



Grand River Accessibility Advisory Committee (GRAAC) Agenda

Thursday, March 27, 2025, 1:30 p.m. - 4:00 p.m.

Region of Waterloo Administration Building

City of Kitchener

150 Frederick Street, Kitchener, ON N2G 4J3

The Grand River Accessibility Advisory Committee shall assist the participating municipalities in fulfilling the purpose of the Accessibility for Ontarians with Disabilities Act by providing vision and advice regarding the removal of barriers.

People interested in participating in this meeting can email Administrative Coordinator, Janis McKenzie at Janis.McKenzie@kitchener.ca. Please refer to the delegation section on the agenda below for the registration deadline. Written comments received will be circulated to the Committee prior to the meeting and will form part of the public record.

Accessible formats and communication supports are available upon request. If you require assistance to take part in a city meeting or event, please call 519-741-2345 or TTY 1-866-969-9994

Coordinating Municipality - Kitchener

Co-Chairs - Tamara Cooper, Alyssa Clelland

Pages

1. Commencement

1.1 Land Acknowledgement

We would like to begin by acknowledging the land on which we gather today, recognizing that the land in which we gather today is the traditional territory of the Haudenosaunee, Anishnawbe and Chonnonton peoples. We would also like to acknowledge the enduring knowledge, presence and deep-rooted traditions of the First Nations, Metis and Inuit who continue to enrich our community to this day.

2. Minutes for Approval

3. Disclosures of Pecuniary Interests

Members of Council and members of the City's local boards/committees are required to file a written statement when they have a conflict of interest. If a conflict is declared, please visit www.kitchener.ca/conflict to submit your written form.

4. Delegations

Pursuant to Council's Procedural By-law, delegations are permitted to address the Committee for a maximum of five (5) minutes. All Delegations must register by 10:00 a.m. on March 27th, 2025, in order to participate in the meeting.

5. Discussion Items

5.1 Roll Call - Introductions

5.2 Mixed Use Urban Design Guidelines 10 m 3
Andrea Sinclair, MHBC Planning, Township of Woolwich will provide a presentation on this matter.

5.3 Mill Courtland Community Centre Addition and Expansion Update 15 m
Chris Campbell, Design and Construction Project Manager, City of Kitchener will provide a discussion on this matter.

5.4 Draft Terms of Reference 30 m 51
LoriAnn Palubeski, Manager, Program & Resource Services, City of Kitchener will provide a discussion on this matter.

6. Recess and Reconvene

7. Discussion Items (Cont'd)

7.1 Improvements to Brown's Community Park 10 m 70
Karen Winters, Director of Leisure and Community Services, North Dumfries will provide a presentation on this item.

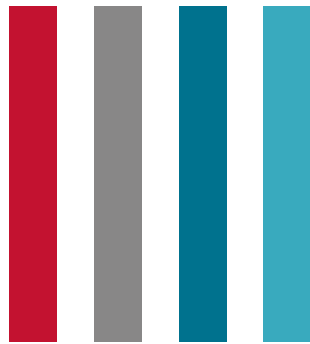
7.2 GRT Community Partner Engagement 15 m 81
Neil Malcolm, Director, Transit Services, Region of Waterloo will provide a presentation on this item.

7.3 Hybrid Model GRAAC Members Feedback 10 m
Tamara Cooper, GRAAC Committee Co-chair, will lead a discussion on this item.

8. The Built Environment Sub Committee Report 20 m
Paula Saunders, Chairperson, Built Environment Sub Committee will provide a 20 minute update to the committee.

9. Information Items

10. Adjournment



TOWNSHIP OF WOOLWICH

MIXED-USE URBAN DESIGN GUIDELINES

Grand River Accessibility Advisory Committee

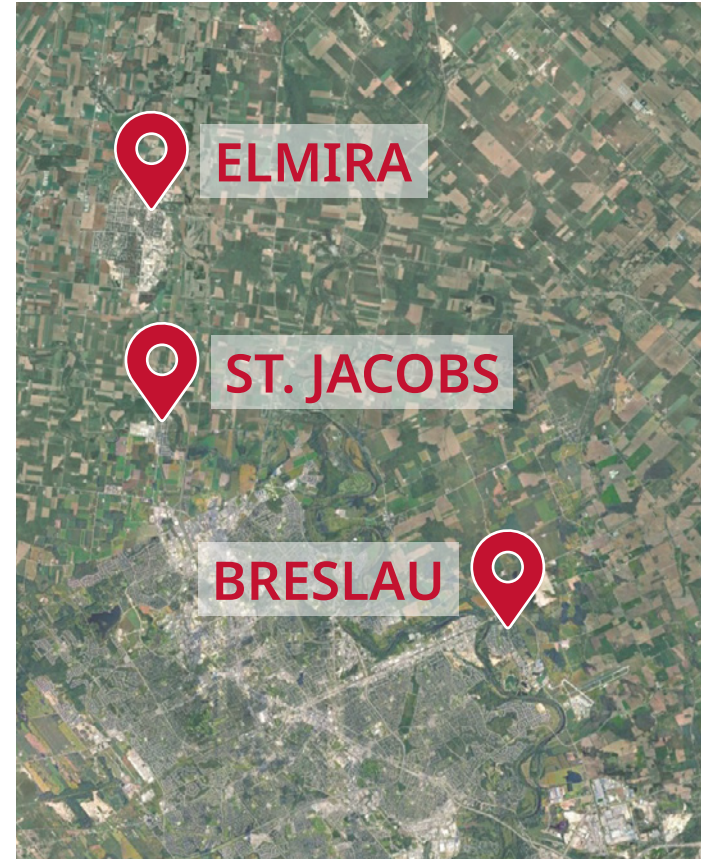


PROJECT BACKGROUND

MHBC retained to develop Mixed-Use Urban Design Guidelines

Study Area includes core and mixed-use areas within Elmira, St. Jacobs, & Breslau

Guidelines will implement new Official Plan policies and shape mixed-use and mid-rise developments



BACKGROUND RESEARCH

Existing and Proposed Policy Documents

Draft Woolwich Official Plan, Elmira Downtown Plan, Breslau Secondary Plan Update, Woolwich Zoning By-law, Woolwich Landscape and Design Guidelines, Active Transportation Master Plan

Spatial Analysis

Urban structure, heights, architecture styles, land uses, streetscape & landscape, setbacks

