment No. 23 to the Official Plan;

And Whereas, Amendment No. 23 to the Official Plan of the Municipality of Brighton has been considered and recommended for adoption by the Municipality of Brighton Planning Council;

And Whereas, a Public Meeting on the proposed amendment has been held pursuant to the requirements of Section 17 of the Planning Act, R.S.O. 1990, Chapter P. 13, as amended;

And Whereas, Council deems it advisable and in the public interest to adopt Amendment No. 23 to the Official Plan;

Now Therefore - the Council of the Corporation of the Municipality of Brighton hereby enacts as follows:

1. That Amendment No. 23 to the Official Plan of the Municipality of Brighton, consisting of the attached explanatory text is hereby adopted.
2. The Clerk is hereby authorized and directed to forward Amendment 23 to the County of Northumberland for approval in accordance with the provisions of the Planning Act.
3. That the Clerk is hereby authorized to give notice of the adoption of Amendment No. 23 in accordance with the requirements under Section 17(23) of the *Planning Act*.
4. This By-law shall come into force and take effect on the day of final passing thereof.

Read a first, second and third time, and finally passed this **22** day of **June 2026**.

Brian Ostrander, Mayor **Candice Doiron, Clerk**

Area Wide Efficient Land Use Plan
(Brighton Secondary Plan)

Official Plan Amendment No. 23

Municipality of Brighton

June 22th 2026

Amendment No. 23 to the Official Plan
of the
Municipality of Brighton

The attached explanatory text, constituting Amendment No. 23 to the Official Plan of the Municipality of Brighton, was prepared by the Council of the Corporation of the Municipality of Brighton under the provisions of Sections 17 and 21 of the Planning Act, R.S.O. 1990, Chapter P. 13, as amended.

The amendment was adopted by the Council of the Corporation of the Municipality of Brighton by By-law No.23 in accordance with Sections 17 and 21 of the Planning Act, R.S.O. 1990, Chapter P. 13, as amended, on the 22th day of June 2026.

Amendment No. 23 is subject to final approval by the County of Northumberland pursuant to Section 17(9) of the Planning Act, R.S.O. 1990 and Ontario Regulation 525/97, amended to O. Reg. 45/01. The decision of the Council of the Corporation of the County of Northumberland is final pursuant to Section 17(27) of the Planning Act, R.S.O. 1990, Chapter P. 13 if no appeals are received against Amendment No. 23 within the time allowed for appeal, in accordance with the requirements of Section 17 of the Planning Act, R.S.O. 1990, Chapter P. 13.

_____
Candice Doiron, Clerk

_____
Brian Ostrander, Mayor

The Constitutional Statement

Part A - The Preamble	-	does not constitute part of this amendment.
Part B - The Amendment	-	consisting of the following text and mapping constitutes Amendment No. 23 of the Municipality of Brighton Official Plan.

Amendment No. 23
To the Official Plan
of the Municipality of Brighton

Part A - The Preamble

Introduction to the Amendment:

The purpose of this Amendment is to amend of the Municipality of Brighton's Official Plan to implement the Brighton Area Wide Efficient Land Use Plan (Secondary Plan), which establishes a comprehensive policy framework to guide long-term growth and development within designated Secondary Plan Areas.

Location:

The lands affected by this Amendment include the Secondary Plan Areas identified as:

Northeast Secondary Plan Area (Area 1)
Northwest Secondary Plan Areas (Areas 2a and 2b)
Southwest Secondary Plan Area (Area 3)

These lands are located within the urban settlement boundary of the Municipality of Brighton.

Part B - The Amendment

This part of the document, entitled "Part B - The Amendment", and consisting of the following changes to the text, constitutes Amendment No.23.

1. Title:

The following text constitutes Amendment No. 23. The Minister of Municipal Affairs and Housing approved the Official Plan on April 25, 2014.

2. Purpose and Effect of the Application:

The **Purpose** of Amendment No. 23 is to introduce policies, land use framework, infrastructure planning, and environmental protection measures for Secondary Plan Areas.

The **Effect** of the Amendment will be to establishes land use designations, transportation networks, environmental policies, and coordinated growth framework.

3. Location of the Affected Lands:

The lands affected by this Amendment include the Secondary Plan Areas identified as:

Northeast Secondary Plan Area (Area 1)
Northwest Secondary Plan Areas (Areas 2a and 2b)
Southwest Secondary Plan Area (Area 3)

These lands are located within the urban settlement boundary of the Municipality of Brighton.

4. Basis of The Amendment:

The basis for this Amendment is contained in the Council Planning Report dated June 15, 2026. The Municipality of Brighton has initiated this Official Plan Amendment to implement the Brighton Area Wide Efficient Land Use Plan (Secondary Plan), which establishes a comprehensive policy framework to guide long-term growth within designated greenfield lands inside the urban settlement boundary. The Amendment is required to appropriately plan for projected population growth to the horizon year of 2051, ensure the orderly and efficient use of land and infrastructure, and provide a coordinated approach to land use planning, transportation, servicing, environmental protection, and community development. The Secondary Plan has been prepared in accordance with the requirements of the Planning Act and has regard for matters of provincial interest. The Amendment is consistent with the Provincial Planning Statement, 2024, and generally conforms to the Northumberland County Official Plan. It directs growth to designated settlement areas, promotes compact and complete communities, and supports a range and mix of housing types, including opportunities for affordable and attainable housing. The Amendment has been informed through comprehensive public consultation, including a statutory public meeting held pursuant to Section 17 of the Planning Act, as well as consultation with municipal departments, the Development Review Team, external agencies, and Indigenous communities. The Secondary Plan does not approve specific development applications. Rather, it establishes a long-term planning framework and conceptual land use structure that will guide future Planning Act approvals, including draft plans of subdivision, zoning by-law amendments, site plan control, and supporting technical studies. This Amendment forms part of a broader implementation strategy that includes subsequent regulatory and infrastructure planning tools to ensure coordinated, financially sustainable, and orderly development over time. The Amendment also ensures that development within adjacent Urban Fringe Areas will not compromise the long-term extension of municipal infrastructure or planned growth within the Secondary Plan Areas.

5. Details of The Amendment:

A complete version of the Secondary Plan is attached in Appendix XX, attached hereto and forming part of this Official Plan Amendment.

A. Addition of New Secondary Plan Section

A new section is added to the Official Plan to introduce the **Brighton Area Wide Efficient Land Use Plan (Secondary Plan)** applying to the following areas:

- Northeast SPA (Area 1)
- Northwest SPA (Areas 2a and 2b)
- Southwest SPA (Area 3)

The Secondary Plan establishes policies related to:

- Land Use
- Community Facilities and Services
- Transportation and Active Transportation
- Environmental Protection
- Implementation and Phasing

B. Land Use Framework

The following designations are introduced and applied through the Secondary Plan schedules:

- Residential
- Commercial/Mixed Use
- Environmental Protection
- Parks and Open Space
- Community Facility
- Special Policy Areas
- Special Development Areas

These designations are illustrated on the Secondary Plan Land Use Schedules.

C. Transportation Framework

The Amendment introduces a transportation network including:

- Arterial, collector and local roads
- Multi-use pathways and trail systems
- Future road connections and network planning
- The plan identifies approximately:8,071 m of multi-use paths and 2,980 m of trail networks
- Promote transit supportive densities, include affordable and attainable housing, provide appropriate densities within the development, encourage

energy efforts into the design, flexibility to parkland and maintain available rental housing.

D. Environmental and Servicing Framework

The Secondary Plan:

- Identifies Environmental Protection Areas and natural heritage features;
- Establishes policies for stormwater management and servicing;
- Ensures development does not negatively impact ecological functions.

E. Secondary Plan Schedules

The following schedules form part of this Amendment:
Schedule 1 – Land Use (Northwestern Area 1)
Schedule 2 – Land Use (Northwest Areas 2a & 2b)
Schedule 3 – Land Use (Southwest Area 3)
Schedule 4 – Transportation (Northeast Area 1)
Schedule 5 – Transportation (Northwest Areas 2a & 2b)
Schedule 6 – Transportation (Southwest Area 3)
Schedule 7 – Urban Fringe Areas
Additionally, Figure 1 – Secondary Plan Areas identifies the broader plan context

F. Implementation and Interpretation

The implementation of this Amendment shall occur through:

- Subdivision approvals
- Zoning by-law amendments
- Site plan control
- Future technical studies and detailed design
- Municipal capital planning

The interpretation of this Amendment shall be in accordance with the policies of the Municipality of Brighton Official Plan.

6. Implementation and Interpretation

The implementation and interpretation of this Amendment shall be in accordance with the policies of the Municipality of Brighton Official Plan.

Appendices & Attachments

The following appendices and attachments are not intended to form part of Amendment No.23 but are included only for the purposes of providing information in support of this Amendment.

Appendix I

Statement Certifying the Requirements of Sections 17(15), 17(17) and 17(23) of The Planning Act, R.S.O. 1990, Chapter P. 13 have been complied.

It is hereby certified that the requirements for the giving of Notice and the holding of at least one (1) Public Meeting, as required by Section 17 of the Planning Act, R.S.O. 1990, Chapter P. 13, as amended, have been complied with.

Candice Doiron, Clerk

Appendix II

Declaration Under Section 17(28) Of the Planning Act, R.S.O. 1990, Chapter P. 13.

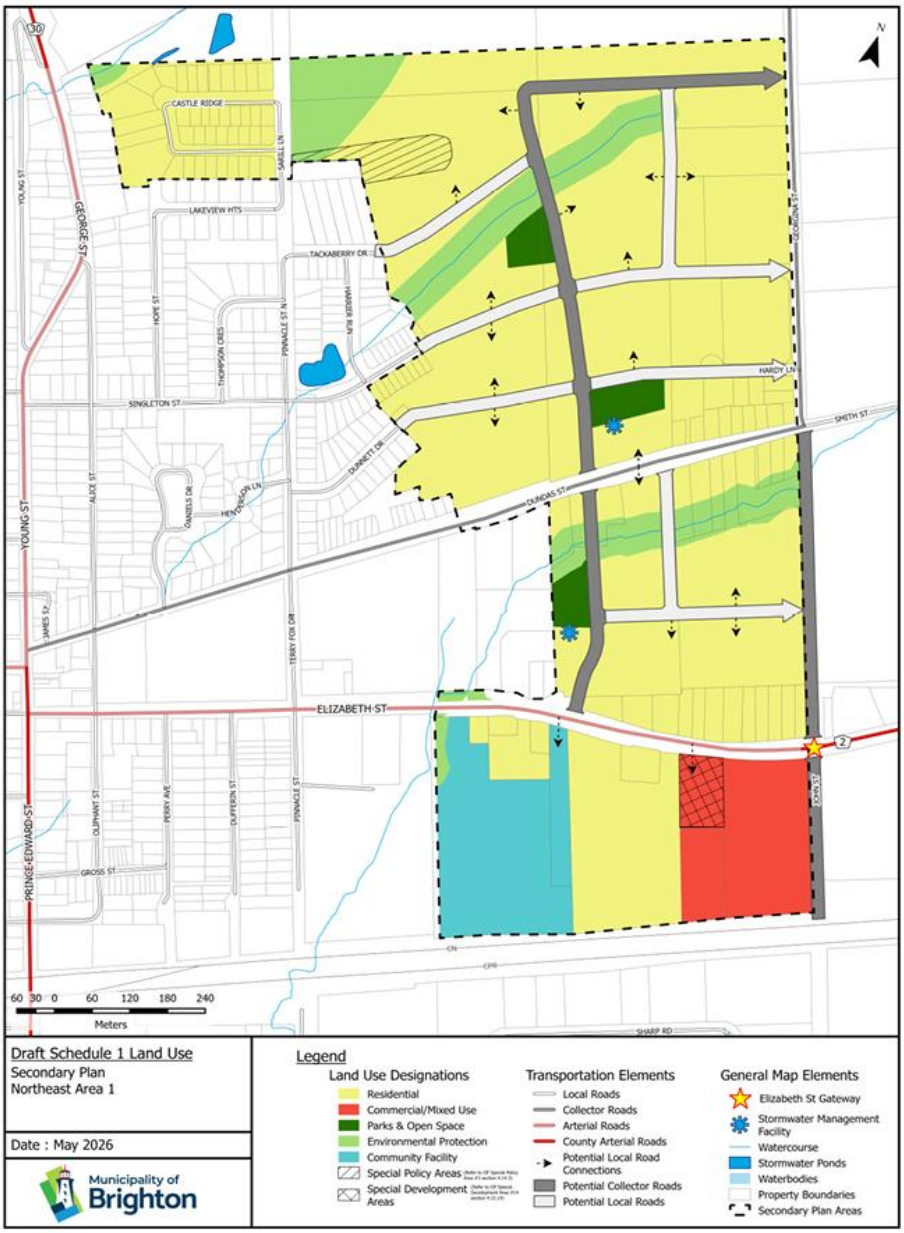
I, Candice Doiron, Clerk for the Corporation of the Municipality of Brighton, hereby declare that Notice of Adoption of Official Plan Amendment No.23 by Municipal Council on the 15th day of June, 2026 was given as required by Section 17(23) of the Planning Act, R.S.O. 1990, Chapter P. 13. I also declare that the twenty (20) day appeal period expired on the _____ day of _____, 2026 and to this date no notice of appeal under Section 17(24) of the Planning Act, R.S.O. 1990, Chapter P. 13 has been filed with any person in the Office of the Clerk of the Municipality of Brighton.

Dated this _____ day of _____, 2026

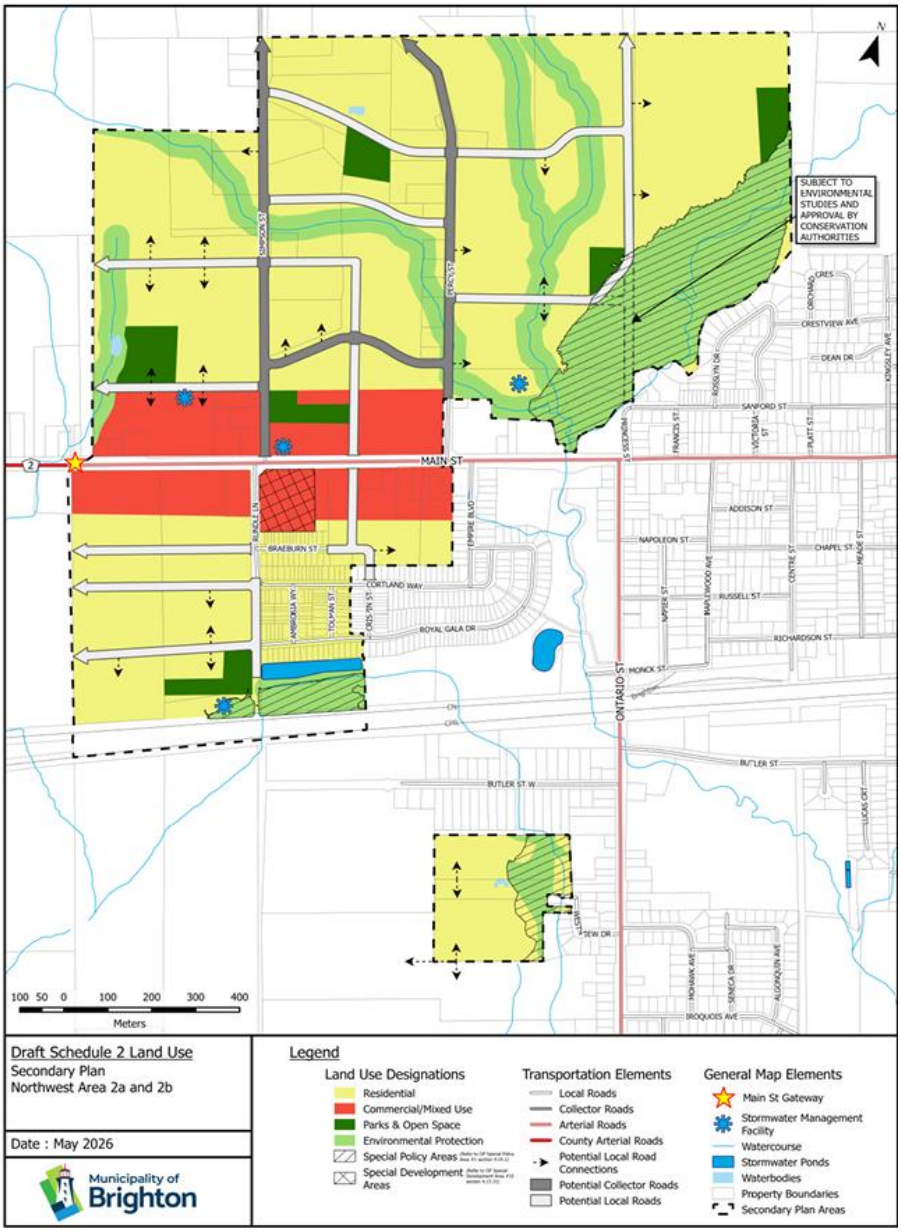
Clerk, Candice Doiron

Appendix III

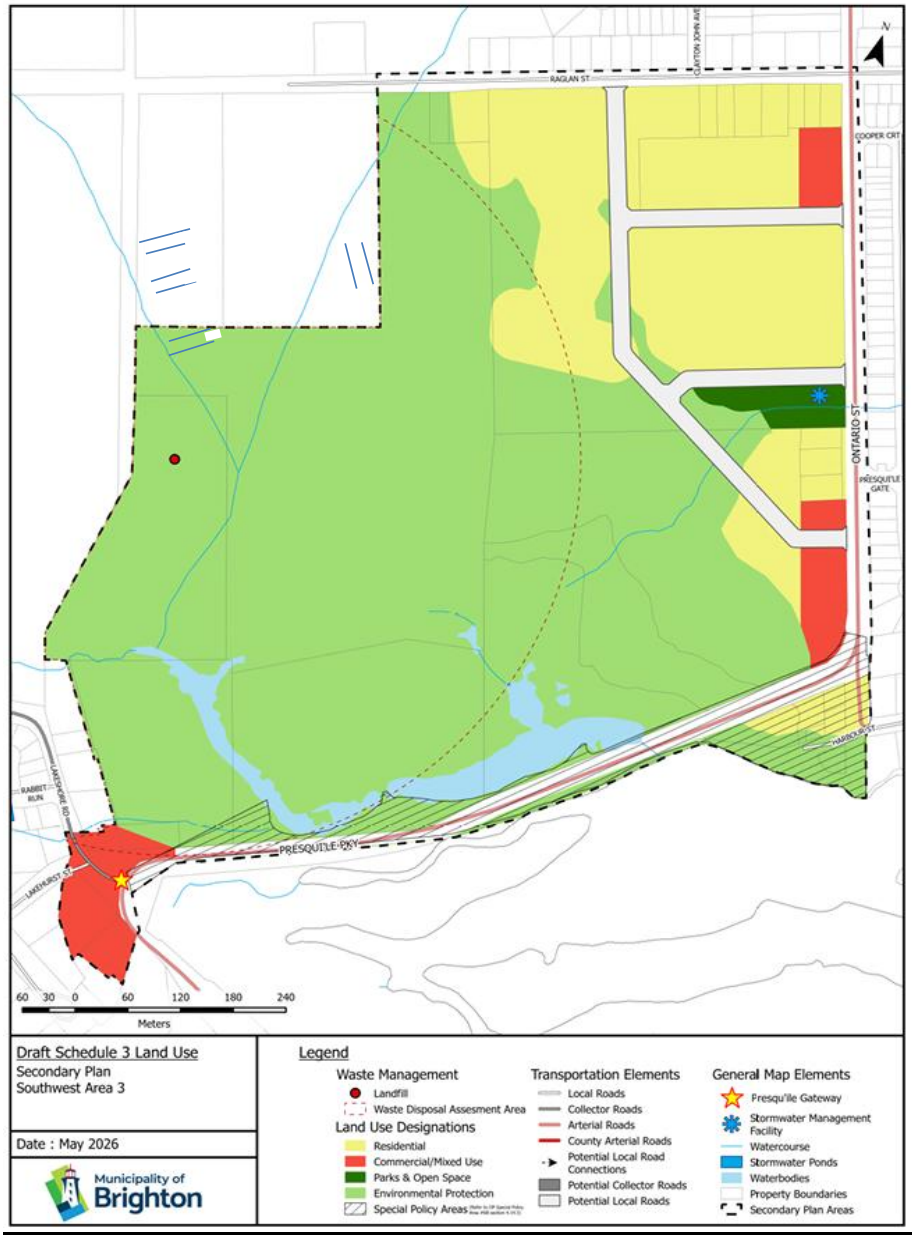
Schedule A



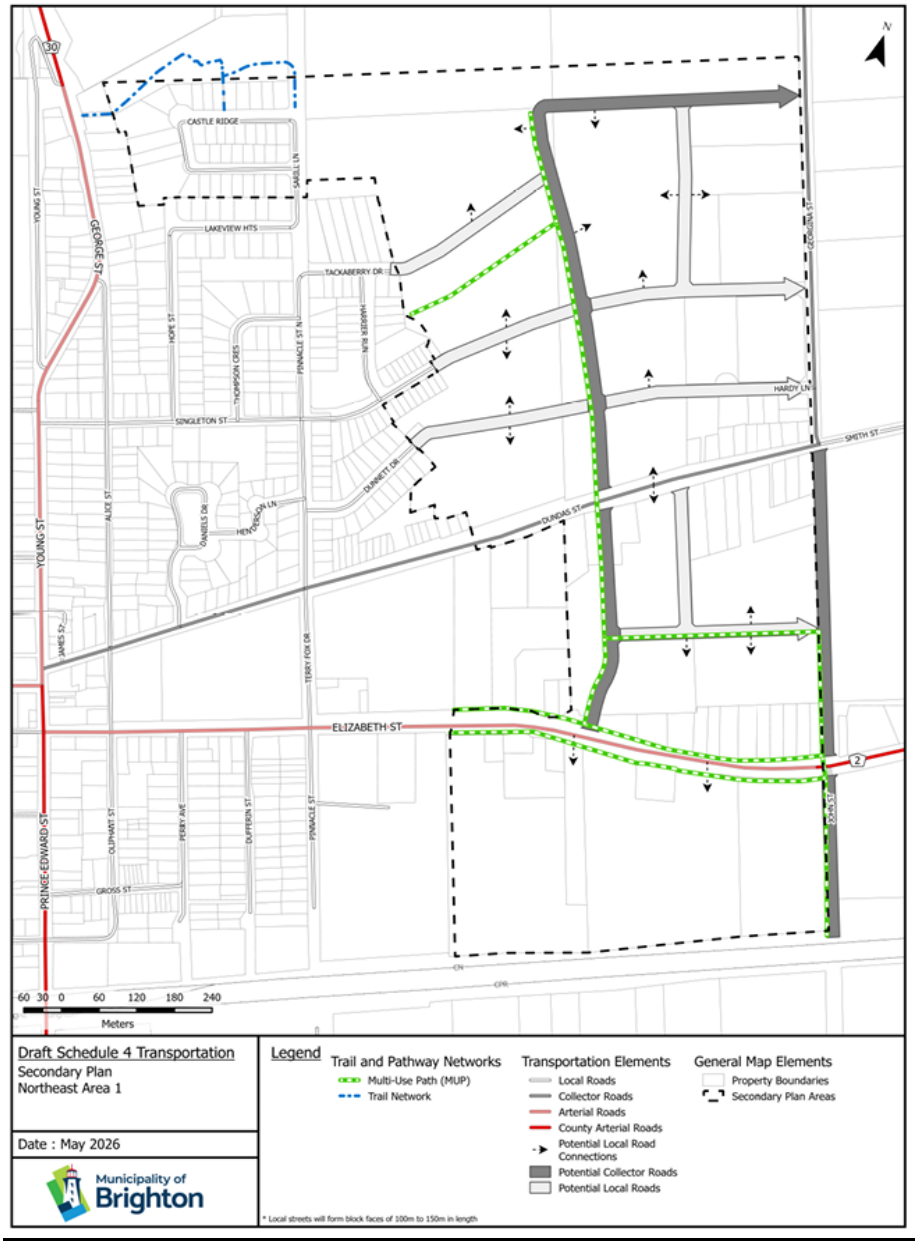
Schedule B


SUBJECT TO ENVIRONMENTAL STUDIES AND APPROVAL BY CONSERVATION AUTHORITIES
MAIN ST
ONTARIO ST
BUTLER ST
BUTLER ST W
BRAEBURN ST
CORTLAND WAY
ROYAL GALA DR
ADDISON ST
NAPOLEON ST
CHAPEL ST
RUSSELL ST
RICHARDSON ST
MONCK ST
SANFORD ST
DEAN DR
CRESTVIEW AVE
100 50 0 100 200 300 400
Meters
Draft Schedule 2 Land Use
Secondary Plan
Northwest Area 2a and 2b
Date : May 2026
Municipality of Brighton
Legend
Land Use Designations
Residential
Commercial/Mixed Use
Parks & Open Space
Environmental Protection
Special Policy Areas
Special Development Areas
Transportation Elements
Local Roads
Collector Roads
Arterial Roads
County Arterial Roads
Potential Local Road Connections
Potential Collector Roads
Potential Local Roads
General Map Elements
Main St Gateway
Stormwater Management Facility
Watercourse
Stormwater Ponds
Waterbodies
Property Boundaries
Secondary Plan Areas

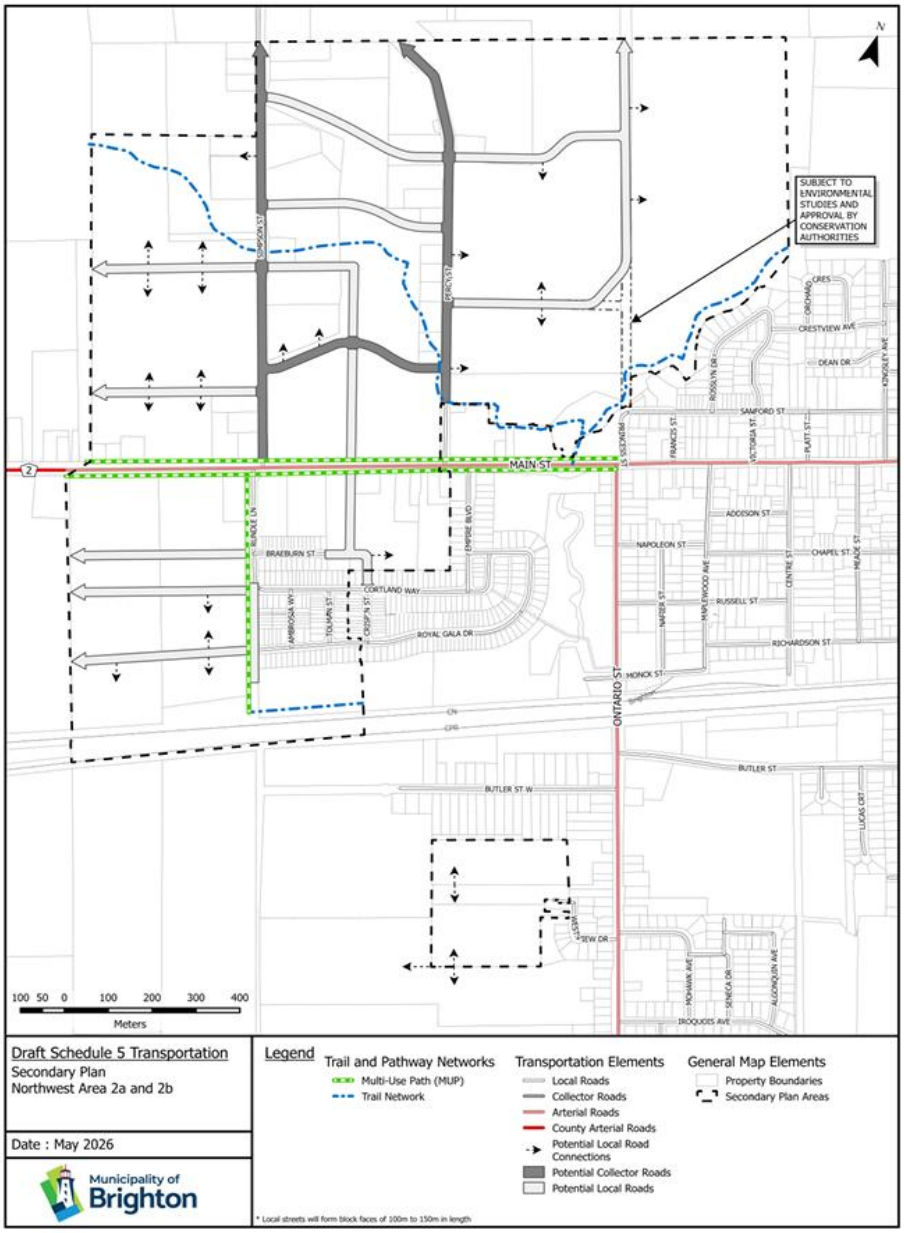
Schedule C


RAGLAN ST
CLAYTON JOHN AVE
COOPER CRT
ONTARIO ST
PRESQU'ILE GATE
HARBOUR ST
PRESQU'ILE PKY
LAKEHURST RD
LAKEHURST ST
RABBIT RUN
60 30 0 60 120 180 240
Meters
Draft Schedule 3 Land Use
Secondary Plan
Southwest Area 3
Date : May 2026
Municipality of Brighton
Legend
Waste Management
Landfill
Waste Disposal Assesment Area
Land Use Designations
Residential
Commercial/Mixed Use
Parks & Open Space
Environmental Protection
Special Policy Areas
Transportation Elements
Local Roads
Collector Roads
Arterial Roads
County Arterial Roads
Potential Local Road Connections
Potential Collector Roads
Potential Local Roads
General Map Elements
Presqu'ile Gateway
Stormwater Management Facility
Watercourse
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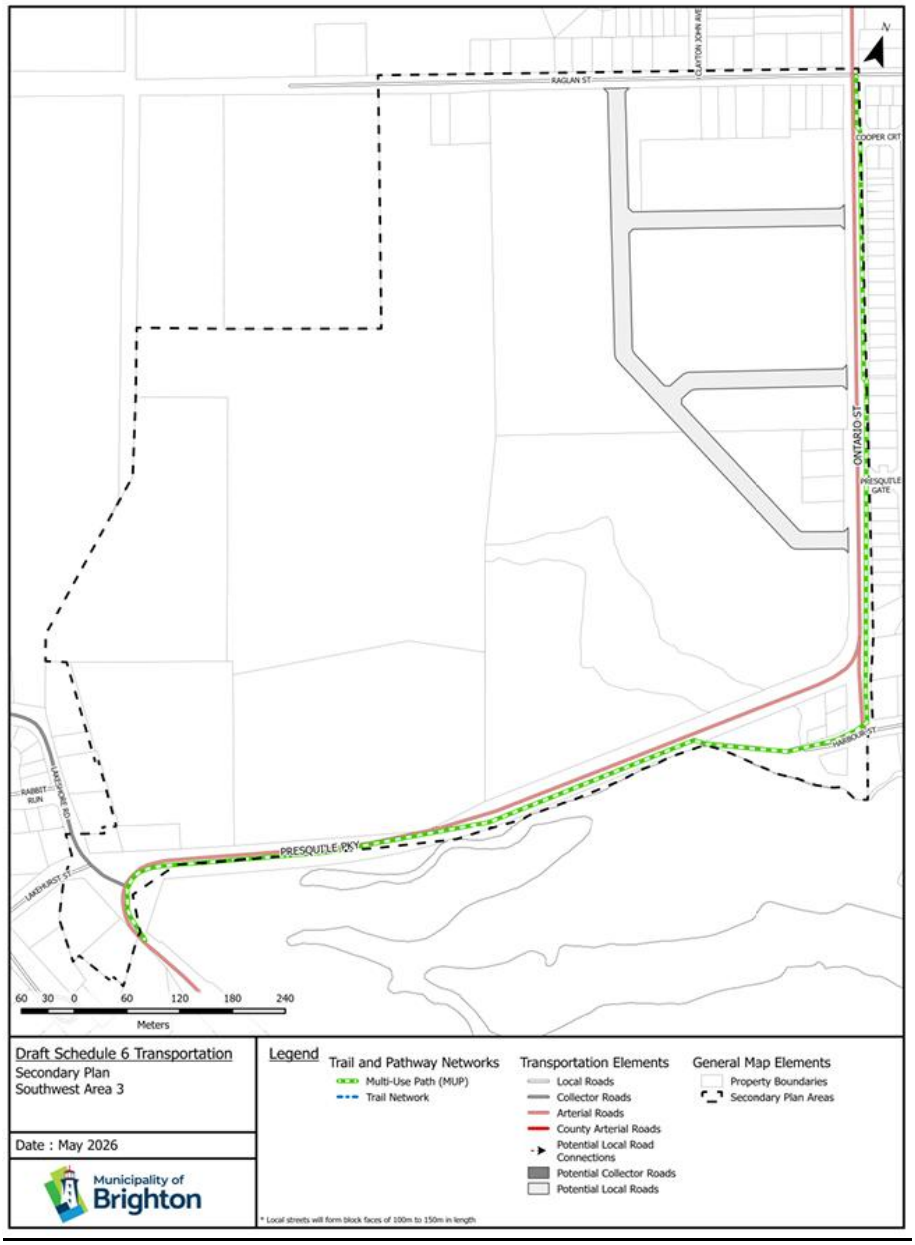
Schedule D


N
30
CASTLE RIDGE
LAKEVIEW HTS
TACKABERRY DR
SINGLETON ST
DUNNETT DR
HARDY LN
SMITH ST
GUNDAS ST
ELIZABETH ST
YOUNG ST
GEORGE ST
PRINCE EDWARD ST
HOPE ST
ALICE ST
TERRY FOX DR
PINNACLE ST
DUFFERIN ST
PERRY AVE
OLIPHANT ST
GROSS ST
JAMES ST
DANIELS DR
HENDERSON LN
THOMPSON CRES
SAVILL LN
2
60 30 0 60 120 180 240
Meters
Draft Schedule 4 Transportation
Secondary Plan
Northeast Area 1
Date : May 2026
Municipality of Brighton
Legend
Trail and Pathway Networks
Multi-Use Path (MUP)
Trail Network
Transportation Elements
Local Roads
Collector Roads
Arterial Roads
County Arterial Roads
Potential Local Road Connections
Potential Collector Roads
Potential Local Roads
General Map Elements
Property Boundaries
Secondary Plan Areas
* Local streets will form block faces of 100m to 150m in length

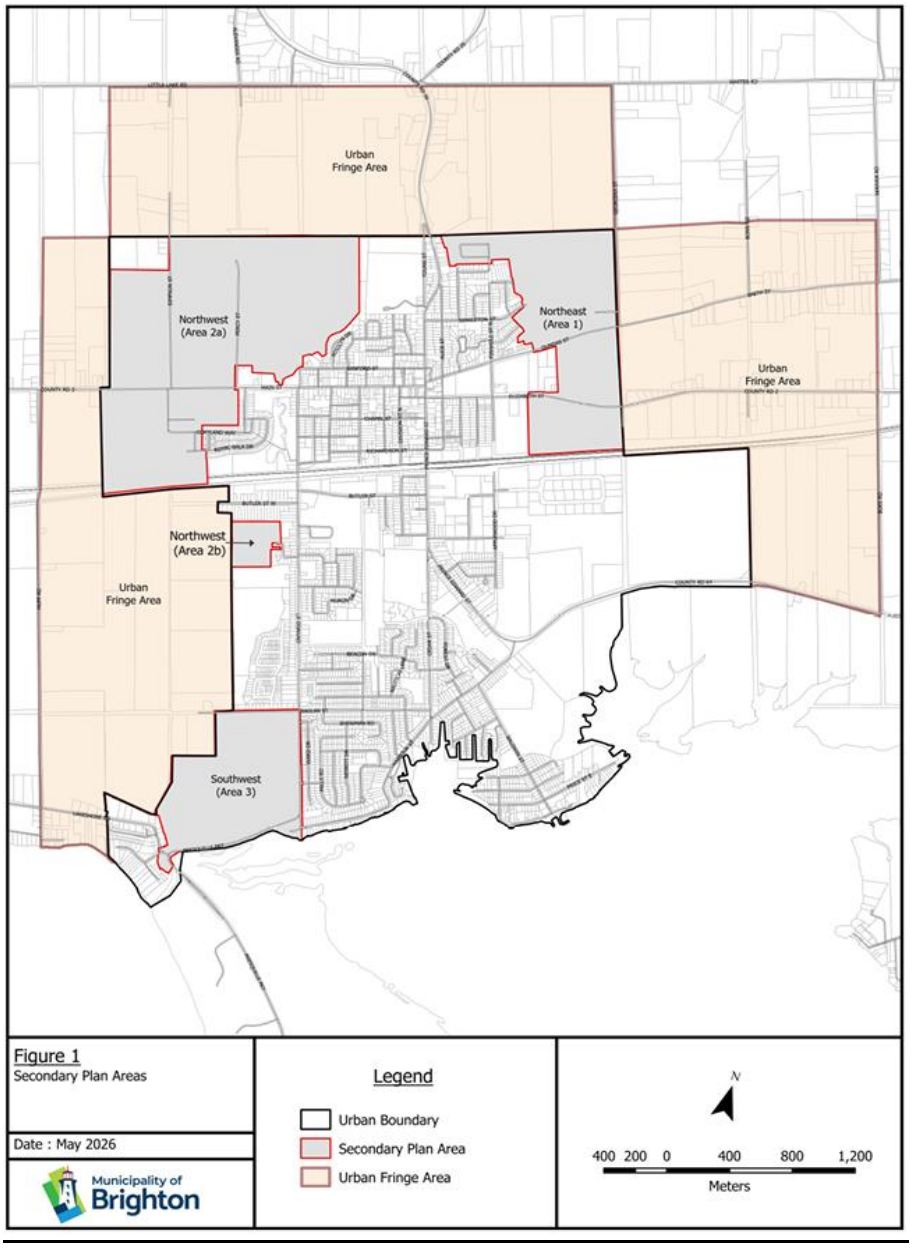
Schedule E


SUBJECT TO ENVIRONMENTAL STUDIES AND APPROVAL BY CONSERVATION AUTHORITIES
MAIN ST
ONTARIO ST
BUTLER ST
BUTLER ST W
HONOX ST
RICHARDSON ST
RUSSELL ST
CHAPEL ST
ADDISON ST
NAPOLEON ST
SAMFORD ST
CRESTVIEW AVE
DEAN DR
BRAEBURN ST
CORTLAND WAY
ROYAL GALA DR
IROQUOIS AVE
100 50 0 100 200 300 400
Meters
Draft Schedule 5 Transportation
Secondary Plan
Northwest Area 2a and 2b
Date : May 2026
Municipality of Brighton
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Potential Collector Roads
Potential Local Roads
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Property Boundaries
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Schedule F


RAGLAN ST
CLAYTON JOHN AVE
COOPER CRT
ONTARIO ST
PRESQUILE GATE
HARBOUR ST
PRESQUILE PKY
LAKEHURST ST
RABBIT RUN
60 30 0 60 120 180 240
Meters
Draft Schedule 6 Transportation
Secondary Plan
Southwest Area 3
Date : May 2026
Municipality of Brighton
Legend
Trail and Pathway Networks
Multi-Use Path (MUP)
Trail Network
Transportation Elements
Local Roads
Collector Roads
Arterial Roads
County Arterial Roads
Potential Local Road Connections
Potential Collector Roads
Potential Local Roads
General Map Elements
Property Boundaries
Secondary Plan Areas
* Local streets will form block faces of 100m to 150m in length

Schedule G - Urban Fringe Area



Brighton Secondary Plan

Area Wide Efficient Land Use Plan

Prepared by:
Planning & Development
planning@brighton.ca

06, 08, 2026

brighton.ca

Version #3

Table of Contents

Brighton Secondary Plan (Area-Wide Efficient Land Use Plan) **1**

Land Acknowledgement **5**

PART ONE: BRIGHTON URBAN GROWTH AREAS **6**

1.0 Introduction **6**

1.1 Purpose of the Plan 8

1.3 Creative Sustainable Development 10

1.4 Looking Ahead: Growth Scenario for Brighton 11

1.5 Organization of the Plan 12

1.6 How to Read the Plan 14

PART TWO: LAND USE **15**

2.0 Introduction **15**

2.1 Land Use Framework 15

2.2 The Land Use Designations 15

2.3 Secondary Plan Land Use Schedules 16

2.4 Residential Areas 17

2.4.2.1 New and Existing Neighbourhood Design Policies 18

2.4.2.2 Street Townhouse Units 19

2.4.2.3 Semi-Detached Dwellings 20

2.4.2.4 Landscaping and Open Space 20

2.4.2.5 Access, Parking and Servicing 21

2.5 Commercial/Mixed Use Areas 21

2.6 Environmental Protection Area 26

2.7.1 Guiding Parks and Open Space Policies 26

2.7.2 Implementing Policies 27

2.9.1 Presqu'ile Parkway Corridor Gateway Area 30

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2.9.2 Main Street Gateway Area 30
2.9.3 Elizabeth Street Gateway Area 31
2.10 Special Policy Areas 32
2.11 Urban Fringe Areas 32
PART THREE: COMMUNITY FACILITIES AND SERVICES 34
3.0 Introduction 34
3.1 Transportation and Circulation 34
3.1.1 Guiding Policies 34
3.1.2 Implementing Policies 35
3.2 Road Network Hierarchy 37
3.2.1 Implementing Policies 37
3.3 Transportation and Land Use 39
3.3.1 Transportation Demand Management, Traffic-Calming, and Design Strategies 39
3.4 Active Transportation System 40
3.5 Parking 42
3.6 Services and Utilities 43
PART FOUR: QUALITY OF PLACE IN BRIGHTON 48
4.0 Introduction 48
4.1 Neighbourhood Design 48
4.2 Residential Design 51
4.3 Mixed Use Design 55
4.4 Green Design 57
4.4.1 Guiding Policies 57
4.4.2 Implementing Policies 58
4.5 Housing 61
4.5.1 Guiding Policies 61
4.5.2 Implementing Policies 61
4.6 Natural Heritage System 65
4.6.1 Guiding Policies 65
4.7 Environmental Management 68
4.7.1 Water Resources 68
4.7.2 Environmental Impacts And Analysis 69

4.8 Natural and Human-Made Hazards 71
PART FIVE: IMPLEMENTING BRIGHTON SECONDARY 75
5.0. Introduction 75
5.1. Zoning By-Law 75
5.1.2 Temporary Uses 77
5.1.3 Interim Control 78
5.1.4 Height And Density Bonusing 78
5.2 Minor Variance 80
5.4 Land Division 81
5.5 Site Plan Control 82
5.6 Non-Conforming Uses 84
5.7 Property Standards 84
5.8 Property Acquisition 85
5.9 Application Requirements 86
5.10 Plan Monitoring and Review 88
5.11 Amendments To The Plan 91
5.12 Monitoring 91
5.13 Public Works and Financial Management 92
5.13.1 Guiding Policies 92
5.13.2 Implementing Policies 92
5.13.2.1 Public Works 92
5.13.2.2 Finance 93
SECONDARY PLAN SCHEDULES 94

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Land Acknowledgement

Brighton respectfully acknowledges that the Municipality of Brighton is located on the Mississauga Anishnabeg (A-nish-in-naw-bek) territory and is the traditional territory of Mississauga. Here in the Municipality of Brighton we also acknowledge that the Mississauga Nations are the collective stewards and caretakers of these lands and waters in perpetuity, and that they continue to maintain this responsibility to ensure their health and integrity for generations to come.