Best Practice Review

Mixed Use and Urban Design Guidelines from across Ontario

BACKGROUND RESEARCH FINDINGS

Official Plan Direction

Walkable, '15-minute' neighbourhoods, with up to 8 storeys in core areas

Encourage nodes of activity that provide services and amenities

Historic Main Streets - Elmira & St Jacobs

Encourage new development and commercial activity along and behind main streets

Provide appropriate transitions to surrounding residential areas



BACKGROUND RESEARCH FINDINGS

Woolwich Street Core - Breslau

Transition Woolwich Street corridor from residential to mixed use

Potential for additional height and density along Victoria Street



Streamlined Policies and Guidelines

Existing documents can be simplified to encourage development



LANDSCAPE AND DESIGN GUIDELINES



DRAFT ACCESSIBILITY GUIDELINES



DRAFT

Mixed-Use and Mid-Rise Urban Design Guidelines

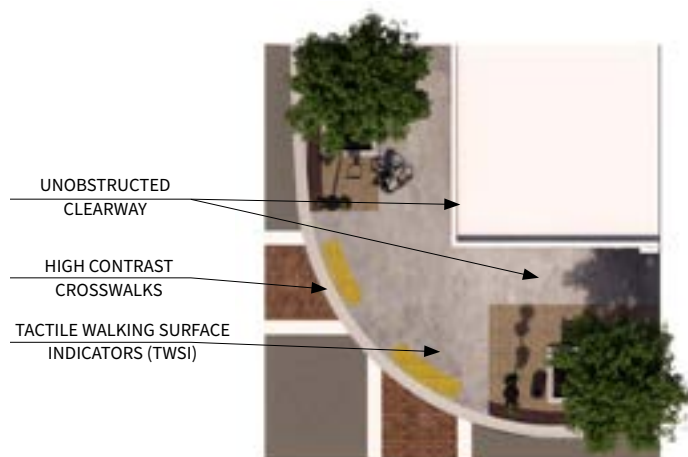
Township of Woolwich
2025



Universal and Age Friendly Design

Planning proactively for a future in which a greater proportion of the population lives with reduced mobility and other disabilities is responsible, necessary and timely. Age-friendly planning is sensitive to the needs of all age groups and all ability levels. Universal Design means designing the built environment so that it can be understood, accessed, and used to the greatest extent possible by all people regardless of their age or ability.

1. Ensure that all public spaces are accessible and barrier-free for persons of all ages and abilities. This includes sidewalks, parks, etc. as well as semi-private open spaces.
2. All common outdoor amenity areas should apply the principles of universal design.
3. Street trees, landscaping, seating, public art and signage should not obstruct the path of travel for pedestrians.
4. Integrate tactile and visual design elements (such as differential paving) to assist in orientation and the recognition of potential hazards to persons with disabilities.
5. Design in accordance with the Accessibility for Ontarians with Disabilities Act and other applicable provincial legislation.
6. Ground floor commercial space and residential lobby entrances shall be designed with accessible entrances.
7. Pedestrian routes should be well illuminated to ensure public safety.
8. New buildings shall be directly accessible from the street and barrier-free access from the building entrance to the public sidewalk shall be provided.
9. Visitor parking spaces should be located in visible and accessible locations near building entrances and pedestrian walkways.
10. Articulated, safe, accessible and integrated dedicated pedestrian walkways should be incorporated through surface parking areas through differentiated paving materials and landscaping.
11. The alteration of significant cultural heritage resources as part of a redevelopment should consider opportunities to improve accessibility and achieve the principles of universal design provided that it does not result in adverse impacts to identified heritage attributes and is sympathetic to the heritage character of the area.



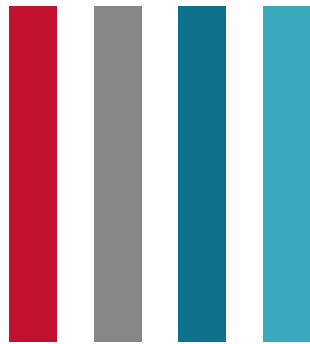
Example of how a streetscape has been designed with accessibility considerations in mind including unobstructed pedestrian clearway; high contrast crosswalks and tactile walking surface indicators.

ELMIRA ACCESSIBILITY GRANT

To assist with the removal of barriers and increase accessibility for people with disabilities in Elmira, the Township will cover 50% of eligible costs of improvements up to a maximum grant of \$2,500 per project and/or property. Work eligible for this grant includes ramps, elevators, lifts, automatic door openers and any other improvements that improve accessibility and remove barriers, as approved by the Township of Woolwich. This grant is eligible for commercial properties. Those interested in this grant should review the Elmira Community Improvement Plan for more information.

NEXT STEPS

Online Survey (EngageWR)	January 20 - February 14, 2025
Open House #1	Monday, January 27
Opportunity for Comment	Late February/Early March
Draft Guidelines Posted	March 17, 2025
Open House #2	March 27, 2025
Comment Deadline for Draft Guidelines	April 18, 2025
Council Consideration of Guidelines	May 2025



TOWNSHIP OF WOOLWICH

MIXED-USE URBAN DESIGN GUIDELINES

Grand River Accessibility Advisory Committee





DRAFT

Mixed-Use and Mid-Rise Urban Design Guidelines

Township of Woolwich
2025



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1

INTRODUCTION

1.0 | Introduction

The Township of Woolwich supports the creation of complete communities within the existing settlement areas of Elmira, Breslau and St. Jacobs. The addition of mixed-use and mid-rise buildings in development and redevelopment proposals will help Woolwich create complete communities by providing housing units to accommodate an increasing population and by creating active street fronts and bringing a variety of community services, commercial uses and amenities in proximity to housing.

Mixed-use zones have been identified in the Township's new 2024 Zoning By-law and mixed-use development is encouraged in Planning policies. To comprehensively plan for intensification and increased densities in mixed-use and mid-rise developments, the Township has identified a need for Mixed-Use and Mid-Rise Development Design Guidelines to provide clear direction to buildings and developers in Woolwich.

These guidelines apply to all mid-rise and mixed-use projects in the Township with an emphasis on multi-unit forms of development. Mid-Rise in Woolwich Township is considered to be between 4 and 8 storey's. Mid-Rise may be considered as being up to 12 storey's based on the consideration and implementation future Official Plan policies particularly within the Breslau area in the identified Major Transit Station Area and Strategic Growth Core Areas. The goal of this document is to help address concerns and compatibility in a comprehensive manner, ensuring that developers understand the goals and expectations of the community and that the community has assurance of the type of mixed used built form that will be achieved to increase the housing choices and a broader mix of uses within the settlement areas of St. Jacobs, Elmira, Breslau and within the Stockyards.

Vision Statement

"By strengthening the existing core areas and identified strategic growth areas and creating new mixed-use nodes with housing, services, and amenities, the Mixed Use Urban Design Guidelines will support the Township's goal of creating 15-minute neighbourhoods that are walkable, diverse, and sustainable with compatible well-designed buildings."

Goals

Built Form: "The Guidelines will create context-sensitive development that balances the existing community identity with the goal of increased density and mix of uses."

Public Realm & Circulation: "The Guidelines will promote a vibrant and accessible public realm that prioritizes a pedestrian focused environment with active transportation and social interaction."

Landscape & Sustainability: "The Guidelines will encourage the development of sites, buildings, and landscapes that encourage biodiversity, reduce carbon emissions, and respond to the impacts of climate change."