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PART ONE: BRIGHTON URBAN GROWTH AREAS

1.0 Introduction

As a result of increased development pressures the Municipality of Brighton initiated the process of preparing a Secondary Plan (the Plan) for the “greenfield” lands of the urban area of Brighton. The existing Official Plan for the municipality was approved by the County of Northumberland in 2020 and designates lands within the Secondary Plan Areas (SPA’s) for potential long term urban development. The policies of this Plan are in compliance with and build upon the current policies in the Official Plan. The Plan is intended to be consistent with the Provincial Planning Statement and to conform with the policies and growth management framework of the Northumberland County Official Plan.

A vision for future development is important for the community’s urban growth areas. This Plan articulates that vision. It frames and offers direction to guide future growth and development in such a way that the vision can be achieved.

Part One outlines the purpose of the Plan for the urban growth areas and the process by which it was prepared, including community involvement. It describes the integration of the municipality’s urban growth areas with the existing built urban area and summarizes the potential scenarios for growth upon which the Plan is based. All lands within the Secondary Plan Areas are located within the existing Urban Boundary as identified in the Northumberland County Official Plan and the Brighton Official Plan. The Secondary Plan Areas currently have a variety of land use designations as outlined in the Brighton Official Plan. This Secondary Plan serves to redesignate those lands in accordance with attached Land Use Schedules.

The Plan is a collection of policies that focus on what could be achievable in the next 25 years. These policies are meaningful only if translated into actions that are tangible and can be implemented. Within the vision for future development is an embrace of Brighton’s rich past and the quality of place it provides. This quality of place is vital in attracting new residents and businesses to the community and in ensuring that Brighton is a healthy and sustainable place to live, work, and play.

Brighton’s Urban Growth Areas will be resilient, connected, and diverse in housing and economic opportunities—growing through development that aligns with infrastructure readiness, natural features, and neighbourhood character.

The Secondary Plan supports a flexible, application-responsive development framework that encourages the evolution of complete communities over time—guided by land use

designations that identify appropriate areas for residential, mixed-use, commercial, and recreational development.

While detailed phasing of density and form will occur at the subdivision or development application stage, the Plan encourages logical sequencing of infrastructure investment and land servicing to ensure efficient and cost-effective growth, particularly in areas where capacity is limited.

Distinct opportunities within each Secondary Plan Area will be supported:

- **SPA 1 & 2** will accommodate a range of residential densities and mixed-use areas, with commercial and service nodes to support new neighbourhoods.
- **SPA 3** will add to the residential inventory and strengthen Brighton's tourism economy with active transportation routes, improved public access to the waterfront, and seasonal/recreational uses.

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1.1 Purpose of the Plan

This Plan serves several purposes:

- It provides a blueprint for Brighton's urban growth areas and long-range physical development that reflects the aspirations of the community and Council's vision while managing the effects of such development on the social, economic, and environmental well-being of the community.
- It provides strategies and specific implementing actions that will allow this blueprint to be accomplished.
- It establishes a basis for judging whether specific development proposals and public works are in harmony with the Plan.
- It allows public agencies, and property owners to coordinate and design projects that will enhance the character of the community.
- It provides the basis for establishing and setting priorities for relevant studies, plans, and programs that will implement the Plan.
- It reflects and is consistent with the 2024 Provincial Planning Statement; and
- It reflects and conforms with the general intent and purpose of the County of Northumberland Official Plan.

This Plan provides the framework within which decisions on how to grow, provide public services and facilities are to be made within the urban growth areas. The three SPA's are identified as the Northwest Secondary Plan Area, the Northeast Secondary Plan Area and the Southwest Secondary Plan Area (Figure 1). The Plan provides the basis for the passing of related municipal by-laws, administration of the planning process, and the matters to be considered in the evaluation of land development. The Plan also identifies land outside of the Secondary Plan Areas designated Urban Fringe Areas (Figure 1). Development of lands in the Urban Fringe Areas will be closely monitored to ensure that any development within the Urban Fringe Areas does not jeopardize the efficient extension and implementation of long-term road and servicing infrastructure connections identified in the Secondary Plan Areas. Once this Plan comes into effect, no by-law shall be passed, and no public work undertaken that does not conform to this Plan.

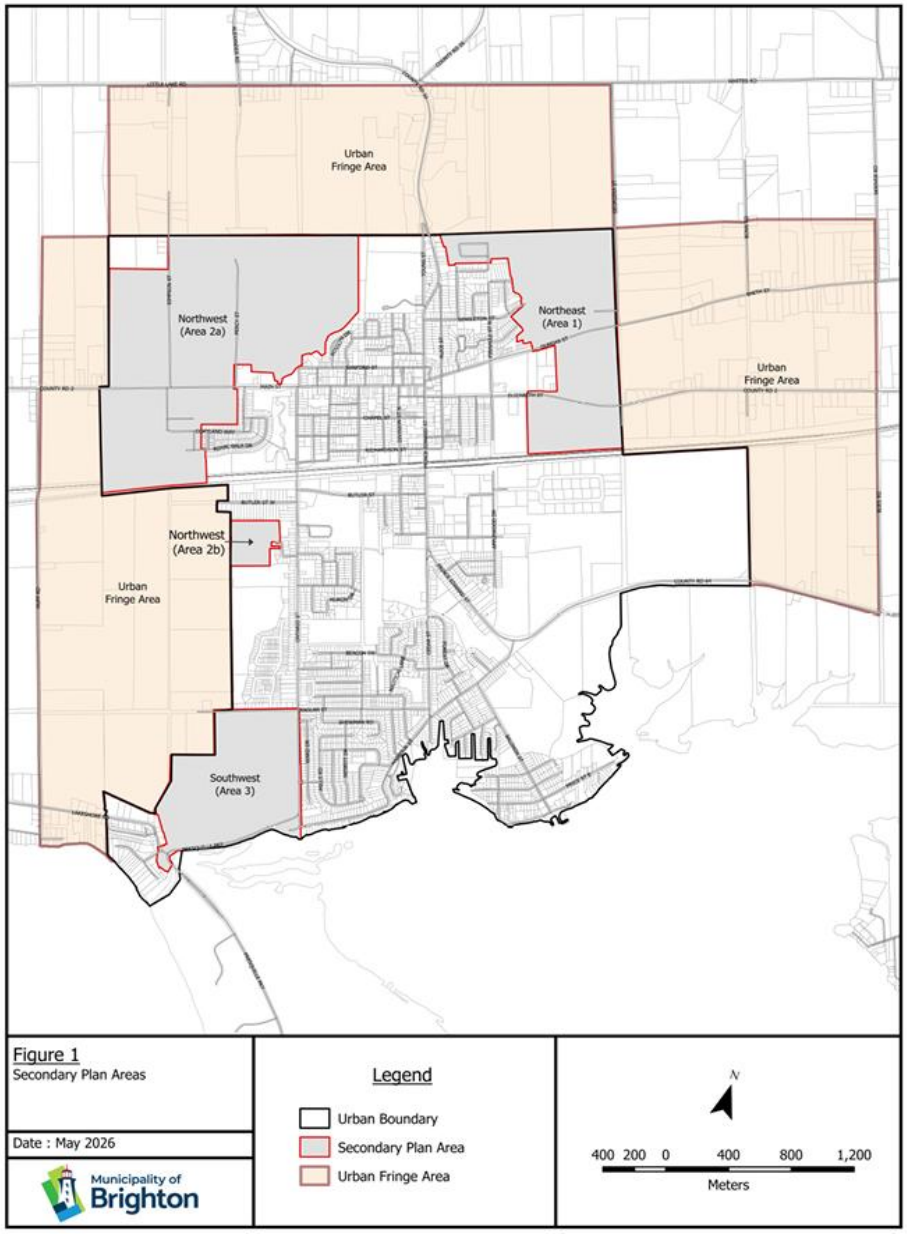


Figure1: Secondary Plan Areas

1.2 Community Planning Process

As a first step in the Secondary Plan process a series of Technical Background Reports were prepared. These documents present a “snapshot” summary of the existing conditions in Brighton with respect to a variety of components, including land use; population projections; residential and commercial land need; servicing infrastructure; transportation and circulation; urban design; cultural, natural heritage and hazards. The technical reports identified a range of issues to be addressed in the Secondary Plan.

The aim of the Secondary Plan is to define a land use pattern and governing policies, integrating transportation, stormwater management and sewer and water servicing strategies while upholding community character and vision within the urban growth areas. Extensive community engagement was a priority throughout the project to gather insights from citizens and stakeholders.

A Community Consultation and Engagement program was undertaken, and a Summary Report was prepared. This report highlights three key components: Background on the Study processes, Summary of consultation strategies, and Summary of public input.

Various consultation methods were employed, including public notification, advertising, and outreach, which involved direct contact with organizations and stakeholders, neighborhood walking tours as well as public meetings and open houses. The Municipality's website served as a central platform for information dissemination and accessing surveys. An online survey, released in two versions, collected residents' feedback on various aspects such as housing, transportation, and public spaces. A Technical Advisory Committee (TAC), comprised of various municipal and public agency staff, provided a platform for detailed discussions.

Feedback from public events and the online survey underscored residents' appreciation for the small-town feel, proximity to key amenities, and the importance of housing variety and commercial support for the economy. Concerns regarding transportation focused on commuting patterns, the need for improved active transportation routes, and the desire for more public spaces like parks and walking trails.

Overall, the report indicates a comprehensive engagement process aimed at gathering diverse perspectives to inform the development of the Secondary Plan Areas.

As a result of these efforts, this Secondary Plan reflects the desires and decisions of all who took part in the community planning process.

1.3 Creative Sustainable Development

In the past decade, Brighton has seen an influx of new residents moving from major urban centres. The municipality’s high quality of place and desirable lifestyle combined with advances in technology that facilitate the ability to “work from anywhere”, are attracting

persons working in the creative economy who have chosen to live and work here. This trend has resulted in increased local economic expansion and serves as the basis for Brighton's drive to encourage and promote its diverse and creative economy. The Municipality has also been a particular attraction to early retirees and seniors, many still active in employment capacities or in volunteer activities. This trend is expected to continue going forward.

Future development in the Secondary Plan Areas is intended to preserve and enhance the quality of place in Brighton while providing for opportunities to accommodate a growing economy as much as is reasonable and appropriate. The Secondary Plan encourages:

1.3.1 New residential neighbourhoods to be similar to Brighton's existing traditional neighbourhoods in terms of walkability while also offering a choice in housing forms.

1.3.2 Connectivity in the Secondary Plan Areas are to be developed, not just for drivers, but for the benefit of pedestrians and cyclists so as to provide healthy, environmentally friendly, and economic choices in getting around.

1.3.3 Parkland and open space continue to define the community as being healthy and green and that these resources serve all in the community equally.

1.3.4 Regarding opportunities to accommodate commercial development, the Secondary Plan recognizes that:

a) Great potential is offered for live/work opportunities in the emerging residential neighbourhoods; and

b) Land use areas and supporting policies should incorporate a mix of commercial uses across the Secondary Plan Areas and should recommend zoning tools to enable creative development.

1.4 Looking Ahead: Growth Scenario for Brighton

The population projections used in this secondary Plan represents a planning scenario used to assess potential land use patterns, infrastructure requirements and community design within the Secondary Plan Areas. Final population allocations for the municipality will be confirmed through the Official Plan review and will conform with the growth forecasts established in the Northumberland County Official Plan.

The Secondary Plan is based on population projections to the year 2051 prepared in accordance with Provincial and County guidelines. The projected population for the

entire Municipality of Brighton to the year 2051 is up to 17,825 representing an increase of up to 5,225 persons from 2024 (12,600 est.). Based on an average of 2.25 persons per dwelling unit, up to 2,322 dwelling units will be required to accommodate the increased population in the municipality. For the purposes of this plan the additional population and resulting number of dwelling units have been allocated to various locations throughout the municipality as follows:

Rural Brighton - 10% or 522 persons (232 dwelling units)

Urban infill and intensification - 20% or 1044 persons (464 dwelling units)

Northeast SPA - 25% or 1,306 persons (580 dwelling units)

Northwest SPA - 35% or 1,829 persons (812 dwelling units)

Southwest SPA - 10% or 522 persons (232 dwelling units)

As a result of this allocation a total of 1,624 dwelling units are required to house an additional population of 3,654 persons in the Secondary Plan Areas.

Based on the proposed overall dwelling unit density of 30 units per net hectare for low density, 60 units per net hectare for medium density and 100 units per net hectare for high density, the available lands designated for residential purposes within the SPA's can easily accommodate the projected population growth.

1.5 Organization of the Plan

This Plan includes two interrelated components - policies and land use schedules - that must be considered together when determining the relevance to a particular land area or proposed development scenario. The policies of this Plan organized into five main parts:

Part 1: Brighton Urban Growth Areas

This Part outlines the purpose of the Plan and the process by which it was prepared. It describes and summarizes the potential scenarios for growth upon which the Plan is based. Finally, it describes how the Plan is organized and the policies within are structured.

Part 2: Land Use

This Part outlines the land use strategy for the Brighton Urban Growth Areas and provides the physical framework for development in these areas. It establishes policies related to the use, location, and intensity of development. It also outlines criteria by which

development in the Brighton Urban Growth Areas is evaluated to ensure it is compatible with existing uses and development.

Part 3: Community Facilities and Services

This Part provides various standards for community facilities and services, including vehicular, cycling and pedestrian circulation, sanitary sewer and water infrastructure and utilities, and stormwater management.

Part 4: Quality of Place in Brighton Urban Growth Areas

This Part outlines policies and guidelines for the further preservation and enhancement of Brighton's quality of place with respect to urban design, cultural heritage, housing, economic development, and community improvement which includes parks, open space, and environmentally sensitive lands

Part 5: Implementing the Brighton Secondary Plan

This Part outlines actions to be taken to regulate development, how progress will be monitored and reviewed, how the Plan will be administered and interpreted, and how Plan implementation will be coordinated with the municipality's public works and financial management efforts.

The Land Use Schedules of this Plan are organized into six Schedules:

1. **Schedule 1: Northwest Secondary Plan Land Use Schedule;** This Schedule is a graphic representation of the general location, distribution, and extent of land uses envisaged by the Plan.

2. **Schedule 2: Northeast Secondary Plan Land Use Schedule;** This Schedule is a graphic representation of the general location, distribution, and extent of land uses envisaged by the Plan.

3. **Schedule 3: Southwest Secondary Plan Land Use Schedule;** This Schedule is a graphic representation of the general location, distribution, and extent of land uses envisaged by the Plan.

4. **Schedule 4: Northeast Transportation Schedule;** This Schedule is a graphic representation of the existing and proposed road and active transportation network envisaged by the Plan.

5. **Schedule 5: Northwest Transportation Schedule**; This Schedule is a graphic representation of the existing and proposed road and active transportation network envisaged by the Plan.

6. **Schedule 6: Southwest Transportation Schedule;** This Schedule is a graphic representation of the existing and proposed road and active transportation network envisaged by the Plan.

All Schedules are to be interpreted in conjunction with the policies of this Plan.

1.6 How to Read the Plan

With the exception of Part 1, each Part of the Secondary Plan includes a brief background information to establish the context for the policies in that section. This background material is neither a comprehensive statement of existing conditions nor does it contain adopted information.

The numbered policies are intended to reflect and assist in achieving the long-term vision for the Brighton urban growth areas and establish planning requirements, programs, standards, and criteria for development review. A commitment to action on the part of the municipality should not be construed as a commitment to proceed immediately. Commitments will be undertaken in a phased manner, as determined by Municipal Council, subject to budget considerations and program availability.

The use of “shall”, “will”, or “must” in the Implementing Policies indicates a mandatory requirement, whereas the use of “should”, “would”, “may” in the Implementing Policies indicates that a statement is advisory, not binding, and that details need to be resolved in the implementation of this Plan. Where the same topic is addressed in more than one part, sections and policies have been generally cross-referenced.

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PART TWO: LAND USE

2.0 Introduction

This Part of the Secondary Plan constitutes the framework for land use planning in the Brighton Urban Growth Areas to the year 2051. The guiding principles of the land use framework, the land use classification system, and the Secondary Plan land use schedules are then presented. This is the heart of the Plan as it is the policy framework intended to guide community development in the SPA's for the next 25 years.

2.1 Land Use Framework

The Secondary Plan comprises three distinct and largely undeveloped areas of the Brighton urban area including the northwest area, located north and south of Main Street, the northeast urban growth area, located north and south of Elizabeth Street, as well as the southwest area bordering the west side of Ontario Street south of Raglan Drive and along Presqu'ile Parkway. These areas are currently largely undeveloped but do contain various historic land uses typical of those found in the rural part of the municipality including agriculture and large lot residential uses. Portions of these areas are designated as Urban in the current Official Plan and have experienced some urban development particularly in the northeast (No Frills) and the northwest (Main Street commercial uses and newly developed retirement residence).

2.2 The Land Use Designations

The Secondary Plan land use framework is comprised of five land use designations as well as special policy areas. These designations and their associated policies are intended to be broad to give landowners and the municipality flexibility in providing sufficient direction to implement the Plan. Detailed provisions and standards will be included in future zoning for Brighton as appropriate and in conformity with the Secondary Plan.

The land use designations established by this Secondary Plan for the Brighton Urban Growth Areas are as follows:

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Section	Designation
2.4	Residential
2.5	Commercial/Mixed Use
2.6	Environmental Protection Areas
2.7	Parks and Open Space
2.8	Community Facilities and Services
2.9.1	Presqu'ile Parkway Corridor Gateway Area
2.9.2	Main Street Gateway Area
2.9.3	Elizabeth Street Gateway Area
2.10	Special Policy Areas

2.3 Secondary Plan Land Use Schedules

The Secondary Plan land use framework is illustrated on Schedule 1 (Northwest Secondary Plan Area), Schedule 2 (Northeast Secondary Plan Area) and Schedule 3

(Southwest Secondary Plan Area). These Schedules are attached to and form part of this Plan. They illustrate predominant land uses and the spatial relationships between them and are a graphic representation of the goals and policies of this Plan. The Schedules are to be used and interpreted only in conjunction with the text of the Plan.