Using the Guidelines

These guidelines are primarily intended to be used by the builder and development community to guide the design of mixed-use and/or mid-rise developments. The guidelines address a full range of design considerations including site layout, building design of height and mass, parking, and landscaping. The guidelines will be used by Municipal staff when reviewing development applications. The guidelines are not intended to add time to the development approval process, rather the guidelines are intended to streamline the process by setting out the design expectations early on in the pre-consultation stage and avoiding the back-and-forth between the

development community and Township staff. By setting clear design objectives and priorities early in the process, the development community will understand what the Township will be looking for when reviewing applications.

When preparing plans for a new mixed-use or mid-rise development, the builder or developer should consider first the Vision Statement and design goals established in this section. These three goals should be considered in all development proposals as they represent the Township's priorities for intensification and mixed-use development. This should be followed by a review of the design guidelines contained in Section 2 of this document. The guidelines in Section 2 apply to all mixed-use and mid-rise development proposals and deal with general design aspects such as site layout, parking, landscaping, massing, building materials, etc.

Depending on where the development is proposed, consideration should next be given to the guidelines contained within Section 3, as applicable. Section 3 provides guidelines specific to each of the three larger settlement areas (Breslau, Elmira and St. Jacobs).

These guidelines are intended to provide a balanced approach to intensification, and include a fair level of flexibility. Existing conditions and site constraints such as site grades, surrounding character and safety needs will all be considered in the application of these guidelines. The photographs and sketches contained in these guidelines are intended to illustrate only a few of the multitude of solutions for successful mixed-use or mid-rise development. Not all of the individual design guidelines listed in this document are appropriate in every situation. The guidelines include a number of photos and diagrams to help illustrate various design guidelines and design concepts. The illustrations shown in the document provide a few examples of how the guidelines can be applied, and are not intended to exclude other concepts that meet the intent of the guidelines. **It is not the intention of the guidelines to limit creativity. Where it can be demonstrated that an alternative built form achieves the intent of the guidelines, alternative solutions should be permitted and encouraged.**

Where Do the Guidelines Apply?

These guidelines apply to development and redevelopment within the Township's mixed-use zones. These guidelines also apply to all mixed-use and/or mid-rise development proposals within the three settlement areas and the stockyards regardless of the underlying zoning. For the purpose of these guidelines mid-rise development refers to any development that is between four and eight storeys in height. However, as noted in the Introduction section above, in the identified areas within Breslau, up to 12 storeys may be considered as 'mid-rise'. It is noted that permitted building heights are determined by the Township's Zoning By-law and not by these guidelines.

What is Mixed-Use Development?

Mixed-use development typically refers to the mixing of uses (residential and non-residential) within a single building. Non-residential uses such as restaurants, retail, offices, personal services are typically located on the ground floor of a multi-story building and are oriented towards the abutting public street. In a mixed-use building residential units are typically located above the ground floor. Mixed-use development can also refer to development proposals that include a mix of uses within the same site, but not necessarily within the same building. In other words, a mixed-use development proposal could also include a standalone non-residential building(s) and a standalone residential building(s) on the same property or potentially within the same contiguous mixed-use zone. The surrounding context is important when considering the best way to achieve a mix of uses on a site.

What are Mid-Rise Buildings?

As previously noted and except for identified areas of Breslau, all residential developments between four and eight storeys are considered mid-rise development for the purpose of these guidelines. Mid-rise buildings contribute to complete communities, provide a mix of housing and are built at densities that can help improve the viability of non-residential uses in a community. Mid-rise is a form of housing that typically offers a more affordable or attainable option than traditional low-rise buildings and the option for people to 'downsize' while remaining in their same neighborhood or community.

One of the benefits of mid-rise is that it results in the development of land in a more sustainable way, keeping people close to schools, commercial, employment and other community services, such as public transit, parks/recreational facilities and health services.

What does Planning Staff Consider?

In evaluating development proposals, Planning staff will look at a wide range of considerations including:

- Building height, massing and articulation features
- Facade treatment (e.g. transparent treatment – % of windows and doors vs blank walls)
- Setbacks and stepbacks
- Building placement and orientation, and orientation of primary entranceway
- Traffic
- Vehicular access
- Connection to active transportation corridors
- Parking which may include above grade parking structures
- Outdoor private amenity areas and public community space
- Shadows and privacy
- Lighting
- Landscaping
- Noise
- Microclimate

Concepts

When preparing plans for a new development, buildings and developers should ask the following questions:

- What is the appropriate setback based on surrounding development?
- What is the best layout and orientation for the development based on the dimensions and configuration of the site?
- Does the building elevation incorporate elements that break up the overall mass such as: changes in building materials and colours;

transparent (windows and doors) treatment, variety in the roofline; or projections and/or recessions in the building façade?

- Is the proposed development on a corner lot, and if so, has the building been designed to positively address both frontages?
- How has active transportation (walking, cycling) or transit facilities (where available) been considered in the overall site and building design?
- How will parking be addressed? Will it be visible from the street? If so, how will these areas be screened?
- How will privacy concerns be addressed? Is privacy fencing or landscaping proposed along the side and rear lot lines? Has the building been oriented and step back to minimize overlook onto existing residential properties?
- Will the development result in a loss of mature trees? If so, does the proposal allow for the incorporation of new trees?
- How does the proposed development enhance the surrounding public realm and streetscape?
- Is the proposal greater than five storeys? If so, have shadow impacts been considered?

These are the types of things staff will be looking for when reviewing applications. By thinking through these kinds of questions when designing the site and building(s) the intent is that the development community and staff will be working towards a common goal which will streamline the approval process.



2

GENERAL DESIGN GUIDELINES

2.0 | General Design Guidelines

Built Form

Built form refers to the overall size and shape of the building. Height and massing are critical to determining the degree of impact a building will have on neighbouring properties. For this reason, the building form must respond sensitively to its context to arrive at a high-quality design outcome.

Guidelines:

1. When determining building height and massing the physical character of the surrounding area including the height, separation and scale of adjacent buildings and the immediate streetscape shall be considered.
2. The potential shadow impacts on neighbouring properties, especially residential and public properties (i.e. parks, school yards) shall be considered in the height, placement, orientation and massing of buildings on a site.
3. Sites should be designed so that the building massing reinforces the street edge.
4. All buildings should have main entrances fronting on a public street. If the building fronts on multiple streets, the main entrances should be oriented towards higher street classification. It is recognized that there may a limited number of large, multi-building sites where not all buildings will have direct access to a public street. In those circumstances, well defined pedestrian connections from an internal building to the street shall be provided.
5. Pedestrian weather protection should be provided over entrances to residential and commercial uses.
6. Where an existing streetwall exists (i.e. continuous built form at a similar setback and similar height along a street), buildings should be designed to reinforce the existing street wall to create a consistent streetscape. This can be achieved by applying a setback consistent with abutting properties and by designing the base of a building to be similar in height to surrounding properties and visually distinct from upper levels. For taller buildings it may also be appropriate to incorporate a stepback for upper floors.
7. For buildings taller than six storeys, a stepback of at least 3.0 metres should be provided for upper storeys. Generally, the stepback should be applied above the fourth, fifth or sixth storey of the building.
8. In general, the building should not exceed a length of 70.0 metres apart from L-shaped building forms. If a building is proposed that exceeds 70.0 metres, it should either be broken up physically or visually using architectural and design elements that sufficiently differentiate the building mass to appear as separate building forms. This may include stepbacks, colour and material variations, projections and recessions, and varied building articulation.



Where an existing streetwall exists (i.e. continuous built form at a similar setback and similar height along a street), buildings should be designed to reinforce the existing street wall to create a consistent streetscape. In the Elmira example above, a building adjacent to the existing downtown core would be expected to have a well-defined building base that aligns with the existing streetwall. This may mean employing a consistent setback and/or designing the building to have a well defined two-storey base.

9. A variety of colours, textures, building materials and articulation features should be used to create visual interest across building façades.
10. Balconies are encouraged to provide future residents with private outdoor amenity space. Integrated balconies are preferred, in particular along building facades facing public streets. Balcony projections should be designed to ensure they do not project over a public sidewalk. For buildings with ground-floor commercial uses, balcony projections should be minimal.
11. Buildings five storeys or more should consider shadow impacts and for buildings six storeys or higher, the Township may require the completion of a sun shadow study. The Terms of Reference for a sun shadow study is included as Appendix A of these guidelines.
12. For mid-rise developments with residential uses at-grade, buildings should be sufficiently setback to allow for separation between private and public space and to provide an opportunity for private outdoor amenity space.
13. For mixed-use developments with commercial, office or institutional uses at grade, the building should generally be located closer to the street, typically at the minimum zoning setback.
14. For corner sites, a consistent setback should be applied to the front and flankage yards to allow the built form to wrap the corner in a consistent manner.
15. All building frontages that face a public street should be designed as active frontages with significant window and building entrances. Commercial uses, lobby and amenity space, and residential units can all contribute positively to an active frontage. Building service areas (i.e. loading, garbage, storage) should be located internal to the building and away from the street facing building frontages.
16. Where a mid-rise building site is adjacent to low density residential, design strategies that mitigate the impacts of height, overlook and shadow shall be considered. This could include increased setbacks between the proposed building(s) and property lines; stepbacks of upper floors; orientation of buildings in a manner which minimizes shadow impacts; careful placement of balconies, terraces and outdoor amenity areas to minimize overlook; and the inclusion of landscape buffers.



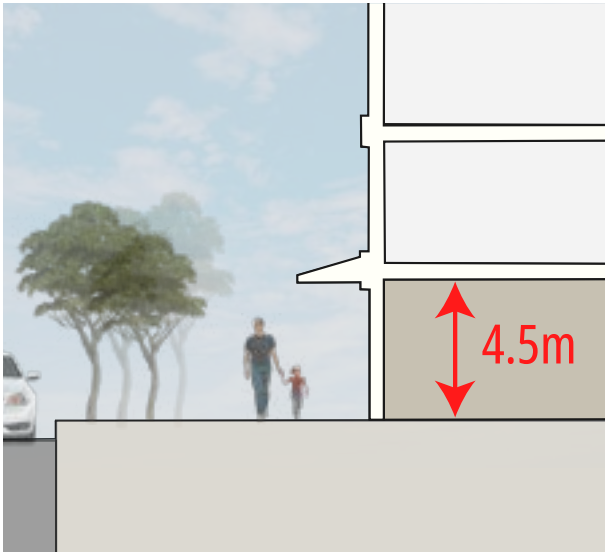
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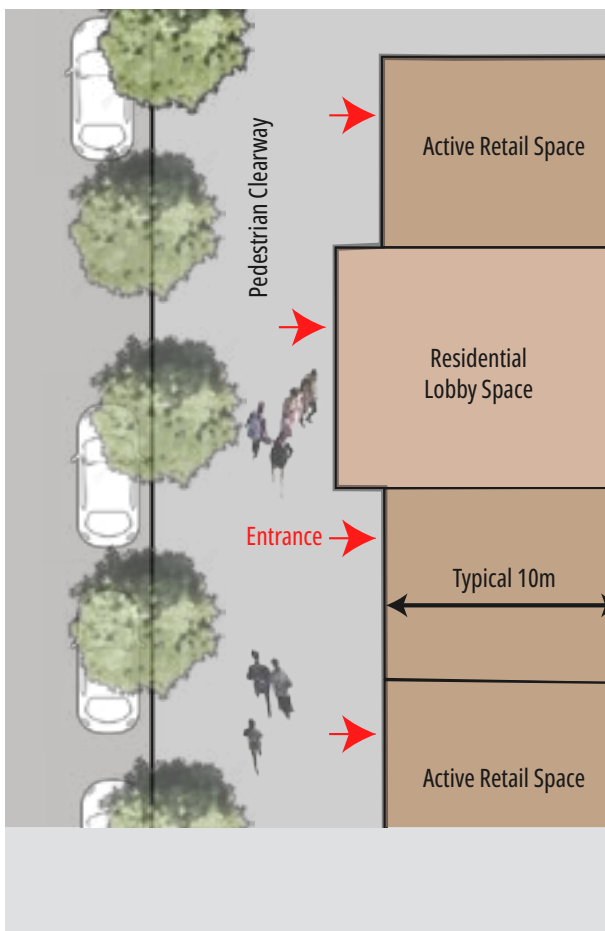
All building frontages that face a public street should be designed as active frontages with significant window and building entrances.



For corner sites, a consistent setback should be applied to the front and flankage yards to allow the built form to wrap the corner in a consistent manner.



A minimum ground floor height of 4.5 metres shall be incorporated into all mixed-use and mid-rise buildings. This will allow for a range of flexible commercial uses over time.



Retail and commercial units should generally have a depth of at least 10 metres. Likewise, indoor amenity/common area space within a residential building should be designed with depths that would support a potential future conversion to a non-residential use

17. A minimum ground floor height of 4.5 metres shall be incorporated into all mixed-use and mid-rise buildings. This will allow for a range of flexible commercial uses over time. Where adjacent to an existing established street wall, a ground floor height consistent with adjacent buildings is strongly encouraged. For large multi-building sites, a reduced ground floor height may be considered for any buildings that do not have frontage on a public street.
18. Retail and commercial units should generally have a depth of at least 10 metres. Likewise, indoor amenity/common area space within a residential building should be designed with depths that would support a potential future conversion to a non-residential use.
19. At grade retail and commercial uses should have a direct entrance from the abutting street/sidewalk.
20. In cases where there are patios along the street, an unobstructed pedestrian path shall be maintained without interruption.
21. Retail façades should include large transparent window openings and clear signage facing the adjacent public street.
22. Landscape treatments, planters and paving that extend public walkways are encouraged within a commercial setback provided an unobstructed pedestrian path along the sidewalk is maintained.
23. Primary entrances to the base of mixed-use and mid-rise buildings shall be barrier free and provide sufficient clearance for pedestrian walkways.
24. For mixed-use sites containing standalone commercial and standalone residential buildings, commercial buildings should be oriented to the street both in terms of building access and positioning on the site.
25. Within large mixed-use developments, consideration should be given to the inclusion of public or community space. This could be in the form of public parkland; privately owned publicly accessible parkland; or indoor community rooms. The inclusion of public space is particularly important in areas where there are limited public/community space available.
26. Any public or community space shall be designed to be fully accessible.