2.4 Residential Areas

The Secondary Plan includes one Residential land use designation to manage growth in the emerging residential neighbourhoods of Brighton. The policies of the Residential designation are intended to maintain and enhance the quality of the community by encouraging development that is compatible with existing land uses and the extension of new neighbourhoods into surrounding undeveloped areas. New residential neighbourhoods will be integrated and compatible with Brighton's existing traditional neighbourhoods. A high quality of place will be maintained or enhanced.

Development within the Residential Areas is anticipated to result from the extension of existing neighborhoods and the creation of new neighborhoods. However, the areas will support a wide choice in housing form with an increased residential density as a means of increasing the mix of housing types in Brighton, encouraging the provision of more affordable forms of housing, and maximizing the use of existing municipal services and facilities.

The policies of these areas permit all residential uses at all densities. Neighbourhood-scale non-residential uses intended to serve the local neighbourhood, including schools, libraries, places of worship, home-based business, and convenience retail, are also permitted. These uses are permitted as a means of creating and encouraging complete neighbourhoods that include a balance of facilities and services to meet the everyday needs of residents and make the most of existing municipal infrastructure. All development in the Residential area must maintain and enhance the character of the existing neighbourhood and be in conformity with the neighbourhood design policies of Section 4.1 of this Plan.

2.4.1 Guiding Residential Policies

The intent of the Residential Area of this Plan is to:

1. Support a diverse range of housing types at a range of residential densities that meet the existing and future needs of the community.

2. Encourage the creation of complete neighbourhoods that meet the everyday needs of residents and make the most of existing municipal infrastructure.

2.4.2 Implementing Residential Design Policies

The Residential designation of his Plan permits all types of residential dwellings including single and semi-detached, apartments, group homes, as well as seniors and long-term care homes. A single Residential designation affords the municipality and landowners the flexibility of developing property over time as needs change without the need for a Secondary Plan amendment. There are however policies within this Plan as well as other municipal planning tools to ensure that residential development in the SPA's is consistent with good planning and design principles.

2.4.2.1 New and Existing Neighbourhood Design Policies

a) Where applicable, ensure that new neighbourhood development in the urban growth areas occurs as an extension of the surrounding existing neighbourhood fabric. The development will integrate the new with the existing street network and blend the built form and character with the existing neighbourhoods in Brighton.

b) Permit a mix of residential unit types in new neighbourhood development, including single detached, semi-detached, duplex, triplex, townhouse, and apartment.

c) Require a minimum residential density of 17.3 units/net hectare (7.0 units/net acre) in new neighbourhood development with a preferred target residential density of 30 units/net hectare (12 units/net acre). Permit residential densities of 60 units/net hectare (25 units/net acre) in new neighbourhood development, as appropriate. Higher density may be permitted in exchange for the provision of community benefits in conformity with the policies of Subsection 5.1.4 of this Plan with respect to height and density bonusing.

d) Permit a mix of neighbourhood-scale non-family residential uses in new neighbourhood development, including assisted and special needs housing, senior housing, and long-term care homes as a means of meeting the full range of community housing needs.

e) Permit a mix of neighbourhood-scale community uses in new neighbourhood development, including schools, places of worship, libraries, community centres, parks, and daycares. Neighbourhood-scale commercial uses are also permitted, including home-based business and

neighbourhood-serving convenience retail. Neighbourhood-scale community and commercial uses should ideally have direct access to a collector street.

f) Ensure that new neighbourhood development connects with existing sewer and water services by means of streets, sidewalks, walkways or multi use paths, and open space. Such connections will provide access to schools, parks, shopping, and workplaces and integrate new development in the existing urban fabric. Connections shall encourage modes of active transportation and facilitate the safe separation of pedestrian and vehicular traffic (refer to Section 3.4 of this Plan). The removal of any existing connection with surrounding neighbourhoods is strongly discouraged.

g) Ensure that new neighbourhood development is in conformity with the urban design, and environmental management policies of Sections 4.1, 4.2, and 4.4 of this Secondary Plan.

2.4.2.2 Street Townhouse Units

Street townhouse units provide transitional density between multi-unit buildings and lower scale uses such as single and semi-detached dwellings (or existing residential neighbourhoods).

a) Townhouse blocks should be oriented parallel to the street to reinforce a consistent street-wall. Within back-to-back or stacked back-to-back townhouse blocks, both units should align with their respective streets. Where townhouse blocks are located perpendicular to streets (i.e. due to lot constraints), end units should be oriented toward the street.
b) Slight variations in setbacks may be appropriate to create a more interesting streetscape.
c) Where townhouses abut single or semi-detached dwellings, side-yard step-backs are encouraged on the upper storey(s) to increase separation and ensure compatibility with the adjacent dwelling. Where upper-storey step-backs are provided, they should be 1.5-3.0m to accommodate usable outdoor amenity space (i.e. patios).
d) Where stacked and stacked back-to-back townhouses abut single or semi-detached dwellings, the entire end unit (at a minimum) should step down in height to minimize overlook/shadow on the adjacent property.
e) Where stacked and stacked back-to-back townhouses back onto single or semi-detached dwellings, a 45-degree angular plane from

the rear lot line should be applied to mitigate shadow/privacy impacts of the upper storeys of the building.

f) On stacked townhouses, access to lower units may be provided up to 1.5m below grade. This access should be well integrated into the building and should not be visually obtrusive from the public realm.

2.4.2.3 Semi-Detached Dwellings

a) Semi-detached dwellings should be oriented parallel to the street to reinforce a consistent street-wall.

b) Slight variations in setbacks may be appropriate to create a more interesting streetscape.

c) A range of distinct but complementary façade designs, rooflines, materials and architectural details are encouraged to create variation within a streetscape.

d) Semi-detached dwellings should be well articulated through vertical recesses and projections, window bays, and the alignment of doors, windows, porches and other architectural features. Individual floors should be easily discernible from the exterior of the building to break the height of the dwelling into easily perceivable sections.

e) On corner lots, a similar degree of articulation should be provided on both frontages and building elements, such as porches, should wrap the corner. On semi-detached dwellings with a flat roof, articulation may be appropriate at the upper storey to mitigate the perceived height of the building and reinforce a human scale.

f) Semi-detached dwellings should use appropriate materials that are appropriate within their local context, and may predominantly include brick, wood and or/stone.

g) Facade materials should reflect their intended use and should not be used to imitate other materials.

h) Monolithic elements, such as vertical features and/or materials that extend the entire height of the dwelling should be avoided.

2.4.2.4 Landscaping and Open Space

a) Private front-yard landscaping should create a clear, but unobtrusive interface between the public and private realm. Low fences that do not obstruct visibility may be appropriate.

b) Private trees are encouraged in the front yard to enhance the urban tree canopy. One tree per residential lot shall be provided on all new single, semi-detached and street townhouse lots. All trees should have access to 30.0m3 of high-quality soil.

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c) Where front-yard parking is provided, at least 50% of the front yard should remain landscaped.

2.4.2.5 Access, Parking and Servicing

a) Front-yard garages/driveways are discouraged. Where garages are provided, they should be located at the back of each dwelling and accessed from a rear lane to avoid curb-cuts on the public sidewalk. Where front yard garages are provided, they should appear visually subservient to the main building and should not occupy more than 50% of the building frontage.

2.5 Commercial/Mixed Use Areas

The Secondary Plan includes three areas designated as Commercial/Mixed Use areas. The policies pertaining to these areas are intended to preserve and enhance the quality of place by ensuring that Brighton provides a range of convenient services for its residents and visitors in commercial areas that are compatible with surrounding neighbourhoods and of high-quality design.

The policies of these areas are intended to maintain and enhance these areas as an expansion to the existing retail and service commercial uses of the community. It is anticipated that the Commercial/Mixed Use areas will accommodate mixed-use (commercial/residential) development as a means of meeting the future needs of the community.

The policies of the Commercial/Mixed Use Areas are intended to encourage a compatible mix of land uses along two key corridors – Main Street (west) and Elizabeth Street (east) leading into the existing commercial core area and a third area located at the southern end of Ontario Street. While the two corridor areas are already home to a range of uses, it is important that future development establish these corridors as gateways to the Brighton urban area and respect the urban design goals of the community. Instead of duplicating or competing with the downtown commercial core. The Commercial/Mixed Use areas are intended to accommodate commercial and mixed-use development in a setting that does not reflect the traditional main street style of development. These uses often occur in residential buildings or require a larger building, a larger lot, or more off-street parking than is appropriate in a downtown commercial core location.

The Municipality shall encourage the development of compact, walkable, mixed-use areas within appropriate locations of the Secondary Plan Areas that may function as Strategic Growth Areas in accordance with the Northumberland County Official Plan, where supported by servicing capacity, transportation infrastructure, market demand, and compatibility with surrounding land uses.

2.5.1 Guiding Commercial/Mixed Use Policies

The intent of the Commercial/Mixed Use areas of this Plan is to:

1. Concentrate commercial shopping, business, office, tourism, and creative storefront economic uses in the Commercial/Mixed Use areas.

2. Support a diverse mix of complementary residential and community uses that meet the existing and future needs of the community.

3. Where mixed residential and commercial uses are proposed, applicants may be required to complete pre-consultation with the Municipality and relevant agencies to identify potential environmental, servicing, or land use compatibility considerations.

2.5.2 Implementing Policies

The Commercial/Mixed Use areas include the properties that front on Main Street (west) and Elizabeth Street (east) entrances to the Brighton urban area and lands located at the southern end of Ontario Street. As such, it is important that future development in these areas enhance the community's quality of place and the entry experience for both visitors and residents. The policies of these areas permit a range of local and region-serving commercial uses, most of which require a larger building, a larger lot, or more off-street parking than is appropriate in a traditional downtown commercial core location. Residential uses in these areas will be limited to apartment dwellings typically found within a mixed-use building.

2.5.2.1 Commercial/Mixed Use Design Policies

Mixed-Use Development is encouraged along arterial roadways. Single storey buildings are strongly discouraged in favour of residential and office uses or other commercial uses on second and higher storeys.

For taller buildings, the scale of the ground floor plate is encouraged to be a human scale while adding floor area upward or downward. For larger at-grade floor plates, larger-scale articulation may be appropriate on the ground floor to reflect the extent of interior use(s) and to accentuate building entrances or other key features, including extra tall ground floors, extensive setbacks, cantilevers, double-height glazing, and/or features that extend for multiple storeys.

a) Concentrate community-scale business, office, tourism, community facilities and creative economic uses in the Commercial/Mixed Use Areas.

    i. Support a diverse mix of complementary residential and community uses that meet the existing and future needs of the community and encourage a healthy and vibrant Commercial/Mixed Use Area.

b) Establish the Commercial/Mixed Use Areas as the primary gateways to the Brighton urban area with development that is of high-quality design and compatible with surrounding neighbourhoods.

c) Recognize the Commercial/Mixed Use Areas as major gateways to the Brighton urban area and the ancillary mixed-use area to the downtown core with regional and community-scale uses that require a larger building or more off-street parking than is appropriate in the downtown core.

d) Permit a mix of regional and community-scale commercial uses including but not limited to retail; personal and business services; tourist and tourism-based uses; office; auto and equipment-related sales and service, and parks and open space.

e) Such development shall be in conformity with the urban design policies of Section 4.1 of this Plan and enhance the viability and vitality of the areas.

f) Focus higher density residential development in Commercial/Mixed Use Areas as a means of supporting the long-term viability of local businesses, strengthening the live/work relationship, and encouraging the provision of more affordable forms of housing.

g) Permit new buildings in the Commercial Mixed-Use Areas that are compatible in height, bulk and massing. This Plan offers flexibility in building design and orientation that may be necessary to accommodate mixed use buildings with varying floor heights.

h) Direct buildings to be placed in proximity to street frontages in order to provide a connected relationship between the building and the public realm. A continuous building line will generally be presented, punctuated where appropriate by active transportation connections or open space.

i) Consider passing a community benefits charge by-law to encourage intensification in the Commercial/Mixed Use Areas in exchange for facilities, services, or matters of community benefit, provided such development is in conformity with the urban design policies of Section 4.1 of this Plan and the mixed-use corridor is maintained and enhanced.

j) Require that new development in the Commercial/Mixed Use Areas be of high-quality design and support the role of the area as a gateway to the community.

k) Buildings located at the corners of a main intersection, should wrap the corner to create a continuous streetscape and be designed to reinforce the visually high-profile location.

l) Parking is preferred to be provided underground or in a structure. Where surface parking is provided, it should be located in the rear or side yard and screened from view.

m) Open storage or compounds in public view are discouraged.

n) Fencing of large areas of lot coverage or segments of frontage will not be permitted, particularly within public view. Fencing will be aesthetically pleasing and kept within interior side yards or rear yards.

o) To support accessibility, new transit stops are encouraged. Preferred locations are around areas with the highest concentration of commercial and residential densities, with a particular focus on areas where new streets are envisioned.

p) Parklands will be strategically located to ensure all residents have access to recreational areas within a convenient walking distance. Parkettes will be located within approximately 200m of residential uses.

q) To further enhance the open space network, and the aesthetic appeal of the areas, private amenity spaces atop buildings or plazas adjacent to new and infill developments should offer additional open spaces, thereby contributing to the overall well-being and recreational opportunities for the community. These plazas should be seamlessly integrated between buildings and strategically located at key intersections of development parcels. Promenades will offer mid-block or inter-building connections while also offering added landscape enhancements, pop-up conveniences, and sitting areas. As predominantly hardscaped areas, promenades and plazas should include street furnishings and street trees and should offer space for streetscape enhancing uses such as commercial spill-out areas. Plazas should be strategically positioned, particularly in close proximity to Mixed-Use areas.

r) Discourage “strip” development in the Commercial/Mixed Use Areas whereby commercial uses are disconnected from the surrounding neighbourhood.

s) Identifying key locations for more intense mixed-use development in future zoning so as to establish distinct activity nodes.

t) Encouraging new development to locate parking at the side or rear of a property so as to reduce negative visual impacts.

u) Encouraging new development to locate buildings nearer to the street, while considering the setback of existing neighbouring buildings, to create a sense of enclosure consistent with compact urban form.

v) Requiring new development to minimize driveways to improve pedestrian safety and vehicular flow, and to landscape areas along sidewalks to improve pedestrian safety and comfort; and

w) In addition to the foregoing policies council should consider the preparation of design guidelines for the Commercial/Mixed Use corridors as a means of guiding and evaluating applications for new development and ensuring that it is sensitive to and supports the role of the area as a gateway to the community.

x) These guidelines could address:

- Building orientation, design, and setbacks;
- Landscaping, screening, and fencing;
- Outdoor storage;
- Signage;
- Access controls;
- Parking and loading;
- Outdoor eating areas;
- Gateway entry features.

y) Minimize and mitigate potentially adverse off-site impacts, such as noise or lighting, of new commercial development on adjacent residential properties by establishing buffering and screening works.

z) Ensure that all new development or significant redevelopment in the Commercial/Mixed Use Areas provides adequate off-street parking. Cash-in-lieu of parking may be considered as an alternative means of meeting this policy.

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aa) Strengthen the links between the Commercial/Mixed Use Areas and the downtown core by means of gateway development, visual and physical connections, sidewalk extensions, bicycle lanes, signage, etc.

bb) Enforce property standards in the Commercial/Mixed Use Areas as a priority to ensure that the quality of place of Brighton is maintained and enhanced. Refer to Section 5.6.

2.6 Environmental Protection Area

The Environmental Protection Area represents a significant component of the green infrastructure in Brighton. These areas are intended to preserve and enhance lands with inherent environmental sensitivity. The boundaries of the Environmental Protection Area are based on analysis and mapping completed by other agencies, including Conservation authority and the Ministry of Natural Resources. These boundaries may change over time as a result of additional analysis or project-specific Environmental Impact Studies (EIS).

Development in or adjacent to the Environmental Protection Areas of this plan will be subject to the policies of Sections 3.9 and 4.11 of the existing Brighton Official Plan where applicable.

2.7 Parks and Open Space

Parks and Open Space areas can define a community more than any other physical element. Park and Open Space areas support exercise, play, community interaction, and provide contact with nature. These areas contribute greatly to quality of life in Brighton and portray it as a community that is healthy, green, and attractive to both residents and visitors.

In the next twenty-five years, the urban population of Brighton may increase by up to 5225 permanent residents. By current municipal standards, an additional 7.5 hectares of parkland may be required. However, it is important to note that the provision of park and recreation facilities is not solely related to the provision of physical space – there also needs to be a diversity and equitable distribution of park and recreation facilities throughout the community. This will be accomplished through the provision of community, neighborhood and parkette facilities throughout the secondary plan areas.

2.7.1 Guiding Parks and Open Space Policies

The intent of this Plan is to:

1. Recognize park and open space lands as important contributors to the quality of place in Brighton and as invaluable to the long-term health and well-being of its residents.

2. Work toward the creation of an interconnected network of park and open space lands linked by the active transportation system to surrounding neighbourhoods.

2.7.2 Implementing Policies

Council shall:

a) Provide for a range of park types, recreation facilities, and open space areas in Brighton and their equitable distribution in the community to ensure access to a diversity of recreation opportunities.

b) Open spaces shall be distributed so that all residents are generally within a 250 to 500 metre walking distance (2.5 to 5 minutes) of a public park, trail, or passive recreational area.

c) Provide for both active and passive elements within all parks, as appropriate, to meet the recreation needs of all ages and interests.

d) Provide a minimum setback of 7.5m between any active public parkland facility and the nearest property boundary.

e) Identify and secure active transportation connections between new and existing parkland and open space areas and new and existing neighbourhoods during the development approval process. These “green ways” should include enhanced streetscaping and pedestrian amenities. Refer to Section 3.4 of this Plan.

f) Work with other levels of government and agencies to coordinate strategies and funding opportunities to acquire and preserve park and open spaces areas.

g) Require parkland dedication for residential development and redevelopment equivalent to 5 percent of the subject land area, and/or dedication at a rate of one hectare per 600 units. For commercial and industrial development and redevelopment, require dedication equivalent to 2 percent of the total site area.

h) Consider cash-in-lieu of parkland dedication under the following circumstances;

i. The required dedication fails to provide an area of suitable size, location, and shape for parkland development to the satisfaction of the municipality.

ii. The required dedication would render the remainder of the site unsuitable or impractical for development.

iii. The area within which the development is proposed is well served by existing park and open space areas and no further areas are required.

i) Require that the land accepted for parkland dedication can achieve the municipalities' requirements for the type of parkland to be provided, and is in conformity with the goals, policies, and schedules of this Plan.

j) Consider the provision of sustainability features to address climate change in proposed development in lieu of parkland conveyance where suitable lands are not available for parkland development. Such features may include green roofs.

k) Permeable surfaces; tree planting; renewable energy technologies; and water efficiency and conservation measures. Refer to Section 4.4 of this Plan.

i) Encourage private recreation development to complement public recreational opportunities and support the involvement of private recreation groups in the planning, operations, and maintenance of parkland in Brighton.

j) Parkland planning shall consider both the quantity and functional diversity of open space, including passive, active, and community-oriented uses.

k) Refer to Parks and Recreation Master Plan for Brighton that establish standards for the following:

i. Parkland classification scheme, including for neighbourhood and community parks.

ii. Parkland area required for each type of parkland by population.

iii. Size and service area for each type of parkland.

iv. Potential facilities and activities permitted within each type of parkland; and

v. Locational requirements for each type of parkland, including access and parking, collocation with other facilities, etc.

2.8 Community Facility

The Community Facility designation identifies large publicly owned lands intended for community recreational facility or infrastructure purposes. Development standards of these lands will be guided by future recreational and infrastructure needs or requirements.

2.9 Gateway Areas

Traditionally County Road 2 (Main Street and Elizabeth Street) has been the main east and west gateways to the urban area of the Municipality of Brighton. In addition, the Presqu'ile Parkway has played an important role in defining the history and character of the Brighton region. As such, it is the intent of this plan to ensure that these areas maintain and enhance these roles by designating them as Gateway Areas.