Architectural Details

1. Ensure that design and construction reflect a high level of craftsmanship and are of similar or superior quality to buildings in the immediate context.
2. Reinforce the continuity of the street and create a strong community character by using consistent rhythms of similar pre-existing details and positive architectural elements.
3. Design buildings so there are no blank facades. Side or rear facades that face streets or public spaces should have a design and materials standard equal to the front facade.
4. Break up the facade of buildings by using a variety of materials and architectural details, both vertical and horizontal.
5. Divide mixed-use or multi-unit buildings with wide frontages into visually functional and visually smaller units through the use of facade articulation and landscaping.



Ensure that design and construction reflect a high level of craftsmanship and are of similar or superior quality to buildings in the immediate context.

Site Design

1. Where a building abuts a natural heritage feature or open space, it is encouraged that new developments face and/or provide physical or visual connection(s) to the adjacent feature.
2. For sites adjacent to natural heritage features, lighting design must ensure there is no spillover onto the natural heritage area(s).
3. Sites should be designed with sufficient areas for landscaping including landscaping along the street. This may include hardscaping features to accommodate gathering and rest areas.
4. Where mid-rise buildings are proposed, the greatest height should be located furthest from any adjacent existing low-rise built form to mitigate shadow impacts. These buildings should generally be located adjacent to major roads and intersections and close to existing amenities and include building steps as noted in Built Form Guideline #7.
5. Front yard setbacks are determined by applicable zoning by-laws and are usually minimum requirements. Generally, buildings should be located close to the street.



Example site layout for a small apartment/multiple site residential site.



Design multi-unit sites with attractive landscaping along the street edge and a direct connection to the public sidewalk/street.



This building was designed to orient balconies toward the adjacent natural feature.

6. On streets with a consistent front yard setback that is not expected to change, new buildings should generally be located at the same setback as existing development.
7. Where there is no consistent pattern of street setbacks, and where there is limited space within the public right-of-way, buildings should be set back to create a boulevard that can accommodate wider sidewalks, street trees, landscaping, and active uses to establish a more pedestrian oriented relationship between the building(s) and the sidewalk.
8. Mid-rise residential building may warrant an increased setback to allow for physical separation between any ground floor units and the public sidewalk.
9. Increased setbacks may be appropriate in order to maintain existing surrounding public spaces.
10. Parking areas should generally be located in the rear or side yard and should be designed with adequate snow storage areas.
11. Large sites and/or full block developments should be designed with mid-block pedestrian connections.
12. The design and layout of mid-block connections should be carefully considered and be identified for their intended purpose as a space for public or private movement with suitable landscaping, lighting and signage. The design of these spaces should enhance.
13. Connections, private and/or publicly accessible open spaces and amenity areas within a site should also be clearly signed and well-lit.
14. Where a site is large enough to support multiple buildings consider offsetting or angling the buildings away from each other to improve privacy between facing units.
15. When determining building placement, consider the building's orientation to maximize south-facing walls for optimal access to sunlight to habitable rooms and other environmental benefits such as energy conservation.

A QUICK CHECKLIST ON BUILDING ORIENTATION AND SITE LAYOUT:

- ☐ Consider the existing context.
- ☐ Locate buildings to face surrounding public streets.
- ☐ For corner lots, provide attractive elevations for both sides facing the street.
- ☐ Consider existing setbacks when determining building placement.
- ☐ Provide a pedestrian connection to any existing sidewalks.
- ☐ Locate parking at the side or rear of the property where possible.
- ☐ Screen parking from surrounding lots with landscaping or privacy fencing.
- ☐ Provide landscaping along the frontage.

Lighting and Signage

1. Site plan applications shall include a photometric lighting plan for the site.
2. All lighting shall be installed to ensure that outdoor lighting is directed downwards and shielded so as not to project beyond the site boundary nor to cause a glare that would impact adjacent properties or passing traffic
3. Select different luminaries with a coordinated appearance to light pedestrian pathways, parking spaces, drive aisles, building and site entrances and other relevant parking lot features.
4. For sites adjacent to natural heritage features, lighting design must ensure there is no spillover onto the natural heritage area(s).
5. Balance the need for safety and security with the reduction of energy consumption and light pollution as follows:
 - ensure all parking spaces and circulation routes are well-lit;
 - install lighting that is appropriately scaled to its purpose, i.e. avoid “over lighting”;
 - design sites to be dark sky compliant;
 - direct light downward and shall not overspill on adjacent properties, streets and open spaces, or cause a glare on adjacent roads; and
 - use energy-efficient fixtures and bulbs
6. Provide pedestrian-scaled lighting, such as bollards or lower-scale pole fixtures along pedestrian routes.
7. Consider lighting elements for their aesthetic and design value, not simply their lighting function or ease of maintenance.
8. Coordinate the location of lighting with pedestrian clearways, tree planting and other landscaping.
9. Signage shall be in accordance with the Township’s Sign By-law where applicable.
10. Signage should be integrated into the overall design of the façade and should positively contribute to the overall streetscape and existing character of the area.
11. The shape, material, texture and colours of signage should complement the building’s architecture.
12. Sign location should not compromise pedestrian and vehicular sight lines in order to ensure the safety of movement.
13. A sign should be in proportion to the building and not dominate or overwhelm the façade and should be scaled to pedestrian viewers.
14. Rooftop signs are discouraged.
15. Electronic messages on digital signage with visible effects during the message transition, including fading, flashing, or motion will not be permitted.
16. To reduce the impacts of light pollution, the illumination of signage is discouraged during off-peak hours, except where required for safety purposes.

Compatibility and Transition

The majority of new mixed-use and mid-rise development in Woolwich will come in more dense forms than existing development within the Township. These larger buildings should relate to their surrounding context, with an appropriate transition of scale to adjacent uses, especially to existing low-rise residential buildings, historic structures, and public spaces.