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The policies of this Section are to be considered in addition to any other policies in the Plan that may apply to the underlying land use area. Gateway Areas are identified on Schedules 1, 2 and 3:

2.9.1 Presqu'ile Parkway Corridor Gateway Area

The Presqu'ile Parkway Corridor Gateway Area extends from the intersection of Ontario Street and Presqu'ile Parkway in the east to the entrance of Presqu'ile Provincial Park in the west. This corridor provides the municipality with the opportunity to enhance existing transportation, recreational and land use infrastructure in the area. It is the primary route taken by visitors from across the country and beyond to Presqu'ile Provincial Park. With this in mind, Council will consider completing a corridor design study that would address the following issues:

- Upgrades to the existing multi use pathway and roadway;
- Stabilizing the banks of Presqu'ile Bay;
- Landscaping and signage;
- Design Guidelines for commercial development;
- Alternative road designs to improve the intersection of Presqu'ile Parkway and Ontario Street;
- Expansion of the commercial node at the west end of Presqu'ile Parkway;
- Further enhancement of the recreational opportunities at the Ontario Street municipal docks;
- Protection of wildlife habitat (i.e. turtle nesting areas);
- Maintain a wildlife corridor from Presqu'ile Provincial Park to lands further north.

2.9.2 Main Street Gateway Area

The Main Street Gateway Area defines the entrance to the Brighton urban area for those travelling from the west and includes all lands fronting on Main Street within the Secondary Plan Area. Given its function and visibility this area should demonstrate a high level of urban design for both private and public development. With this in mind

Council will consider the completion of a Main Street Gateway design study that would address the following issues:

- Gateway feature at the west end of Main Street that would celebrate Brighton's rich history and character. The design of this feature should be coordinated with a similar feature located at the east end of Elizabeth Street.
- Pedestrian and multi use pathway design.
- Streetscaping to incorporate street furniture, street lighting, signage and landscaping features.
- Architectural guidelines for public and private development.
- Entrance and intersection design guidelines.

2.9.3 Elizabeth Street Gateway Area

Similar to the Main Street Gateway Area, the Elizabeth Street Gateway Area defines the entrance to the urban area of Brighton for those travelling from the east and includes all lands fronting on Elizabeth Street within the Secondary Plan Area. As such, the Elizabeth Street Gateway Area policies should be similar in nature to showcase a common theme for those entering the Brighton urban area from either the east or west. With this in mind Council will consider the completion of an Elizabeth Street Gateway design study that would address the following issues

- Gateway feature at the east end of Elizabeth Street that would celebrate Brighton's rich history and character. The design of this feature should be coordinated with a similar feature located at the west end of Main Street.
- Architectural guidelines for public and private development.
- Pedestrian and multi use pathway design.
- Streetscaping to incorporate street furniture, street lighting, signage and landscaping features. Architectural guidelines for public and private development.
- Entrance and intersection design guidelines

2.10 Special Policy Areas

Northeast Secondary Plan Area:

Special Policy Area #3, as referenced in Section 4.14.3 in the Brighton Official Plan.

Notwithstanding any policies to the contrary, the future development of the Special Policy Area #3, being Part of Lot 34, Concession A, Registered Plan Number 28, is subject to the policies found in Section 4.14.3 of the existing Brighton Official Plan.

Southwest Secondary Plan Area:

Special Policy Area # 6, as referenced in Section 4.14.6 in the Brighton Official Plan.

The Special Policy Area # 6 designation on Schedule "A" of the current Official Plan recognizes the area of the Municipality that is subject to the Waterfront Master Plan.

The Special Policy Area # 6 designation has been applied to five (5) specific areas within the waterfront areas of the Brighton Urban Area, including one (Area B) within the Southwest SPA:

Area A – Gosport Waterfront Area (n/a)

Area B - Harbour Street/Ontario Street/Presqu'ile Parkway Boat Launch & Parkette (within the Southwest SPA)

Area C Harbour Street Parkette (within the Southwest SPA) (n/a)

Area D - Price Street East Landing (n/a)

Area E - Presqu'ile Landing (n/a)

Refer to Section 4.14.6 of the current Brighton Official Plan for detailed development policies.

2.11 Urban Fringe Areas

- The subdivision of lands is generally discouraged within the Urban Fringe Area. Lands in the Urban Fringe area are not eligible for the number of consents for new lots available through section 5.2.1.1 of the Brighton Official Plan.

- The location of new buildings on existing lots will be placed only to accommodate future transportation and infrastructure corridors and other long-term growth objectives.
- Conditions of approval may include conveyance of future street allowances or infrastructure corridors as applicable.

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PART THREE: COMMUNITY FACILITIES AND SERVICES

3.0 Introduction

This Part of the Plan provides policies governing community facilities and services including transportation and utility services that are the basis for future development in the Secondary Plan Areas. These policies are intended to be read in conjunction with the other policies of this Plan. Community facilities should incorporate Universal Design principles to accommodate people of all ages, abilities and mobility levels. Community facilities, civic buildings and public gathering spaces shall be designed to meet or exceed the accessibility requirements of the Accessibility for Ontarians with Disabilities Act (AODA).

3.1 Transportation and Circulation

The transportation system in the Brighton urban area is an essential part of achieving the community vision of the Secondary Plan and has a direct influence on land use, quality of life, and community health. The transportation system comprises several components for the movement of goods and people in the urban area with connections to other communities in the County and beyond. These components include a network of roads and trails.

While the majority of traffic using the transportation system is motor vehicle based, there are opportunities to increase the modal share for forms of active transportation in the urban area, including walking, cycling and wheelchair. Such opportunities are worth pursuing if the transportation system in Brighton is to be safe, efficient, equitable, and sustainable.

3.1.1 Guiding Policies

The intent of this Plan is to:

1. Integrate transportation and land use decision-making to support the continued development of Brighton as a compact and complete community.

2. Enhance the connectivity of the transportation network in Brighton for both motorized and active modes of transportation.

3. Utilize transportation demand management to influence travel patterns and reduce auto dependency in Brighton.

4. Encourage active transportation in Brighton by providing safe and barrier-free access, human-scaled built environments, pedestrian-oriented streetscapes and amenities, and a network of connected destinations.

5. Recognize the relationship between active transportation and a healthy community.

6. Encourage developments to achieve transit-oriented densities at appropriate locations.

7. The layout of future streets will achieve a highly permeable network.

3.1.2 Implementing Policies

Transportation system planning is an important part of community development. System planning that incorporates the consideration of land use, alternative modes of transportation, and connectivity is most likely to achieve the long-term vision of a community.

Council shall:

a) Ensure that all services comprising the transportation system in Brighton, including their planning and construction, support the goals and policies of this Secondary Plan.

b) Provide adequate transportation system capacity to meet local needs taking into consideration changes in seasonal demand. Consider addressing changes in seasonal demand by means of transportation demand management practices.

c) Accommodate and integrate both motorized and active modes of transportation system planning and construction in Brighton.

d) Develop a scheduled data collection program that is undertaken every three-to-five years that includes vehicular, parking, and pedestrian counts at major roadways and intersections. The scheduled data collection program may be integrated with the development approval process, whereby developers are required to complete traffic counts of nearby intersections impacted by their development to supplement the inventory.

e) Protect corridors and rights-of-way for significant transportation facilities in Brighton as required to implement the goals and policies of this Secondary Plan. The use of corridors and rights-of-way shall be maximized such that multiple

modes of transportation and joint use with other utilities are accommodated, as appropriate. Such efforts shall be explored prior to acquiring new rights-of-way and/or building new roads.

f) Mandate a more grid-like pattern of streets in the planning of new development as a means of encouraging compact development, providing more direct and accessible routes for pedestrians and cyclists, and distributing vehicle traffic more evenly.

g) Establish connections between developed neighbourhoods and future development in the Residential Area. These connections shall provide the framework for a grid-like pattern of streets (refer to Schedules 4, 5 and 6 of this plan).

h) Recognize that the potential future road connections to the transportation system in Brighton as shown on Schedules 4, 5 and 6 are illustrative only and may not occur precisely as indicated. Such studies as may be required will be completed in conjunction with any proposed system improvements.

i) Consider potential environmental and human health impacts when evaluating improvements to the transportation system. Such impacts may include noise, vibration, air quality, and protection of environmental resources. Adverse impacts on the environment, public safety, or public health, shall be avoided (where possible), minimized, and mitigated in the planning, design, and construction of the improvement.

j) Require that the potential impact of proposed development on the transportation system in Brighton be determined by means of a traffic impact study to be completed by the applicant. Where the transportation system is deemed inadequate, the applicant shall be required to:

    i. Improve the system at no cost to the municipality to accommodate the development.

    ii. Make the necessary financial contributions for the required improvement; and/or

    iii. Dedicate rights-of-way for the development of roads.

k) The applicant shall pre-consult with the municipality pursuant to Policy 5.8 of this Plan to determine the specific need for and scope of the traffic impact study.

l) Require that land to be conveyed for the purpose of widening an existing right-of-way as a condition of consent, subdivision, or site plan approval occur at no cost to the municipality. Widening shall generally be equal on both sides of the right-of-way, except where site-specific conditions necessitate an unequal widening.

m) Consider alternative forms of intersection control, including roundabouts or other similar roadway features, subject to an evaluation by the municipality of the functional, operational, servicing, safety and financial issues associated with their use.

n) Coordinate transportation system planning in Brighton with the County of Northumberland, as necessary, to ensure compatibility and effectiveness of future County initiatives and improvements.

3.2 Road Network Hierarchy

Public roads in Brighton are classified into a hierarchy on the basis of function, user characteristics, speed, and connections. The classification of existing and proposed roads of the Brighton Road network is shown on Schedule 4,5 and 6: Secondary Plan Transportation Schedules.

3.2.1 Implementing Policies

Council shall:

Continue to utilize a functional classification system for roads to aid in the planning, development, and maintenance of the transportation and circulation system in Brighton. Road classifications include Arterial Roads, Collector Roads, Major Local Roads, Local Roads and Activity Routes.

a) **Arterial Roads** are designed to carry relatively high traffic volumes and provide for the movement between principal traffic generators and the interconnection of County Roads. Arterial Roads have a design right-of-way width of 28 metres, include two-to-four traffic lanes, and accommodate normal traffic speeds of 50 km/hr or more.

b) **Collector Roads** are designed to collect and distribute traffic at relatively low operating speeds to and from Local Roads and Arterial Roads. Collector roads have a design right-of-way of width of 23 metres, include two lanes, and accommodate normal traffic speeds of 50 km/hr or more. Intersection spacing for collector roads in the plan areas should range from a minimum of 60 metres to 120 metres depending on local conditions.

c) **Local Roads** are designed to provide access to abutting properties at low operating speeds. Local Roads have a design right-of-way width of 18 to 23 metres, unless otherwise approved by the Municipality, include two lanes, and accommodate normal traffic speeds of 50 km/hr or less. In addition, Major Local Roads (23.0m ROW) include some or all of the following functions and characteristics:

i. **Major Local Roads**

Serve adjacent or lead to higher density developments which generate high pedestrian and vehicular traffic as well as requiring more municipal and utility services,

- Provide a higher proportion of “through” traffic;
- A design that facilitates higher volumes at higher speeds;
- Connect arterial or collector roads to Minor local residential streets;
- Need to accommodate existing or future transit service;
- Meet other design needs: e.g. major trunk utility/municipal service corridors, major overland flow routes for conveyance of storm water;
- Include sidewalks on both sides, preferably away from curb;
- Extend existing streets with similar characteristics;

ii. Minor Local Residential Roads (18m ROW)

Minor Local Residential Roads include some or all of the following functions and characteristics:

- The main function is to provide access to adjacent property and accommodate local traffic only, at low speeds;

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- Any underground infrastructure can be reasonably maintained within the right-of-way;
- Connects to other local streets;
- Carries low pedestrian and vehicular volumes;
- Extends existing roads with similar characteristics;
- Permit a change in the function of a road by means of an amendment to the classification system shown on Transportation Schedules 4, 5, and 6;
- Recognize that alternatives to the minimum right-of-way widths required for each road classification may be considered in cases where the reconstruction of existing roads to required standards may be physically or economically infeasible due to the location of existing services, buildings, driveways, etc. Alternative development standards may be considered in new neighbourhood development provided such standards support the goals and policies of this Plan of encouraging the provision of more affordable forms of housing and compact development.

3.3 Transportation and Land Use

Higher density and mixed land uses are directed to locate in relation to collectors or arterial roadways. Low density developments will locate away from collector or arterial roadways and be accessed through local street patterns.

Traffic sensitive land uses will locate on local streets where volumes and speed of traffic afford safe and quiet environments. Developments along collector or arterial roadways will maintain or improve the mobility of traffic flows.

Proposed access to any public street or roadway will conform to the Municipality's entrance requirements for separation spacing and design requirements, particularly in achieving safe sightlines.

3.3.1 Transportation Demand Management, Traffic-Calming, and Design Strategies

Transportation Demand Management (TDM) refers to a wide range of policies, programs, services, and products that influence how, why, when, and where people travel as a means of making travel more sustainable. TDM can be used to make more efficient use of the transportation system, such as shifting travel from peak to off-peak periods, shifting from automobile to alternative means of transportation, and shifting from dispersed to closer destinations. It can also be used to alleviate seasonal congestion.

3.3.1.1 Implementing Policies

Council shall:

a) Design streets to encourage slower speeds by including traffic-calming measures. New neighbourhood development shall incorporate traffic-calming measures, as appropriate. Such measures may include, but are not limited to:

   i. Roadway narrowing.

   ii. Speed tables/humps.

   iii. Crosswalks.

   iv. Trails.

   v. Bicycle lanes.

   vi. Curb extensions; or

   vii. Tree planting.

b) Improve the pedestrian realm on public streets in Brighton through the use of traffic-calming measures and landscape features that provide shade and make the road seem narrower to drivers thus slowing traffic speed. Such features are also an important part of encouraging active transportation.

3.4 Active Transportation System

Promoting active transportation in Brighton is important to the health and well-being of residents and visitors alike. Active transportation includes any mode that

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is non-motorized, including walking, cycling, skateboarding, rollerblading and wheelchair.

Not only is active transportation important for human health, but also it contributes to Transportation Demand Management (TDM) by providing safe, efficient, and sustainable means of traveling without the need to drive. Active transportation in Brighton must be safe, accessible, and an integrated part of community development.

3.4.1 Implementing Policies

Council shall:

a) Create a network of activity routes in Brighton that includes sidewalks, multi use paths (MUP), and trails to accommodate all forms of active transportation. Activities should connect neighbourhoods to various activity centres, including the commercial, park and open space areas. The active transportation system is illustrated on Schedule 4,5 and 6: Secondary Plan Transportation Schedules. Changes to this system may be completed at the time of subdivision plan review in accordance with Section 5.11.1 of this Plan.

b) Consider adapting existing roads to provide safer travel for pedestrians and cyclists, as appropriate. Adaptation could include the addition of or repair to sidewalks making them barrier free and consistent with the *Accessibility for Ontarians with Disabilities Act.*

c) Consider relocation of obstacles to pedestrians and cyclists such as light standards and utility poles. Other improvements may be identified as part of the street inventory process as noted in the policy above.

d) Ensure that all new roads in Brighton accommodate active transportation facilities including sidewalks and/or on-road bicycle lanes, as appropriate. Ensure that activity routes incorporate enhanced facilities, including but not limited to sidewalks; on-road bicycle lanes; pedestrian-oriented lighting; pedestrian-oriented signage/wayfinding; seating areas; bicycle lock-up at activity centres; and high-quality landscape materials. Priority for the provision of enhanced facilities shall be activity routes that coincide with “green ways” or Multi-use Pathways (MUP). A multi-use path (MUP) is a paved or hard-surfaced pathway designed to accommodate multiple forms of active transportation, including walking, cycling, mobility devices, wheelchairs and strollers. MUPs are designed to accommodate non-vehicular modes of transportation (walking, cycling, wheelchair, etc.) on facilities that include

sidewalks, paths, and trails. Activity routes may use a road right-of-way or a dedicated right-of-way).

e) Require that traffic signals in Brighton include a push-button or sensor control for pedestrians and cyclists located at standard wheelchair height and located free from barriers.

f) Educate the general public, cyclists, pedestrians, motorists, and enforcement agencies regarding the safe practices, rights and responsibilities of pedestrians, cyclists and motorists.

g) The Municipality shall prioritize connections between the local active transportation network and existing or planned regional trail systems, including the Waterfront Trail and connections to neighbouring municipalities, where feasible and appropriate.

h) The design of active transportation facilities shall consider anticipated user volumes, safety, accessibility, and the needs of pedestrians, cyclists and mobility device users. Where warranted by projected use, separate pedestrian and cycling facilities may be provided.

3.5 Parking

Parking management should support future development in Brighton that is accessible, integrated, compact, and accommodating of multiple modes of transportation.

Implementing Policies

Council shall:

3.5.1 Require adequate off-street parking and loading for all development in the municipality in accordance with standards established in the Zoning By-law. Alternative means of meeting this policy should be considered, such as cash-in-lieu, shared parking, public parking in private facilities, etc.

3.5.2 Consider excluding listed or designated cultural resources in the municipality from the off-street parking and loading standards established in the Zoning By-law as a means of facilitating their continued use.

3.5.3 Promote active transportation as a means of reducing parking demand in Brighton (refer to Section 3.4 of this Plan).

3.5.4 Develop standards for the design and layout of parking areas in Brighton that encourage compact form, screening and buffering from streets and adjacent properties using landscape treatment, and reduced conflicts between vehicles and pedestrians.

3.6 Services and Utilities

As Brighton develops, demand will continue for various services and utilities such as water, sewer, hydro, gas, cable, and telecommunications. These services should be provided concurrently in a coordinated, efficient, and cost-effective manner consistent with principles of good planning and meet the current and projected needs of Brighton. Such services must also be provided and paid for in an equitable manner without an undue financial burden on the municipality.

Guiding Policies

The intent of this Plan is to:

1. Provide adequate utilities and services for existing and future residents and businesses.

2. Ensure that provision of utilities and services occurs in an environmentally and fiscally sound manner.

3.6.1 Implementing Policies

Council shall:

a) Require that all new developments in the Secondary Plan areas, including lot creation, proceed on full municipal water and sewer services.

b) Require that new development provide either directly or through fees all new infrastructure facilities, and services that must be created, expanded, or modified to serve such development where these are not otherwise covered by or the responsibility of the municipality.

c) Base the timing and priority of development in the Secondary Plan areas on the following principles of serviceability and location:

i. There is a logical extension of municipal services to contiguous development areas such that large undeveloped tracts of land do not have to be crossed.

ii. A compact form and pattern of development is maintained.

iii. The impacts on any environmental features are avoided (where possible), minimized, and adequately mitigated.

iv. The provision of all municipal services proceeds in an economically viable manner; and

v. Priority is given first to reserving servicing capacity for infilling, intensification, and redevelopment.

vi. Allocate water and wastewater servicing capacity only if there is or will be sufficient capacity to do so, or in accordance with a services allocation by-law.

vii. Ensure that the decision-making process for allocating water and wastewater servicing capacity considers the following:

- Recognition of responsible environmental protection;
- Responsible fiscal management;
- Principles of good land use planning;
- Economic opportunities for the municipality;
- Development of a responsible servicing strategy; and
- Matching the financial benefit of planning approvals with the financial commitments necessary to construct and expand municipal infrastructure.

viii. Consider the reallocation of servicing capacity from lapsed development approvals or deemed plans of subdivision to other developments or areas of Brighton.