1. Mid-rise buildings shall be designed to frame the street they are fronting while allowing access to sunlight to adjacent properties. This may be done through considerations given to building orientation, setbacks, stepbacks and relationship to grade.
2. Mid-rise buildings should transition in height and density toward low-rise residential areas.
3. Locate the greatest height and density along arterial streets or at major intersections, ideally adjacent to commercial areas and community uses with stepbacks incorporated for upper storeys.
4. Mid-rise buildings should be in scale with the street, with a height that relates to the width of the adjacent street right-of-way. In other words, streets with wider right-of-way widths can typically support taller buildings while still maintaining an appropriate human scale.
5. Transition should be provided between midrise buildings and abutting buildings and properties to the rear. This transition should include compliance with the minimum zoning setback from the rear property line to the mid-rise building face. For taller mid-rise buildings the Township may require increased setbacks and/or stepbacks for upper storeys.
6. Inform building design by existing and planned neighbourhood context, including significant architectural datum lines or cornices. This is particularly important along main streets.
7. Continue frontage features such as windows and articulation of the built-form to the exposed sides of buildings, in order to avoid excessive blank walls on side streets, lanes and walkways.
8. Buildings should use the existing natural grade and be designed to complement adjacent developments where possible.
9. Where grade transitions must occur, they should be integrated into the landscape design of the site where possible.
10. Existing healthy trees along the rear and/or side property lines should be preserved with sufficient soil volumes to enhance the transition to the adjacent properties in the rear.
11. Parking, service and loading areas should be screened from adjacent properties through landscaping and/or privacy fencing.
12. For development adjacent to parks and open spaces, orient buildings to minimize shadows on the adjacent public space.
13. Buildings adjacent to parks and other public spaces shall include sufficient entrances, balconies and windows to provide for natural surveillance of these areas.
14. Through the site plan review process the Township will review site demarcation measures which may include fencing, berming, site entry signage, trees or hedges.



Example of a mid-rise building that has used the podium design in order to transition height across the street frontage.



Example of an appropriate scaled mid-rise building in terms of surrounding context and adjacent street width right-of-way.

Heritage

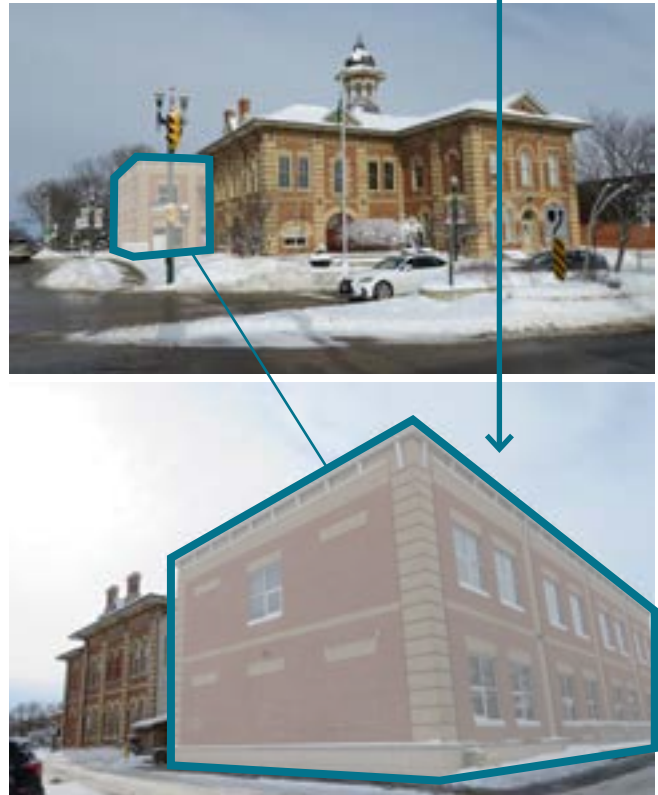
The conservation of significant cultural heritage resources is an important consideration within the historic areas of Woolwich. Where a new or infill development is to be constructed adjacent to a building of architectural or historical significance (including designated or listed properties) the Township may request the preparation of a Heritage Impact Assessment to assess the proposed development relative to surrounding built heritage resources. The following provides guidelines on the conservation of cultural heritage resources. This includes a focus on built cultural heritage resources, including all listed and designated buildings which are protected under the Ontario Heritage Act as well as all potential cultural heritage resources within the Downtown that contribute to its unique heritage character.

1. The conservation of cultural heritage resources is strongly encouraged and the Provincial Planning Statement identifies that built heritage resources and significant cultural heritage landscapes shall be conserved.
2. This document acknowledges that conservation can take the form of rehabilitation, preservation, or restoration, all of which are forms of conservation recognized by the Parks Canada Standards and Guidelines.
3. Alterations to properties that are designated or listed under the Ontario Heritage Act should adhere to the standards and guidelines of the Parks Canada Standards and Guidelines for the Conservation of Historic Places in Canada.
4. The adaptive re-use of significant cultural heritage resources is encouraged as an alternative to demolition.
5. The adaptive re-use of buildings may require alterations to suit new use. This is referred to as "rehabilitation" in the Parks Canada Standards & Guidelines. Adaptive re-use and/or rehabilitation projects should refer to the Parks Canada Standards & Guidelines for guidance.
6. The adaptive re-use of buildings shall retain the character and heritage attributes of the building or resource while achieving appropriate new use.



Example of how high quality modern materials can be incorporated into an existing building to enhance character and retain heritage fabric.

**EXAMPLE OF AN ADDITION
LOCATED TO THE SIDE/REAR YARD
AWAY FROM PRIMARY ELEVATION**



7. Significant Cultural Heritage Resources should be retained and repaired or rehabilitated, rather than replaced. The demolition of cultural heritage resources is discouraged.
8. Additions to cultural heritage resources should be located at secondary elevations (i.e. to the side or rear of the building and sited away from any front or primary elevation(s) of the building).
9. Additions should be compatible with, distinguishable from, and subordinate to cultural heritage resources.
10. Additions should be products of their own time, using contemporary materials and not re-create historical styles or attributes which gives the impression that they are authentic.
11. Additions should complement the rhythm of the building of cultural heritage value or interest through the use of positive and negative space, as well as windows and doors.
12. A Heritage Impact Assessment will assess the impact of new development on any adjacent listed or designated heritage properties. Taller buildings can be located adjacent to heritage properties without adverse impacts to the heritage attributes of the property.



Example of an alteration/addition in size and scale to the character of surrounding area.



The above examples show two different approaches to building additions. Image 1, the addition used similar building materials and colours as the original building. Image 2, the addition incorporated a contemporary addition with materials and colours that contrast to the original building. Both are appropriate as in both instances, the addition is of an appropriate scale and mass relative to the original building. Both additions contribute positively to the surrounding streetscape.



Landscaping can be used to screen parking areas and to break up larger surface lots as shown in the above images.

Access, Parking and Loading

To preserve livable, pedestrian friendly streets, intensification projects need to carefully consider site access and parking. The following guidelines have been prepared to ensure that parking and service areas are appropriately located, screened and designed.