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ix. Refer to the policies of Subsection 5.3.3. of this Plan regarding lapsing approvals and deeming of registered plans of subdivision.

x. Consider reserving a portion of unallocated water and wastewater servicing capacity to ensure that important municipal projects may proceed.

xi. Monitor water and wastewater servicing capacity to ensure that sufficient capacity exists to accommodate the 3- and 10-year housing supply targets required under the Provincial Planning Statement.

xii. Ensure that the existence of a public utility or service does not entitle, justify, or otherwise permit the creation of a new use or the expansion of an existing use that is otherwise in conformity with this Secondary Plan.

xiii. Work with utility and service providers in Brighton to ensure that any future expansion of local facilities is designed and planned in a manner that is cost-effective and efficient with minimal impact on existing and future residents, including:

- Encouraging shared and multiple use of corridors and towers for utilities;
- Ensuring that utility and service providers can adequately service proposed development; and
- Requiring that all utilities serving new development be located underground, as appropriate.

xiv. Consider establishing a buffer area around municipal treatment facilities and pump stations to ensure compatibility with surrounding neighbourhoods and minimize potential impacts on adjacent development. Refer to Policy 4.5.14.

xv. Require the use of stormwater management facilities, or storm water management best management practices, for development and redevelopment in order to control potential flooding and erosion and protect water quality and aquatic habitat. Stormwater management is to address quantity and quality control in

accordance with Municipal, MOE and Conservation Authority requirements and be undertaken in accordance with the MOE Stormwater Management Planning and Design manual. The municipality may consider the use of alternative storm water management facilities. Developers proposing such alternatives shall demonstrate that these facilities do not put undue financial burden on the municipality.

xvi. Require the preparation of master drainage plans for large development areas. Such plans should be prepared with regard to this plan.

xvii. Require the preparation of master service plans for large development areas. Such plans should be prepared in conjunction with regard to this plan.

xviii. This Plan recognizes that the existing Wastewater Pollution Control Plant does not currently have the treatment capacity to fully accommodate development of the growth projections outlined in this plan. The municipality is currently expanding its sewage treatment capacity which will fully accommodate the growth projections of this plan.

xix. In addition to the Wastewater Pollution Control Plant expansion, multiple upgrades (13 pipes) are required in the Prince Edward Street trunk sewer system required to accommodate the growth in the northwest and northeast Secondary Plan areas. This work should be undertaken upon these pipes reaching 80% capacity. Sanitary sewage capacity is adequate to accommodate growth in the southwest Secondary Plan area.

xx. This Plan further recognizes that the municipal water supply and treatment systems are not adequate to fully accommodate the projected growth projections of this plan. The municipality's intent is to initiate the appropriate planning studies to investigate the expansion of these systems prior to them reaching 80% capacity. Localized upgrades of the water distribution system should be undertaken to accommodate growth.

xxi. Future water pressure issues for the development of lands at higher elevations are anticipated to accommodate growth in the northwest and northeast Secondary Plan areas. The municipality should conduct appropriate studies to determine

the preferred solution, timing and cost of upgrades to the water distribution system.

xxii. Proponents of developments will be directed to confirm the availability of water supply and sanitary collection through field verification of the respective mains capacities.

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PART FOUR: QUALITY OF PLACE IN BRIGHTON

4.0 Introduction

Quality of Place is the combination of physical, social, environmental and cultural features that contribute to a community's attractiveness, livability, accessibility, comfort, identity and overall quality of life. This Part outlines policies and guidelines for the preservation and enhancement of Brighton's quality of place with respect to neighbourhood design, cultural heritage, housing, community improvement, green infrastructure (park, open space, and environmental lands), and environmental management. These policies are intended to be read in conjunction with the other policies of this Plan.

4.1 Neighbourhood Design

Neighbourhood design is an important element of community building and of creating a sense of place since it shapes the look and feel of a place. Design is not simply about buildings but also the public spaces around them, including streets. There is an increasing awareness in Brighton about design, and with that, an expectation that new development needs to "fit" better with the existing context.

The Secondary Plan is intended to provide a coherent approach to design within the areas that can be used to guide the creation of compatible and creative places. The Secondary Plan is intended to identify key elements of design to be considered in new development in Brighton. This identification of the key elements of design should not be construed as design guidelines but as interim direction until such time as the municipality provides more detailed design direction and objectives or prepares guidelines.

4.1.1 Guiding Policies

The intent of this Plan is to:

1. Recognize design as an integral contributor to the quality of place and ensure that new development and in Brighton enhances community look and feel.

2. Recognize that design relates to the many physical elements that comprise a community, including buildings, public spaces, streets, open space, and natural heritage features.

3. Recognize design as an important part of achieving the Community Vision for Brighton with respect to sustainability.

4. Brighton will be an accessible community where residents and visitors of all ages and abilities can move freely and use the municipality's services, facilities and public spaces.

5. Ensure that all development be designed to meet or exceed accessibility requirements and support independent use by people with disabilities, consistent with universal design principles.

4.1.2 Implementing Policies

Council shall:

a) Consider design an integral component of new development in Brighton. Council should require a design statement with all planning applications to ensure that the design considerations of this Plan, and relevant design guidelines that may be prepared, are addressed.

b) Establish design guidelines for specific types of development, for specific areas, as means of guiding and evaluating applications for new development in Brighton. Priority areas for the preparation of design guidelines include the Presqu'ile Parkway Corridor, Elizabeth Street and Main Street Gateways.

c) Prepare a streetscape master plan for the Elizabeth and Main Street Gateways. The plan should include design guidelines and recommended projects to enhance key elements of the public realm. Such elements could include:

i. Sidewalks and planters.

ii. Street lighting and furniture.

iii. Street trees.

iv. Parking and curb cuts.

v. Signage and wayfinding.

vi. Integration of active transportation facilities (refer to Section 3.4 of this Plan).

d) Ensure that the design of new development is visually compatible with the surrounding neighbourhood, including its cultural and natural heritage features. Elements of compatibility to be considered include:

i. Siting, scale, and design of new development in relation to the characteristics of the surrounding neighborhood, such as scale, massing, setbacks, access, landscape treatment, building materials, exterior design elements, and lighting.

ii. Protection and enhancement of cultural and natural heritage features by means of siting, building design, and landscape design; and

iii. Architectural style, street pattern, and site arrangement where such style or arrangement represents a defining component of the surrounding neighbourhood or the historic or cultural significance of the area.

e) Ensure that new development and redevelopment consider the range of elements that contribute to accessible, safe, and sustainable development in Brighton. Future design guidelines should also reflect these elements, including:

i. Pedestrian amenities that cater to people of a range of ages, abilities, and needs in terms of access, signage, visual or auditory aids, landscape, seating, etc.

ii. Site safety and security including enhanced lighting, visibility from the street, well-located and clearly marked building entries, accessibility for emergency services, limited pedestrian and vehicle interface, and other principles of Crime Prevention Through Environmental Design (CPTED).

iii. Integration and interface between public spaces and private development, including pedestrian circulation to and through the site, streetscape and landscape, buffering and screening of yards.

iv. green design of buildings, landscapes, active transportation facilities, and the preservation of natural features and areas; and

v. Integration, preservation, and enhancement of cultural heritage resources.

f) Establish standards to manage signage in Brighton to ensure that it contributes to the character and sense of place and does not detract from the architectural, heritage, and rural background of the community. Key considerations should include type, location, size, material, and lighting. No signage should dominate a building, streetscape, viewscape or landscape. Pylon signs are discouraged.

g) Implement the neighbourhood design policies of this Plan by one or more of the following means:

h) Zoning, site plan control (exterior design control), plan of subdivision design guidelines, sign by-law, any other relevant development approval process or guideline adopted by the Municipality.

i) Preparation and implementation of a streetscape master plan for Elizabeth and Main Street Gateway.

j) Design, construction, and installation of municipal works and facilities.

k) Where feasible, all new public streets shall incorporate street tree planting and landscaped boulevards to support canopy coverage, climate resilience, and pedestrian comfort.

l) The Municipality shall encourage the inclusion of community gardens and shared food production spaces within new and existing parkland, where appropriate, to support local food systems and community well-being.

4.2 Residential Design

With respect to future development in the Residential Area, compatibility, compact design and connectivity are the primary concerns.

a) Consider slightly taller buildings of three and four stories in the extension of existing neighbourhoods and in new neighbourhoods but locate such buildings together on interior streets away from existing low-rise development. Intensification using three- and four-storey buildings should

occur at the periphery of these areas and at major intersections. Such buildings could incorporate neighbourhood-scale non-residential uses.

b) Where townhouse or stacked townhouse developments abut lower-scale residential dwellings, upper-storey step-backs of 1.5 to 3.0 metres and a 45-degree angular plane from the shared lot line shall be applied to ensure compatibility of scale, privacy, and sunlight access.

c) Front yards shall maintain a minimum of 50 percent soft landscaping and at least one tree per lot, with each tree provided access to a minimum of 30 cubic metres of high-quality soil to support healthy growth.

d) Encourage the extension of existing neighbourhoods in the Residential Area and new neighbourhoods based on a grid-like pattern of streets to provide a strong circulation network. Cul-de-sacs are strongly discouraged. Such a network should link residents with important community elements, amenities, and adjacent neighbourhoods and provide sufficient access for both vehicular and active modes of transportation. This Plan recognizes that a fine-grained block network will offer long-term adaptability of urban fabric, added opportunities for on-street parking, convenient movements of vehicles and pedestrians while availing traffic calming. Streets and block arrangements will be designed to encourage active transportation, facilitate public transit, and support efficient emergency services. Accordingly, block size shall be designed in keeping with the following criteria:

i. Require future development on small block sizes (400m perimeter) to maximize access and walking.

ii. the preferred block size should have a block perimeter of between 400 meters and 650 metres or between a 5-to-10-minute walk. This directive yields walkable block sizes of between 75 to 100 metres by 150 to 200 metres. While the perimeter can vary among the different block faces, it generally maintains smaller sizes - no more than 120 to 150 metres for square blocks.

iii. Block sizes along streets or roadways that are planned as major local, collector or arterial roadways may have larger block faces to the extent that maintains the level of service planned for such higher-order roadways.

iv. Block lengths shall generally not exceed 100 metres; where longer blocks are unavoidable, publicly accessible mid-block pedestrian

connections shall be provided at intervals of approximately 60 to 100 metres to maintain pedestrian permeability and support active transportation.

e) Ensure that community uses in the extension of existing neighbourhoods in the Residential Area are visually compatible with surrounding development. Such uses should be connected with surrounding development by means of streets, sidewalks, walkways or bicycle paths, and open space. Planting should be used to buffer parking and service areas from surrounding development.

f) The design of collector and major local roadways will support the grid-like network of local streets. Collector or major local streets may be designed in a curvilinear fashion provided high volumes and higher speeds of traffic are facilitated.

g) Establish residential design guidelines for new development in the Residential Area to ensure that the design and development intent of this Plan are achieved. Design elements to be considered by the guidelines include:

i. Site design and building orientation, including orientation to the street; prevailing setbacks; prevailing lotting and grading; orientation to reduce shadows, improve privacy, increase solar gain; tree and landscape preservation.

ii. Built form, height, and massing, including building height and local context; separation distance and window offsetting; outdoor amenity views/privacy; upper building storey face stepbacks to reduce building mass and reduce shadows; transition from taller to shorter buildings (45° angular plane).

iii. Building articulation and detailing, including architectural style; preferred finishing materials; accesses and entrances; façade design; windows; roofs, gables, and dormers; porches and building projections; heritage building alterations/additions; parking and garage location/design; screening of parking and service areas/utilities.

iv. Street design, including prevailing front-yard landscaping; landscape/streetscape integration; private walkway/sidewalk connection; street tree planting; landscaped buffer/noise

attenuation on major corridors; active transportation network integration/connections.

v. Front yards shall maintain a minimum of 50 percent soft landscaping and at least one tree per dwelling, with each tree provided access to a minimum of 30 cubic metres of high-quality soil to support healthy growth."

vi. Community and commercial uses, including site design and building orientation; built form, height, and massing; building articulation and detailing; parking location and design; pathway and trail connections.

vii. Establish design guidelines for residential development to ensure that the design and development intent of this Plan are achieved. Design elements to be considered by the guidelines include:

- Neighbourhood structure and layout, including green infrastructure (natural heritage system, park and open space lands); natural connections and corridors; tree and landform preservation; stormwater management; neighbourhood activity centres (community and commercial uses); street, pathway, and trails network and connections; development block dimensions; school location and dimensions; park type location and dimensions;

- Street design, including street cross-section (vehicle lanes, bicycle/parking lanes, boulevard, utilities' locations, sidewalks, street tree/median planting, building setbacks); landscaped buffer/noise attenuation on major corridors;

- Neighbourhood gateways/arrival elements; traffic calming/accessibility elements; active transportation network integration/connections;

- Site design and building orientation, including orientation to streets and open space; setback averaging; mix of building types; orientation to reduce shadows, improve privacy, increase solar gain;

- Built form, height, and massing, including building height and local context; landmark building locations; upper storey building face stepbacks to reduce building mass and reduce shadows; transition from taller to shorter buildings (45° angular plane);

- Building articulation and detailing, including preferred finishing materials; accesses and entrances; façade design; windows; roofs, gables, and dormers; porches and building projections; garage and driveway location/design; screening of parking and service areas/utilities;

- Community and commercial uses including site design and building orientation; built form, height, and massing; building articulation and detailing; parking location and design; pathway and trail connections; and

- Greenspaces, including accessible frontages and views from neighbourhood; landscape buffers around natural features/stormwater facilities; pathway and lighting design.

4.3 Mixed Use Design

Establish design guidelines for mixed-use development to ensure that the design and development intent of this Plan are achieved (refer to Section 2.5). Design elements to be considered by the guidelines include:

a) Site design and building orientation, including orientation to the street; prevailing setbacks/streetwall; parking location; orientation to reduce shadows, improve privacy, increase solar gain; tree and landscape preservation.

b) Built form, height, and massing, including building height and local context; separation distance and window offsetting; outdoor amenity views/privacy; visual stepbacks to reduce building mass and reduce shadows; transition from taller to shorter buildings (45° angular plane).

c) Building articulation and detailing, including architectural style; preferred finishing materials; accesses and entrances; façade design; street-level windows/glazing; pedestrian weather protection; heritage building alterations/additions; parking design; screening of parking and service areas/utilities; and

d) Street design, including landscape/streetscape integration; private walkway/sidewalk connection; street-tree planting; lighting; signage; bicycle parking; mid-block connections; active transportation network integration/connections.

4.3.1 Development along Major Streetscapes

The design and orientation of development along Collector Roads, Arterial Roads, and Parkways shall reinforce the role of these corridors as important components of the public and semi-public realm. Development adjacent to such corridors shall be designed to contribute to a vibrant, safe, and visually engaging streetscape that supports active transportation and a human-scale pedestrian experience.

Council shall:

a) Ensure that buildings are generally located in close proximity to the street line, reinforcing the street edge and promoting walkability. Where necessary, a maximum of a single row of parking may be permitted between the building and the street to address accessibility requirements and facilitate short-term drop-offs.

b) Require front door entrances to be oriented to the public street to enhance street-level activity, visibility, and accessibility for pedestrians.

c) Encourage commercial and mixed-use buildings to incorporate transparent display windows and articulated frontages, contributing to visual interest and active street life.

d) Support the establishment of patios and seating areas for food and beverage establishments within front yards where they contribute positively to the streetscape and do not impede pedestrian movement or sightlines.

e) Direct private or communal residential amenity areas to side or rear yards, or to upper-level terraces, so as to maintain an engaging and uncluttered public frontage.

f) Encourage the use of enhanced landscaping, street furniture, and public art along these corridors to strengthen place-making and civic identity.

These policies shall be read in conjunction with the urban design guidelines of Section 4.1 and may be further implemented through zoning provisions and streetscape master plans.

4.4 Green Design

Green design is an important part of reducing greenhouse gas emissions community-wide and mitigating the impacts of community development on climate change. Green design can also provide the means for a community to prepare for and adapt to changes that are likely to result from climate change. By incorporating green design in new development in Brighton, the community contributes locally to addressing a global issue while creating a more desirable and sustainable place to live, work, shop, and play. Green design can improve the following environmental aspects:

- Air quality.
- Water use and quality.
- Energy efficiency and greenhouse gases.
- Urban agriculture and local food.
- Transportation.
- Waste materials; and
- Local environmental impact.

4.4.1 Guiding Policies

The intent of this Plan is to:

1. Encourage green design in Brighton to support clean air, water, energy, food, transportation, waste materials, and the environment.

2. Encourage the use of the Leadership in Energy and Environmental Design New Construction (LEED-NC) standard for new buildings and LEED Neighbourhood Development (LEED-ND) standard for new neighbourhoods.

3. Lead by example by adopting and implementing green design in new municipal facilities within Brighton.

4. Provide incentives to private development and redevelopment to encourage green design and construction.

4.4.2 Implementing Policies

Council shall:

a) Support green design initiatives to improve air quality in Brighton, including:

   i. Developing or expanding active transportation facilities inclusive of bicycle parking, bicycle racks, sidewalk connectivity, sidewalk curb ramps, etc.

   ii. Planting trees to improve air quality and provide shade for pedestrians.

   iii. Using locally sourced materials in construction to reduce transportation related emissions; and

   iv. Building compact, higher density developments that consume less land.

b) Support green design initiatives that reduce water use and improve water quality in Brighton including:

   i. Exploring greater efficiencies in municipal water treatment and distribution.

   ii. Reducing demand for water use within buildings by water-saving fixtures and appliances.

   iii. Reducing demand for water for landscaping by using drought-tolerant plants, high-efficiency irrigation technology, captured rainwater, or recycled site water.

   iv. Installing rain barrels; and storm laterals

c) Support green design initiatives that increase energy efficiency, including:

   i. Orientating and designing buildings to promote daylighting to minimize energy demand through passive solar heating and lighting.

   ii. Encouraging on-site renewable energy generation such as geothermal, solar, and small-scale wind power.

   iii. Using energy efficient light fixtures and home appliances.

   iv. Minimizing air leakage using energy efficient windows and ensuring doors are properly sealed; and

   v. Encouraging the use of high-efficiency heating and cooling equipment.

d) Foster a culture of urban agriculture and local food production that supports long-term food security. Green design initiatives that support urban agriculture and local food systems include:

   i. Incorporating community gardens/shared garden plots into existing municipal-owned properties and new parkland space in Brighton.

   ii. Encouraging temporary farmers' markets, as appropriate.

   iii. Permitting the keeping of poultry for personal use.

   iv. Encouraging development both within the public and private realm that incorporates edible landscaping (the use of ornamental plants that also produce edible vegetation).

   v. Encouraging the use of composting containers as part of residential development.

e) Support green design initiatives that reduce the need to drive, including:

   i. Creating walkable streets to promote walking by providing continuous sidewalks on both sides of the street, supporting connectivity through the provision of a grid-like pattern of streets,

and setting a maximum speed limit of 40 km/h on new residential-only streets; and

ii. Developing or expanding active transportation facilities inclusive of bicycle parking, bicycle racks, sidewalk connectivity, sidewalk curb ramps, etc.

f) Support green design initiatives that reduce waste materials, including:

i. Reducing waste generated from construction by diverting waste to recycling facilities and/or salvaging materials.

ii. Reusing salvaged, refurbished or reused materials as part of building materials in new buildings.

iii. Constructing durable buildings to maximize the building's life by minimizing the need to replace materials and assemblies.

iv. Encouraging the use of composting containers as part residential development, implementing composting units that service neighbourhoods, and implementing a composting program to serve Brighton.

g) Support green design initiatives that reduce the impacts of development, including:

i. Moderating heat island effect by promoting vegetated landscapes and reducing the area of impervious surfaces, providing shade through landscaping, and using light-coloured/high albedo materials; and

ii. Mitigating light pollution by ensuring that exterior lighting is properly shielded and does not fall outside of the building envelope and that interior lighting does not extend to the exterior of the building.

h) Consider giving development applications incorporating green-design elements priority by providing incentives, such as fee waivers, or streamlining the review and approval process. To be considered for incentives or priority processing, the proposed development shall be in conformity with the sustainability policies of this Plan and consistent with LEED-NC or LEED-ND.

4.5 Housing

Housing is vital to the creation of a healthy, sustainable, and complete community. Residents of all ages, income levels, abilities, and family types rely on housing to offer a meaningful place to grow and a safe and secure place to live.

While the municipality has seen a predominance of single-family ownership housing in the past, a growing diversity of household types requires a wider range of housing types than is currently produced. An aging population, reduction in household size, and limited supply of rental housing points to the need for more multiple dwellings, affordable single dwellings, purpose-built rental housing, second units, and converted dwellings to expand the supply of affordable housing.

By promoting multi-unit forms of housing with different tenures (rental, condominium, and freehold), a greater range of housing options can be realized to meet emerging household needs in the municipality. With seniors comprising an ever-increasing portion of the population the need for smaller and more easily maintained housing options is clear. These options will need to be more accessible, affordable, and provide other supports that allow seniors to age in place. In addition, a limited supply of accessible housing and a lack of supportive housing options in the community for those with special needs are issues that need to be addressed.

4.5.1 Guiding Policies

The intent of this Plan is to:

1. Maintain an appropriate supply of land in Brighton to accommodate residential growth.

2. Provide for and promote a full range of housing in terms of form, tenure, and affordability to meet the current and future needs of residents in Brighton.

3. Encourage and promote as a priority the production of affordable housing for low and moderate-income households in Brighton.

4. Encourage and promote housing for seniors, including housing with support facilities that enable seniors to age in place.

5. Recognize the importance of special needs housing in meeting the needs of Brighton residents.

4.5.2 Implementing Policies

Council shall:

a) Maintain the ability to accommodate future residential growth for a minimum of 10 years through intensification, redevelopment, and land designated and available for residential development. Refer to Sections 2.4 and 2.5 of this Plan regarding development in residential and mixed-use areas.

b) Maintain available servicing capacity to provide a minimum three-year supply of residential units in draft approved and registered plans.

c) Monitor the municipality's ability to accommodate future residential growth and available servicing capacity for residential development to ensure that the housing targets of this Plan are achieved.

d) Work toward achieving a target of 25 percent of new housing to be developed as affordable which term is defined as:

i. In the case of ownership housing, the least expensive of:

- Housing for which the purchase price results in annual accommodation costs which do not exceed 30 percent of gross annual household income for households with incomes in the lowest 60 percent of the income distribution for the municipality; or

- Housing for which the purchase price is at least 10 percent below the average purchase price of a resale unit in the municipality; and

iii. In the case of rental housing, the least expensive of:

- A unit for which the rent does not exceed 30 percent of gross annual household income for households with incomes in the lowest 60 percent of the income distribution for renter households for the municipality; or

- A unit for which the rent is at or below the average market rent of a unit in the municipality.

e) Encourage the provision of affordable housing by:

i. Supporting increased residential densities in appropriate locations and promoting a full range of housing types—including semi-detached, duplex, triplex, townhouse, and apartments—as part of development or redevelopment.

ii. Permitting second units within existing and proposed single-detached, semi-detached, and townhouse units, and accessory units as appropriate.

iii. Permitting the conversion of single-detached residential dwellings into not more than three separate dwelling units, and the conversion of semi-detached and townhouse dwellings into not more than two separate dwelling units.

iv. Permitting the conversion of non-residential buildings to residential use preferably to include affordable housing.

v. Informing the community of government grants available to encourage the creation of second units, converted units, and accessory units.

vi. Providing infrastructure in a timely manner.

vii. Negotiating agreements with the public and private sectors to provide affordable housing through the draft plan of subdivision, plan of condominium, rezoning, and consent processes.

viii. Enacting a Municipal Housing Capital Facilities By-law under the *Municipal Act* to enable the municipality to enter into agreements with private and non-profit partners for the provision of affordable rental housing.

ix. Streamlining of the development approvals process for projects that provide affordable housing as defined by the municipality.

x. Providing, on a case-by-case basis, relief from development, planning, permit, and other fees normally charged for projects that provide affordable housing as defined by the municipality.

xi. Equalizing the tax ratio for new multi-unit residential buildings in accordance with Federal and Provincial affordable housing guidelines.

xii. Considering alternative residential development standards to facilitate affordable housing and a more compact development form; and

xiii. Considering innovative housing models, such as cohousing and life-lease housing.

f) Ensure that the provisions of the municipal Zoning By-law are sufficiently flexible to permit a range of housing types, sizes, tenures, and affordability.

g) Encourage the development of low-income housing geared towards seniors, including affordable rental and ownership housing and housing models that allow seniors to stay in their own home for longer.

h) Consider affordable housing as a priority use for surplus municipal land in Brighton and work with other levels of government to make surplus land available to providers of affordable housing at little or no cost.

i) Work with local groups and community service agencies to assess the need for special needs housing in the community and support such groups and agencies interested in pursuing the provision of special needs housing in Brighton.

j) Consider the following in the review of any development for the purposes of special needs housing:

i. Traffic generated by such housing can be accommodated by the road network and will not have a significant impact on neighbouring land uses.

ii. The design of such housing is compatible with the scale, density, and character of the surrounding neighbourhood; and

iii. Provincial or Federal approval has been granted, as appropriate.

k) Permit garden suites (dwelling unit in an accessory building) on residential lots containing single-detached dwellings in the Residential Area. Garden

suites shall conform to the provisions of the Zoning By-law regarding required lot area and setbacks.

l) Consider the following in the review of any application for the purposes of a garden suite;

i. The unit is connected to full municipal services to the satisfaction of the municipality.

ii. The exterior design of the unit is compatible with neighbouring residential land uses with respect to scale, character, and layout.

iii. The unit is located such that it will have minimal effect on light, view, and privacy of adjacent properties and conforms with all applicable zoning provisions.

4.6 Natural Heritage System

The management of environmental areas and features in Brighton is an important part of maintaining and enhancing the livability and quality of place in the community. As such, these areas and features require careful consideration in future growth and development. The areas and features in Brighton requiring consideration could include areas of natural and scientific interest (ANSI), fish habitat, habitat of endangered and threatened species, valley lands, wetlands, wildlife habitat, woodlands, shorelines, natural hazards, and the natural corridors that link them. These areas and features should be considered as comprising the natural heritage system of Brighton, a series of connected natural spaces with long term ecological value. The policies of this section of Plan are intended to preserve and enhance the function and values of this system in Brighton.

While the policies of this section provide direction regarding the natural heritage system, the policies of Section 2.5 – Environmental Protection Area, relate specifically to the land use in conjunction with those of Section 2.6 of this Plan.

4.6.1 Guiding Policies

The intent of this Plan is to:

1. Recognize environmental areas and features as important contributors to the quality of place in Brighton and as invaluable to the long-term environmental health and sustainability of the community; and

2. Prior to the next official plan review, complete a natural heritage system, an interconnected network of environmental features and areas linked by a series of connected natural spaces; and

3. Continue to support the protection, restoration, and improvement of the natural heritage system in Brighton.

4.6.2 Implementing Policies

Council shall:

a) Work with the Conservation Authority, Ministry of Natural Resources, not-for-profit groups, the private sector, and the public to establish a natural heritage and open space system in Brighton.

b) Recognize the importance of the natural heritage system in achieving the following:

   i. Maintaining biological diversity and protecting significant habitat of endangered and threatened species.

   ii. Avoiding habitat fragmentation.

   iii. Maintaining water balance that sustains ecosystems.

   iv. Protecting life and property from potentially hazardous lands.

   v. Addressing climate change mitigation and adaptation; and

   vi. Promoting corridors and linkages for the benefit of environmental and human health.

c) Recognize the benefits of environmental protection and public access resulting from the public ownership of the natural heritage system and consider all options for the acquisition of land or easements over private lands comprising the natural heritage system. Notwithstanding the options for acquisition, neither the municipality nor any other public agency shall be obligated to purchase land comprising the natural heritage system.

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d) Encourage connections between environmental areas, features, and open space to re-establish and protect the natural heritage and open space system. These connections include integration of the following elements:

   i. Environmental areas, features, and open space in public ownership, including land owned by the County, Conservation authority, Provincial government, Federal government, and land trusts.

   ii. Existing rights-of-way.

   iii. Established and proposed service and utility corridors.

   iv. Existing parkland and open space lands.

   v. Sidewalks, pathways, and “green ways” (refer to Sections 3.4 and 2.7 of this Plan).

   vi. Linkages and open spaces provided through the draft plan of subdivision approval process.

   vii. Agreements with private landowners.

   viii. Retention or acquisition of access easements.

   ix. Land acquisition; and

   x. Watercourses and shorelines.

e) Ideally such connections should have natural cover in whole or in part, as appropriate. Where no natural cover currently exists, landowners are encouraged to restore cover.

f) Encourage the integration of the natural heritage and open space system with the active transportation network in Brighton. Refer to Section 3.4 of this Plan.

g) Work with the Conservation Authority and the Ministry of Natural Resources to establish appropriate setbacks for development from environmental features and areas, including natural hazards. Until such time that more detailed analysis is completed, require preparation of an

environmental impact study (EIS) in support of any development or site alteration proposed on lands adjacent to an Environmental Protection Area. Refer to Section 4.7.2 of this Plan.

h) Encourage property owners and other public agencies to enter into voluntary stewardship agreements regarding the protection of natural features. Compensation programs such as “ecogifts” (the donation of an easement for conservation purposes) are also encourage.

4.7 Environmental Management

Environmental management in the context of this Plan refers to the protection of environmental resources in Brighton that are not captured by the Environmental Protection Area. It also relates to the various procedures and processes the municipality can use to ensure that Brighton continues to be healthy, liveable and sustainable well into the future.

4.7.1 Water Resources

Water resources in Brighton include both surface and groundwater. Poor planning and management of water resources can lead to their contamination, degradation, and loss of supply. The protection and management of water resources is an important element in maintaining and enhancing the quality of life in Brighton.

4.7.1.1 Guiding Policies

The intent of this Plan is to:

1. Recognize water resources as important contributors to the quality of place in Brighton and as invaluable to the long-term environmental health and sustainability of the community.

2. Work to protect water resources in Brighton from their contamination and degradation.

4.7.1.2 Implementing Policies

Council shall:

a) Work with the Conservation Authority to manage land in watersheds draining to Lake Ontario.

b) Recognize the importance of the natural heritage system in Brighton in improving water quality and quantity and achieving a sustainable water balance.

c) Require, unless otherwise approved by the Conservation Authority, the use of stormwater management facilities downstream of new development to mitigate the impacts on stormwater quality and quantity. Refer to Policy 4.4.2 of this Plan.

d) Encourage the reduction of water consumption levels in Brighton by promoting the efficient use of water in homes and businesses. Conservation measures, including the specification of low-flow fixtures in new development and redevelopment, should be established. Refer to Policy 4.4.2 of this Plan.

e) Consider the potential impact of new development on groundwater quality and quantity and ensure that the resource and its ecological function will not be negatively impacted.

f) Encourage the preservation and enhancement of natural stream bank vegetation along watercourses in Brighton. Active planting along watercourses will be promoted, as appropriate, as a means of improving natural corridor function, shading water to reduce water temperature, and protecting stream banks from erosion.

g) Work with the Conservation Authority to ensure that any development or alteration adjacent to watercourses in Brighton is carefully managed and includes best management practices to limit sedimentation and erosion.

h) Work with the Conservation Authority to establish an appropriate setback from the top of bank for all new development to prevent flooding and erosion hazards, improve water quality, enhance wildlife corridors, and protect fish habitat.

i) Discourage channelization or interference and disruption in watercourses and encourage the daylighting and naturalization of culverted segments of watercourses, as appropriate.

4.7.2 Environmental Impacts And Analysis

Environmental impact analysis identifies the potential effects of proposed development or other activities and recommends the appropriate measures to reduce or eliminate these

effects. As such, environmental impact analysis is an important tool to preserve and enhance the natural environment and quality of life in Brighton.

4.7.2.1 Guiding Policy

The intent of this Plan is to:

1. Protect environmental resources and their ecological functions by identifying the potential impacts of new development, encouraging the avoidance of impacts to resources, and identifying and evaluating the measures necessary to minimize and mitigate impacts.

4.7.2.2 Implementing Policies

Council shall:

a) Ensure that potential environmental impacts resulting from proposed development are considered during the application process. Development proposals will not be approved unless the requirements of Section 4.8, and Section 4.6 are met.

b) Ensure that the preparation of an Environmental Impact Study (EIS), where required by policies of this Plan, be completed by a qualified professional in accordance with the Ministry of Natural Resources *Natural Heritage Reference Manual,* as amended by the Province from time to time.

c) Require an applicant to pre-consult with the municipality pursuant to Section 5.8.1 of this Plan prior to commencing the EIS to ensure the document will be prepared to the satisfaction of the County, Conservation authority, and the Ministry of Natural Resources, as appropriate.

d) The completion and acceptance of an EIS shall not guarantee that a development or site alteration proposal will automatically be permitted. Input from other agencies may be required prior to Council proceeding with approval of any application under the Planning Act.

e) Any development or site alteration shall be constructed in accordance with the recommendations of the approved EIS. An implementing Agreement between the proponent and the municipality will normally be required

(such as a Subdivision, Site Plan, or Development Agreement). Council may, as a condition of approval, require that funds be held in reserve for the purpose of long-term monitoring, which may occur following the completion of the development or site alteration.

4.8 Natural and Human-Made Hazards

The intent of this Plan is to protect residents and properties in Brighton by respecting natural and human-made hazards. Natural and human-made hazards can result in loss of life, property damage, and social disruption if new development does not consider the potential risk of locating in or near such hazards. Such hazards could include floodplains, steep or unstable slopes, potentially contaminated sites, and certain industrial and waste-related facilities.

4.8.1 Guiding Policies

The intent of this Plan is to:

1. Protect residents and properties in Brighton from potential natural and built environmental hazards.

4.8.2 Implementing Policies

Council shall:

a) Recognize that natural and human-made hazards may include the following features:

- Areas within or adjacent to the regulatory floodplain;
- Areas within or adjacent to steep or unstable slopes;
- Areas within or adjacent to shoreline flooding, erosion, or dynamic beach hazards;
- Unstable soils;
- Unstable bedrock;

- Potentially contaminated; and
- Waste-related facilities.

b) Direct development away from areas within or adjacent natural and human-made hazards in Brighton that may adversely affect public health, safety, or property. For the purposes of this policy, adjacent lands are those within 30 metres of the boundary of a natural or man-made hazard.

c) Require preparation of detailed study and/or mapping in support of any development or site alteration proposed on lands within 30 metres of a natural hazard to determine an appropriate development setback. Detailed study may include an Environmental Impact Study (EIS), geotechnical study, or floodplain mapping depending upon the hazard involved and the type of development proposed. The applicant shall pre-consult with municipality pursuant to Policy 5.8.1 of this Plan prior to commencing detailed study and/or mapping related to a hazard area.

d) Apply a generic development setback of 30 metres for development or site alteration proposed on lands adjacent to a natural or human-made hazard in the absence of detailed study and/or mapping that identifies a specific requirement, as noted in Policy 4.8 above.

e) Limit uses within natural hazard areas to those related to open space, conservation, or flood protection, including passive recreational activities; flood control structures or works; marine facilities; erosion control structures or works; slope stabilization works, and existing agricultural activities. Such development shall be approved in consultation with Conservation Authority and the Ministry of Natural Resources, as appropriate.

f) Recognize that lands identified as natural hazard areas will not be considered in fulfilment of the parkland dedication requirements of the Official Plan, except in cases where the land to be dedicated contributes to the goals and objectives of active transportation in Brighton. Refer to Section 3.4 of this Plan.

g) Recognize that privately-owned lands identified as natural hazard areas may not be open to public access and use and that there is no obligation for the municipality or any other public agency to purchase such lands.

h) Encourage the identification of potentially contaminated sites, their remediation, and redevelopment, as appropriate and in accordance with

the Environmental Protection Act and Ministry of the Environment guidelines and procedures, as a means of eliminating a human-made hazard and contributing to the goals and objectives of community improvement in Brighton. Refer to Section 4.5.2 of this Plan.

i) Require preparation of a Phase I Environmental Site Assessment (ESA) in support of any development or site alteration on lands with an historic use that may have resulted in contamination or on lands adjacent known or suspected contaminated sites. If recommended by the Phase 1 ESA, a Phase II ESA shall be prepared. ESAs shall be prepared in accordance with Ontario Regulation 153/04. Refer to Section 5.8 of this Plan.

j) Require a Record of Site Condition (RSC) in support of any development or site alteration that would result in a change from industrial or commercial use to a more sensitive land use such as a residential or parkland use pursuant to the provisions of the Environmental Protection Act. An RSC shall be prepared by a qualified person and filed in accordance with the Ministry of Environment Guideline *Records of Site Condition – A Guide on Site Assessment, the Clean-up of Brownfield Sites and the Filing of Records of Site Condition (2004)*. Any required clean-up of a site shall be conducted in accordance with Ontario Regulation 153/04.

k) Require a Record of Site Condition as a condition of approval or under other circumstances deemed appropriate to the municipality, to ensure that any remediation or risk assessment and risk management necessary to permit the proposed development or site alteration under this Plan is to the satisfaction of the Ministry of the Environment. In such instances, final approval of the application by the municipality is contingent on MOE acknowledgement of the RSC as well as any Certificate of Property Use issued by the MOE for the subject site. The County may use the holding (H) provisions of the Planning Act to ensure development does not take place until the MOE requirements have been satisfied and the appropriate documentation is provided to the County.

l) Ensure compatibility between municipal works, including treatment facilities and pumping stations, and surrounding neighbourhoods by requiring preparation of an impact study in support of any development within the influence area of such facilities. The study shall consider the potential impacts of the facility on the use proposed, including but not limited to noise, vibration, odour and other air emissions, and opportunities for future expansion of the facility. Development setbacks from such facilities shall be determined in cooperation with the municipality and Ministry of the Environment Guidelines D-1, D-2, and D-6.

m) Require preparation of an impact study in support of any development or site alteration proposed on lands within the 500-metre influence area of a former waste disposal site in accordance with Ministry of the Environment Guidelines D-4.

n) Direct the development of new residential or other sensitive land uses away from stationery and line sources of potential noise and vibration, such as municipal works, industrial sites, highways, etc. A noise and vibration study may be required in accordance with Ministry of the Environment Guidelines D-1 and D-6 to determine potential impacts and identify noise abatement measures. Ministry of Environment *Environmental Noise Guideline – Stationery and Transportation Services – Approval and Planning, Publication: NPC – 300* (January 2014) will be used to determine study requirements with respect to stationery and line noise sources.

o) Require that proposals for development that involve the storage, processing, or transporting of hazardous materials demonstrate compliance with all applicable Provincial or Federal regulations.

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PART FIVE: IMPLEMENTING BRIGHTON SECONDARY PLAN

5.0. Introduction

Plan Administration

This Part outlines how progress will be monitored and reviewed, how the Plan will be administered and interpreted, and how Plan implementation will be coordinated with the municipality's public works and financial management programs. These policies are intended to be read in conjunction with the other policies of this Plan.

The municipality has a multitude of tools available to it to implement the policies of this Secondary Plan. Many of these tools relate to the use and division of land. These tools are available to the municipality by means of the *Municipal Act* and the *Planning Act*. These tools provide the regulatory framework and decision-making procedures necessary to manage physical development in Brighton and to implement this Plan.

5.1. Zoning By-Law

The zoning by-law is the regulatory tool that will be used to implement the policies of the Secondary Plan. The zoning by-law will contain provisions to regulate use, building size, building height, location of buildings on property, density of development, parking requirements, etc.

a) Amend and update the Zoning By-law, as necessary, to bring it into conformity with the goals, policies, and schedules of this Secondary Plan. Such amendments and updates shall include the establishment of zones specifying permitted uses and development standards enabling the implementation of this Plan. Such amendments may also include zoning by-laws under Section 34(1) 3.3 to protect the integrity of archaeological resources.

b) Recognize that within each land use area, more than one zone may be established to ensure that the goals, policies, and schedules of this Plan are implemented.

c) Recognize that not all lands will be immediately zoned and available for such uses and that no provision of this Plan shall be interpreted to require the municipality to zone any land within Brighton so as to permit its immediate development.

d) Lands identified through this Plan as areas where future streets are to be located will be placed in a separate zone.

e) Council will consider passing an Interim Control by-law in preparation for a Zoning Study that implements the Secondary Plan. (Refer to Section 5.1.3 of this Plan)

5.1.1. Holding Zones

The municipality may use a holding zone to control development until it is satisfied that certain conditions have been met.

a) Consider including provisions in the updated Zoning By-law to permit the use of holding zones, pursuant to the provisions of the *Planning Act*, in order to ensure orderly development and the implementation of this Plan. The County may place a holding symbol on any zone to prevent development until such time that it is satisfied that certain conditions have been met. Such a provision allows the municipality to support the principle of development while identifying the need for additional actions prior to the development proceeding.
b) Remove a holding symbol at such time that the municipality is satisfied that the conditions for establishing the hold have been met. Such conditions could include:

i. The timing of the provision of municipal services.

ii. The phasing and logical progression of development.

iii. The provision of adequate service or road infrastructure and works.

iv. The required land assembly.

v. The installation of noise attenuation measures, where required.

vi. The completion and confirmation that environmental contamination remediation has occurred on site, or that satisfactory verification of suitable environmental site condition is received by the municipality.

vii. The completion of the appropriate supporting studies to the satisfaction of the municipality, in consultation with other agencies, as required.

viii. Confirmation that the requisite permits and approvals from external authorities have been received.

ix. The completion of a development or the subdivision of land, including the negotiation of a development or subdivision agreement.

x. That site plan approval has been granted by the municipality, and a site plan agreement has been entered into, pursuant to the provisions of the *Planning Act*.

xi. That the specific policies of this Plan have been complied with; and/or

xii. Additional actions or requirements that may have been identified in the Official Plan through a site-specific or general amendment.