1. Parking, driveways and aisles shall be in accordance with the Township Zoning By-law.
2. Where possible, entrances and exits for vehicles should be located as far from corner intersections as possible to ensure safe pedestrian and vehicular movements at intersections. Where there is concern with a proposed site access, the Township may require a review access by a qualified Transportation Engineer to ensure safe site design.
3. Shared parking for commercial and residential may be permitted, particularly where visitor parking spaces are required. Commercial uses and visitors often operate with opposite peak times providing for logical sharing opportunities. A Parking Utilization Study will be required to be completed by a qualified consultant in consideration of shared parking which may require a related Minor Variance Application or as part of a site-specific Zone Change Application. Required parking for the mixed use development shall include signage to clearly delineate residential and commercial parking areas.
4. Surface parking areas in the front yard are strongly discouraged.
5. Where parking areas are adjacent to a public sidewalk, buffers such as landscaping or trees should be provided between the parking area and the sidewalk to visually screen the parking area.
6. Where parking areas abut residential these areas should be visually screened from surrounding

A QUICK CHECKLIST ON ACCESS AND PARKING:

- ☐ Minimum the number and width of driveway accesses.
- ☐ Parking for larger scale developments should be in the rear yard or side yard.
- ☐ Locate barrier free parking near building entrances.
- ☐ In large parking lots, provide landscaped islands.
- ☐ Screen parking from public sidewalks and streets with landscaping.
- ☐ Provide privacy fencing between parking areas and surrounding residential development.
- ☐ Provide bicycle parking racks to promote active transportation.

residential properties. This can be achieved through a variety of design measures including privacy fencing. Other alternatives to privacy fencing such as landscaping, change in grade elevation or a retaining wall may be considered if it results in an adequate privacy barrier. This consideration may require a Minor Variance Application or considered as part of a site-specific Zone Change Application.

7. Accessible parking stalls should be located close to primary building entrances. The primary building accesses must also be AODA compliant.
8. Larger parking areas should be broken up with pedestrian walkways and landscaped traffic islands to minimize the aesthetic impact of surface parking. Distinctive pavement and/or markings may be used to indicate pedestrian crossings.
9. Service and drop-off area circulation should not interfere with pedestrian circulation.
10. Where parking is provided within an above ground structure, it should be wrapped with commercial, residential or lobby/amenity spaces along the ground floor street frontage. Above the ground floor parking should be architecturally screened.



Landscaping can be used to screen parking areas and to break up larger surface lots as shown in the above images.



Example of structured parking screened through architectural detailing.



Examples of screening for utility and mechanical equipment.

Servicing and Utilities

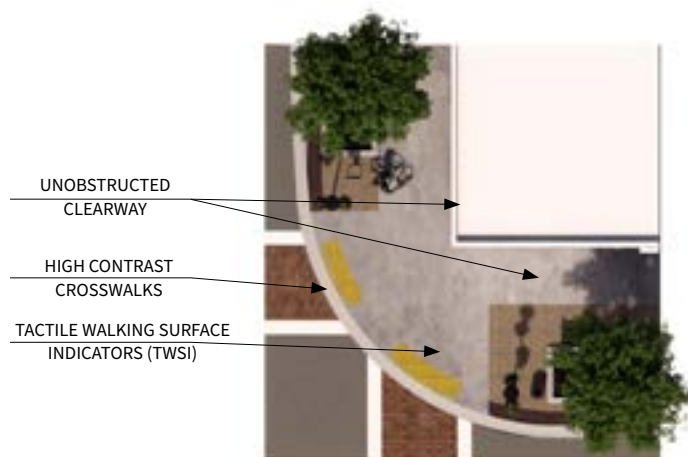
As a general approach, reduce the negative aesthetic impact on streets and open spaces of service elements such as utility boxes, garbage storage, loading docks, air conditioner compressors, utility meters and transformers. Where possible, services should be incorporated into the design of new development and screened from view so that they do not diminish the quality or safety of the public streetscape. The following guidelines relate to the design and location of servicing and utility elements.

1. Where possible, integrate service elements (such as loading areas, garbage and recycling storage, utility meters, transformers, heating, ventilation and air conditioning equipment) into the design of the building so that they are not visible from the street and/or adjacent public spaces.
2. On interior lots utility meters are encouraged to be limited to the side elevation of buildings. Landscaping as a means of screening meters is encouraged.
3. Where meters are located on side elevations of lots flanking streets, parks, or other highly visible locations the meters should be placed at an inconspicuous location, recessed and treated with an architectural surround or screened by landscaping, where permitted by utility company standards.
4. Air conditioning units, vents for dryers, exhaust fans, etc., shall not be located on any elevation facing the street.
5. Locate garage, waste and recycling materials in a rear shed/garbage, or in a small storage space that is within the building. Consider the use of molok systems or similar deep well systems as an alternative to garbage storage areas.
6. Respect safety clearances and setbacks from overhead and underground services and utilities.
7. Consider innovative methods of screening utility services, in particular when services are visible from the public realm.

Universal and Age Friendly Design

Planning proactively for a future in which a greater proportion of the population lives with reduced mobility and other disabilities is responsible, necessary and timely. Age-friendly planning is sensitive to the needs of all age groups and all ability levels. Universal Design means designing the built environment so that it can be understood, accessed, and used to the greatest extent possible by all people regardless of their age or ability.

1. Ensure that all public spaces are accessible and barrier-free for persons of all ages and abilities. This includes sidewalks, parks, etc. as well as semi-private open spaces.
2. All common outdoor amenity areas should apply the principles of universal design.
3. Street trees, landscaping, seating, public art and signage should not obstruct the path of travel for pedestrians.
4. Integrate tactile and visual design elements (such as differential paving) to assist in orientation and the recognition of potential hazards to persons with disabilities.
5. Design in accordance with the Accessibility for Ontarians with Disabilities Act and other applicable provincial legislation.
6. Ground floor commercial space and residential lobby entrances shall be designed with accessible entrances.
7. Pedestrian routes should be well illuminated to ensure public safety.
8. New buildings shall be directly accessible from the street and barrier-free access from the building entrance to the public sidewalk shall be provided.
9. Visitor parking spaces should be located in visible and accessible locations near building entrances and pedestrian walkways.
10. Articulated, safe, accessible and integrated dedicated pedestrian walkways should be incorporated through surface parking areas through differentiated paving materials and landscaping.
11. The alteration of significant cultural heritage resources as part of a redevelopment should consider opportunities to improve accessibility and achieve the principles of universal design provided that it does not result in adverse impacts to identified heritage attributes and is sympathetic to the heritage character of the area.



Example of how a streetscape has been designed with accessibility considerations in mind including unobstructed pedestrian clearway; high contrast crosswalks and tactile walking surface indicators.

ELMIRA ACCESSIBILITY GRANT

To assist with the removal of barriers and increase accessibility for people with disabilities in Elmira, the Township will cover 50% of eligible costs of improvements up to a maximum grant of \$2,500 per project and/or property. Work eligible for this grant includes ramps, elevators, lifts, automatic door openers and any other improvements that improve accessibility and remove barriers, as approved by the Township of Woolwich. This grant is eligible for commercial properties. Those interested in this grant should review the Elmira Community Improvement Plan for more information.