5.1.2 Temporary Uses

The municipality may pass a temporary use by-law to permit the temporary use of land, buildings, or structures for a purpose otherwise not permitted in the Zoning By-law.

a) Consider including provisions in the updated Zoning By-law to permit the temporary use of land, buildings, or structures, pursuant to the provisions of the *Planning Act*, in situations where it is deemed inappropriate to permit the use on a permanent basis. The County may authorize a temporary use for a period of up to three years either on a one-time basis or for a brief period of time on a periodic basis. The municipality may pass subsequent by-laws to extend a temporary use for up to three years.

b) Consider the following when evaluating any application for temporary use:

i. The proposed use shall be temporary in nature, compatible with and beneficial to the surrounding area, in conformity with the intent of this Plan, and in the best interests of the public.

ii. The availability of municipal services, off-street parking, and roadway capacity and the potential impact of the proposed use on such services and facilities. The extension or expansion of municipal services to the proposed use shall be prohibited.

iii. The difficulty involved in terminating or extending the proposed use when the authorizing by-law expires.

iv. The difficulty in restoring the subject lands, buildings, and structures to either their initial state or an improved state; and

v. The need for a site plan and/or temporary use agreement with the Municipality prior to approval of the proposed use.

5.1.3 Interim Control

The municipality may pass an interim control by-law to prohibit the use of land, buildings, or structures within an identified area until such time that a review or study of land use policies in the identified area is complete.

a) Consider including provisions in the updated Zoning By-law to permit the use of interim control, pursuant to the provisions of the *Planning Act*, to prohibit the use of land, buildings, or structures within specifically identified areas until the review or study of land use policies relating to the identified areas is complete. The Municipality may authorize interim control for a period of up to one year and may subsequently extend the period of interim control by one year.

b) Establish the planning justification and demonstrate the need to review or study land use policies relating to the identified areas when considering the adoption of an interim control by-law. The municipality shall ensure that such a review or study is completed expeditiously.

5.1.4 Height And Density Bonusing

The municipality may pass a site-specific zoning by-law amendment to allow increases in building height and/or density above that permitted in exchange for the provision of community benefits. Approval of height and density bonusing shall be considered on a case-by-case basis.

a) Consider including provisions in the updated Zoning By-law to permit the use of height and density bonusing, pursuant to the provisions of Section

37 of the *Planning Act*, in order to permit increases in the height and density of development beyond that allowed by zoning in exchange for facilities, services, or matters of community benefit.

b) Recognize that the facilities, services, or matters of community benefit could include:

i. Provision of affordable, rental, special needs, assisted, or other forms of special housing.

ii. Provision of parkland dedication beyond the requirements of the Official Plan.

iii. Protection of natural features, such as wetlands, beyond the parkland dedication requirements of the Official Plan.

iv. Provision of public areas and walkways and connections to external public walkways/trail systems.

v. Provision of sustainable design features.

vi. Provision of public parking.

vii. Provision of public art.

viii. Provision of community and open space facilities such as small parks, waterfront improvements, day care facilities, schools, community centres and recreational facilities, and other municipal facilities.

ix. Rehabilitation and redevelopment of any potentially contaminated site.

x. Ensure that any height and density bonusing provisions in the updated Zoning By-law establish a nexus such that the facilities, services, or matters of community benefit provided are commensurate with the increased height and density permitted and are not already a requirement of this Plan.

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c) Permit height and density bonusing only in cases where the increased height and density comply with all other applicable Zoning By-law regulations, conforms to the intent of the Secondary Plan, is compatible with adjacent existing or proposed development, and is in line with priorities and interests of the Municipality.

d) Ensure that the facilities, services, or matters of community benefit provided in exchange for increased height and density are directly linked or associated with the development proposed and are located onsite or in close proximity.

e) Discourage the transfer of bonus height and density from one site to another or from one project to another.

f) Require an agreement between the Municipality and the landowner as a condition of the application to be registered on title. Such an agreement would address, among other items, the facilities and services of public benefit to be provided, the timing of their provision, the operation and maintenance of such facilities and services, and the increased height and density permitted in exchange for the public benefit provided.

g) Establish municipal wide guidelines and a protocol for negotiating community benefits with an owner/developer, pursuant to the provisions of the *Planning Act*.

5.2 Minor Variance

A minor variance is a variation from the requirements of the zoning by-law that allows a property owner to build even though the property does not comply precisely with the zoning by-law.

5.2.1. Grant an application for minor variance from the Zoning By-Law only if the Committee of Adjustment is satisfied that the variance:

a) Is minor in nature.

b) Is desirable for the appropriate development or use of land.

c) Maintains the general intent and purpose of the Official Plan and the Secondary Plan; and

d) Maintains the general intent and purpose of the Zoning By-law.

5.3 Community Planning Permit System

Council, as a means of streamlining the development approvals process to implement the policies of this plan, may consider passing a bylaw authorizing the use of a Community Planning Permit System. Such bylaw will be passed in accordance with provisions of the Planning Act RSO 1990.

5.4 Land Division

Land division in Brighton will be considered based on the underlying land use area and the relevant policies of this Plan. Applications that do not conform to the policies of this Plan shall not be approved.

5.4.1 Ensure that any application for land division meets the provisions of the *Planning Act*, is consistent with the Provincial Planning Statement, and is in conformity with the goals, policies, and schedules of this Plan.

5.4.2 Confirm the availability of adequate public services and the ability to allocate such services prior to final approval of any application for land division. Should adequate public services be unavailable, such applications shall be deemed premature.

5.4.3 Draft Plan Approval (Subdivision/Condominium)

a) Consider subdivision control as the primary means of land division in Brighton for the purposes of creating four or more lots.

b) Ensure that no land in Brighton is subdivided unless:

i. The lots created are of an appropriate size, are not landlocked, and have adequate road frontage.

ii. All lots have access to a public road maintained on a year-round basis, although it is recognized that development within a plan of condominium may occur on private roads owned and maintained by a condominium corporation. All roads shall be constructed to municipal standard.

iii. Environmental resource features and functions are protected and preserved in conformity with Section 4.4 of this Plan.

iv. The plan of subdivision or condominium is appropriately phased and will result in orderly development.

v. Parkland dedication is provided pursuant to the requirements of this Plan. Land to be dedicated for parkland shall be in a form and location acceptable to the municipality.

vi. Other relevant agencies having responsibility in the review of the application have been consulted and the input received has been incorporated, as appropriate.

vii. A subdivision or condominium agreement between the municipality and the developer is executed.

viii. Consider implementing a lapsing approval condition for plans of subdivision and condominium under which the approval will lapse at the expiration of a specified period of time being not less than three years. The municipality may, but is under no obligation to, extend the approval period prior to its expiration at the request of the developer, and there is no guarantee that reserve capacity for municipal services will be available beyond the draft plan approval period.

ix. Consider where deemed advisable and as permitted by the *Planning Act* adopting a by-law to deem part or all of a registered plan of subdivision not to be registered.

5.5 Site Plan Control

Site plan control will be used to ensure that development in Brighton is appropriate and meets municipal standards and guidelines relating to building location, design, landscaping, drainage, parking, and pedestrian amenity.

5.5.1 Identify all lands within Brighton as a site plan control area and require site plan approval for all new or expanded non-residential development and new residential development of three units or more.

5.5.2 Exempt the following types of development from site plan control, except in cases where specifically required by this Plan:

a) A single unit dwelling.

b) A duplex or semi-detached dwelling.

c) A triplex.

d) Converted dwelling of up to three units.

e) Accessory buildings, minor renovations, and extensions to the above uses; and

5.5.3 Require that an application for site plan control approval include plans and drawings that show the location of all buildings and structures to be built and all facilities to be provided as part of the proposed development. Criteria for review of the application should include:

a) Compatibility with and buffer from adjacent uses.

b) Relevant urban design guidelines.

c) Function and efficiency.

d) Safety and accessibility.

e) Adequacy of servicing.

f) Grading and drainage.

g) Parking; and

h) Landscape and streetscape design, including lighting and signage.

5.5.4 Require the fulfillment of conditions and an agreement for site plan approval based on the provisions for site plan control as specified in the *Planning Act*. Financial securities may be required by the municipality prior to development.

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5.6 Non-Conforming Uses

Non-conforming uses, buildings, or structures in Brighton should eventually cease so that the land affected can revert to a use, building, or structure that is in conformity with the goals, policies, and schedules of this Plan.

Consider applications for the extension or enlargement of legal non-conforming uses, buildings, or structures provided the municipality is satisfied that the following criteria have been achieved:

a) It represents an evolution of the existing non-conforming use.

b) It does not represent an unreasonable increase to the size and intensity of the non-conforming use such that it would increase incompatibility with or adversely impact an adjacent use.

c) It will provide adequate measures to protect other uses through landscaping, buffering or screening; appropriate setbacks for buildings and structures; and/or devices and measures for reducing nuisance(s) caused by matters such as outside storage, lighting, and advertising.

d) It will substantially improve the conditions of the property and/or building.

e) It will be adequately served by municipal services that meet the additional needs resulting from the expansion or enlargement of the use.

f) It will provide adequate off-street parking areas, loading facilities, and screening.

g) It will not adversely affect traffic and parking conditions in the area; and

h) It is in conformity with the intent of this Plan and complies with the provisions of the Zoning By-law.

5.7 Property Standards

The maintenance of property standards in Brighton will ensure that the community's quality of place is maintained and enhanced. Although the quality of property and its maintenance in Brighton is very high, there is an ongoing need to ensure that adequate standards are pursued, and that the community's quality of place is maintained and enhanced.

5.7.1. Consider establishing a program of standards for the maintenance and occupancy of property in Brighton pursuant to the *Building Code Act*. Such a program should address both residential and non-residential properties and shall be in conformity with the goals, policies, and schedules of this Plan. Such a program shall be implemented by means of a by-law with provisions that could relate to the following:

a) Physical condition of vacant land, yards and passageways, and shoreline areas, including the accumulation of debris and rubbish.

b) Adequacy of sanitation including drainage, waste disposal, garbage and pest control; and

c) Physical condition of dwellings or dwelling units; institutional, commercial and/or industrial buildings; accessory buildings and structures; and properties.

5.7.2. Require the repair and maintenance of substandard properties to comply with property standards and prohibit the use of a substandard property. The municipality may, where a property is deemed unsafe, require the demolition and clearing of a property that the owner does not intend to repair and maintain.

5.8 Property Acquisition

The municipality may acquire property as a means of implementing the goals, policies, and schedules of this Plan in accordance with the provisions of the *Municipal Act*, *Planning Act*, and other relevant legislation.

5.8.1 Consider all options for the acquisition of property, as appropriate, including:

a) Dedication.

b) Donations.

c) Assistance from other levels of government, agencies, and charitable foundations.

d) Height and density bonusing provisions of the *Planning Act*, subject to the other relevant policies of this Plan.

e) Density transfers.

f) Land exchange.

g) Long-term lease.

h) Easement agreements.

i) Purchase agreements.

j) Partnerships.

k) Land trusts.

l) Placing conditions on development approval; and

m) Expropriation.

5.9 Application Requirements

To ensure that the development approval process is clearly understood by all involved, the municipality will require pre-consultation with municipal staff to establish the potential timing for approvals and to identify the supporting studies, information, and materials that may be required as part of the development review process.

5.9.1 Require applicants to pre-consult with municipal staff prior to the submission of any application for Official Plan Amendment, Zoning By-law Amendment, plan of subdivision, plan of condominium, minor variance, consent, site plan control, or any other plan or study required by this Plan. Pre-consultation will determine the need, timing, and scope of supporting studies, information, and materials required. Such determination will be made by the municipality on a case-by-case basis with consideration to the context and scope of the proposed development and the policy direction provided by this Plan.

5.9.2 Ensure that the following supporting studies, information, and materials are completed, as determined appropriate by the municipality, and received at the time of the submission of an application for an Official Plan Amendment, Zoning By-law Amendment, plan of subdivision, plan of condominium, minor variance, consent, or site plan control:

a) Approved class environmental assessment.

b) Archaeological impact study.

c) Building condition report.

d) Condominium description.

e) Deed and/or offer of purchase.

f) Draft plan of subdivision.

g) Environmental impact study.

h) Environmental site assessment.

i) Floor plans and/or elevations.

j) Functional servicing report.

k) Geotechnical study.

l) Groundwater impact assessment.

m) Heritage impact assessment.

n) Hydrogeological study and/or terrain analysis.

o) Landscape plan/native species planting plan.

p) Lighting plan/study.

q) Market impact study.

r) Municipal financial impact assessment.

s) Noise/vibration study.

t) Phase I environmental site assessment.

u) Planning rationale report.

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v) Record of site condition.

w) Rental market impact study.

x) Sediment and erosion control plan.

y) Serviceability report.

z) Servicing options analysis.

aa) Site plan (conceptual).

bb) Stormwater management plan.

cc) Sun/shadow study.

dd) Topographic plan of survey.

ee) Transportation/parking impact study.

ff) Tree survey/preservation plan.

gg) Urban design statement; and

hh) Other studies relevant to the development and lands impacted by the proposed development approval application.

5.9.3 Require that applications are deemed complete and fully in conformity with municipal requirements, as determined by municipal staff during the required pre-consult with the applicant, prior to circulating the application for review and prior to scheduling the prescribed public meeting. The applicant shall be notified in writing that the application has been deemed complete.

5.10 Plan Monitoring and Review

To ensure the continued use, relevance, and effectiveness of this Secondary Plan, it is important that the policies and schedules of this Plan are clear, concise, and easily understood by all who use them. It is also important that the policies and schedules of this Plan are review and updated on a regular basis as required by the *Planning Act*. The following policies regarding interpretation, amendments, and monitoring of the Secondary Plan will ensure that it remains a "living document" well into the future.

5.10.1 Guiding Policies

The intent of this Plan is to:

1. Provide guidance in the interpretation of the goals, policies, and schedules of the Secondary Plan.

2. Evaluate the effectiveness of the Secondary Plan over time to ensure that the Plan remains relevant, effective, and can accommodate future circumstances.

3. Interpretation

4. Recognize that all relevant policies of this Plan are to be considered together, and in their entirety, when considering a land use action to which the Plan applies. It is recognized that not all land use actions will be consistent with all relevant policies that apply; however, a land use action should, on balance, be consistent with and contribute to achieving the Community Vision for Brighton.

5.10.1 Recognize that the land use areas shown on the schedules of this Plan are intended to illustrate predominant land uses and the spatial relationships between them. As such, the boundaries of these areas are considered approximate and are subject to interpretation by the municipality, except in cases where boundaries coincide with fixed physical features such as roads, waterways, and so on. In cases where a property is affected by more than one land use area, the policies of each land use area shall apply only to the portion of the property so designated.

5.10.2 Recognize that the permitted uses identified in the policies of this Plan are considered illustrative and not intended as a comprehensive list of uses. Such comprehensive lists shall be established in the implementing zoning by-law.

5.10.3 Recognize that the implementation of this Plan will take place over time and the use of “shall” or “will” to indicate a commitment to action on the part of the municipality should not be construed as a commitment to proceed with all of these undertakings immediately. These commitments will be undertaken in a phased manner, as determined by Council, and subject to budgeting and program availability.

a) Permit minor technical revisions in the text and schedules of this Plan without amendment to the Plan, provided the general intent of this Plan is maintained. Such technical revisions may include:

i. Change in the numbering, cross-referencing, and arrangement of text, tables, schedules, images, and diagrams in the Plan.

ii. Correction of numerical values, including quantity, area, density, population and employment growth, etc.

iii. Correction of names, including the naming of streets, parks, facilities, events, etc.

iv. Change in punctuation, grammar, and language for clarity, consistency, or correction of typographic errors; and

v. Addition of technical information to schedules.

b) Recognize that in the case of a discrepancy between the text and the schedules of this Plan, the text shall take precedence. In the case of discrepancy between site specific and general policies, the site-specific policies shall take precedence. In the case of discrepancy between policies, the more restrictive policy, as determined by the municipality, shall take precedence. In the case of a discrepancy between the text and schedules of this Plan and those of the Brighton Official Plan as they relate to the Secondary Plan Areas, this Plan shall take precedence.

c) Recognize that references in the text and schedules of this Plan to any Act, guideline, manual, or portions thereof, shall be interpreted to include any subsequent Act, guideline, manual that may amend or replace the referenced document.

d) Ensure that no municipal public works shall be undertaken, and no municipal by-law passed for any purpose that does not conform to and comply with this Plan, except as provided for by the *Planning Act*.

e) Ensure that any public uses and works undertaken by any other level of government or public agency conforms to and complies with this Plan, except where exempted under specific Provincial or Federal legislation. Such public uses and works may include infrastructure and utility projects.

f) Amend this Plan, as necessary and required by Provincial legislation.

5.11 Amendments To The Plan

5.11.1 Recognize the need to amend the text and schedules of this Plan from time to time to reflect changing conditions and trends originating in Brighton or beyond, or in response to a specific request.

5.11.2 Require a planning rationale report be prepared and submitted by a professional planner as part of any request or proposal to amend this Plan. Such a report shall address the purpose and effect of the proposed amendment, including but not limited to a description of the proposed amendment; consistency with the intent of this Plan; consistency with the intent of the Official Plan; and a draft of the amendment being sought. Additional supporting studies, material, and information may be required pursuant to Section 5.1.8 of this Plan.

Consider the following criteria when evaluating any proposed amendment to this Plan:

a) The way the proposed amendment is consistent with the Community Vision for Brighton.

b) The manner in which the proposed amendment is consistent with prevailing Provincial policy and in conformity with regulations and the policies of this Plan.

c) The potential impact of the proposed amendment on the provision of and demand for municipal services, infrastructure, and facilities.

d) The potential impact of the proposed amendment on the cultural and natural heritage resources of the community.

e) The potential impact of the proposed amendment on the financial sustainability of the Town; and

f) Any other criteria determined to be relevant and applicable by the Town in consultation with the appropriate agencies.

5.12 Monitoring

5.12.1 Review the Secondary Plan at least once every five years and evaluate the need to update the Plan as necessary, pursuant to Section 26 of the *Planning Act*. This review shall determine if:

a) The goals, policies, and schedules of this Plan remain valid and realistic in view of changing circumstances; and

b) The policies of this Plan are adequate to achieve the community vision and goals of this Plan.

5.12.2 Monitor the number of amendments to the Secondary Plan that have been processed and any challenges faced in dealing with proposals to change the Plan as a means of determining its effectiveness and evaluating the need to update the Plan as necessary.

5.12.3 Maintain an inventory of existing vacant lands and lands with the potential for redevelopment.

5.13 Public Works and Financial Management

Implementation of the principles, goals, and policies of the Secondary Plan will involve the municipality directly in the financing of certain projects. The Plan outlines the nature and scope of these projects, such as the provision of piped water and sanitary sewers, the development of parks and playgrounds, the upgrading of roads, the establishment of an active transportation system, etc. No public work will be undertaken unless it conforms to the Secondary Plan and meets the requirements of Section 24 of the *Planning Act*.

5.13.1 Guiding Policies

The intent of this Plan is to:

1. Ensure that public works conform to the Secondary Plan and assist in implementing the principles, goals, and policies for the future physical development of Brighton.

2. Ensure that the implementation of the Secondary Plan is conducted in a fiscally efficient and prudent manner.

5.13.2 Implementing Policies

Council shall:

5.13.2.1 Public Works

a) Establish a priority list of projects and estimated costs, where possible, associated with implementation of the Secondary Plan.

b) Continue to use the 5-year capital works program as a key means of implementing the Secondary Plan.

c) Prepare and update Municipal Asset Management Plan.

5.13.2.2 Finance

a) Strive to maintain a balanced taxable assessment ratio between residential and non-residential consistent with long term municipal financial planning.

b) Ensure that the cost of providing the additional facilities and services, or the extension of existing facilities and services, associated with growth are appropriately and equitably covered by development proponents and in conformity with the Secondary Plan and Zoning By-law.

c) Ensure that the cost of providing additional facilities and services not associated with growth are funded from taxation, user fees, or other appropriate methods.

d) Require that all necessary agreements be executed prior to any development proceeding. Such agreements may include front-end, financial, and development agreements to provide the infrastructure necessary to serve the new development.

e) Continue to investigate financial mechanisms and initiatives to ease the burden on the general tax levy, including user fees, development charges, impost fees, public/private partnership, government grants and subsidies, and other funding sources.

f) Continue to monitor the fiscal impact of growth and development and ensure that current objectives and policies reflect changing fiscal circumstances.

g) Require the analysis of economic impacts associated with a significant development proposal, as determined by the municipality. The analysis will determine the likely short- and long-term impacts of the proposal on municipal operating and capital budget.

SECONDARY PLAN SCHEDULES

- Schedule 1 Land Use Northeast Secondary Plan Area 1
- Schedule 2 Land Use Northwest Secondary Plan Area 2a and 2b
- Schedule 3 Land Use Southwest Secondary Plan Area 3
- Schedule 4 Transportation Schedule Northeast Secondary Plan Area 1
- Schedule 5 Transportation Schedule Northwest Secondary Plan Area 2a and 2b
- Schedule 6 Transportation Schedule Southwest Secondary Plan Area 3

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