Sustainable and Climate Ready Design

The guidelines within this section assist in the development, implementation and promotion of environmentally sustainable practices. Developers and property owners are encouraged to incorporate sustainable elements within all proposed developments. New development and redevelopment shall consider the following guidelines:

1. Sustainable site and building design are encouraged that reduces energy and water consumption, improves air quality, water quality, and waste management (For new development, apply proactive solutions that encourage groundwater infiltration of stormwater, such as increasing permeable surfaces.
2. Site design should promote alternative modes of transportation including walking and cycling and where provided, transit.
3. Landscape plans should consider the use of native, drought resistant plant materials and should be in accordance with the Township of Woolwich Landscape and Design Guidelines.
4. Bicycle parking shall be provided for all mixed-use and mid-rise development proposals in accordance with the Woolwich Township Zoning By-law. Electric vehicle (EV) parking and designed EV parking should be provided in accordance with the Township Zoning By-law.
5. Increase the shading of surfaces by planting trees or other vegetation.
6. Lighter, reflective surfaces help reduce the Urban Heat Island effect, heat loading, and internal building temperatures, thus reducing energy costs and extending the lifespan of rooftops, HVAC equipment, roads, and other paved surfaces. Cool roofs or white roofs are encouraged.
7. Encourage the incorporation of design features that achieve passive cooling and natural ventilation to help maintain lower internal ambient temperatures with less air conditioning. Some design features include:
 - a. Appropriate east-west building orientation.
 - b. Passive ventilation design.
 - c. High performance glazing.
 - d. Operable windows
8. Where possible provide south facing windows to maximize passive solar orientation benefits.



The implementation of green infrastructure and low-impact development strategies is encouraged.

9. For sites with surface parking, identify a designated snow storage area in an area that will reduce salt and contaminant impacts to vegetation, groundwater and surface water.
10. Retain and reuse uncontaminated on-site topsoil in areas not covered by the building and parking/hard surface areas. Proper storage of topsoil will retain soil health and quality. Reusing soil promotes responsible use of a natural resource and minimizes the need to truck soil to and from the site.
11. Encourage the adaptive re-use of the existing historical building stock (including significant cultural heritage resources) as sustainable practice which encourages retrofits and repairs rather than the removal of historic building fabric which contributes to landfill.



The provision of elements such as seating, shared bbqs, and play structures will ensure the use of these communal outdoor amenity space areas.



For larger multi-unit developments, communal outdoor amenity space is encouraged. Communal outdoor spaces, and in particular play areas for children, should be visible from common rooms and other habitable spaces to ensure safety and surveillance.



Common shared amenity space shall be designed to be accessible for all residents, this includes considerations like furniture height, spacing between furniture, wider doorways and accessible washrooms.

Amenity Areas

1. Ensure an appropriate amount of usable amenity area is available for new mixed-use and mid-rise developments in conformity with the Zoning By-law.
2. Provide different types of amenity area for mixed-use and mid-rise residential developments. This may include:
 - Private outdoor amenity areas – a private yard, balcony or terrace.
 - Shared outdoor amenity areas – large, communal yards or courtyards to accommodate social gathering and recreation
 - Shared rooftop amenity or terrace areas
 - Shared indoor amenity areas – an indoor area to accommodate social gatherings, meetings, recreational activities, and play space; and,
 - Play space for children – a separate communal play space for children with formal play equipment and some seating for adults
3. The provision of elements such as seating, shared bbqs, and play structures within outdoor amenity areas will ensure the use of these spaces.
4. Communal outdoor spaces should be conveniently located for the majority of units.
5. Communal outdoor spaces, and in particular play areas for children, should be visible from common rooms and other habitable spaces to ensure safety and surveillance.
6. Ensure all indoor and outdoor amenity areas are sufficiently sized and proportioned to create usable spaces.
7. Shelter outdoor amenity areas from the noise and traffic of adjacent streets or other incompatible uses.
8. Outdoor space should be placed with consideration to prevailing winds and sun orientation to provide a comfortable environment.
9. Shared amenity space shall be designed to be accessible to all users.
10. Garbage /recycling receptacles provided in strategic location to avoid littering
11. Shared public amenity space(s) will be strongly encouraged in the appropriate context located along the main frontage or at the corner of the property if a corner site.

Affordability

1. Encourage and provide for a range of unit types within mixed-use and mid-rise developments including smaller units and rental units.
2. Encourage adaptive reuse projects and conversions of large single-detached dwellings into multi-unit developments where appropriate.
3. Ensure that main floors design and ceiling heights can be re-purposed from residential to commercial when its viable
4. While the design of all building elevations is important, building articulation and detailing should be concentrated on street fronting facades where it will have the most visual impact. Similarly higher cost building materials should be directed to street fronting façades or façades that face public spaces.
5. Focus landscaping where it will have the greatest impact on the streetscape. Landscaping internal to sites can be simplified with low maintenance plant materials that will minimize the need for replacement plantings.
6. The more floor area and volume of space a building has the greater the energy required for heating and cooling and more cost to construct. If the physical size of the building is reduced the cost of materials and labour, as well as the cost of operating and maintaining the building for its entire lifespan, can also be reduced.
7. Consider the number of jogs, penetrations, cantilevers and projections in the exterior walls and envelope of the building. The less surface area a building envelope has, the fewer materials required, the fewer chances of construction quality issues, the less air leakage and overall building cost will be experienced.
8. Articulation of building façades can be provided by using architectural details, wall cladding used in different planes (stone or brick versus siding) that do not affect and are independent of, the thermal, moisture, air and vapour control layers of the building enclosure.
9. Consider using building materials, means and methods that are common within the area or region of construction. Keeping building materials and the type of structure familiar to those constructing the building can reduce the time necessary to learn new skills for contractors, reduce the poor quality of construction and reduce building costs. Local materials also have the benefit of reflecting the context of the site and can create a stronger sense of place.

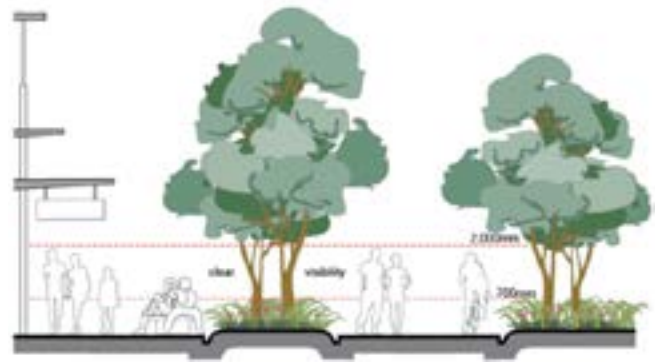
Crime Prevention Through Environmental Design

Crime Prevention Through Environmental Design (CPTED) is a multi-disciplinary approach of crime prevention that uses site and architectural design and the management of built and natural environments. CPTED strategies aim to reduce victimization, deter offender decisions that precede criminal acts, and build a sense of community among inhabitants so they can gain territorial control of areas, reduce crime, and minimize fear of crime. The following guidelines should be considered in the design of safe sites and buildings:

1. Use appropriate features that express ownership and boundaries such as defined entrances, parking areas, and pathways.
2. Landscaping, fences and pavement treatments can be used to delineate different areas.
3. When designing sites avoid creating spaces that appear confined, dark, isolated or unconnected with neighbouring uses, or without a clear purpose or function.
4. Integrate informal surveillance by considering visibility, light and openness. Orient and design physical features and activities to maximize the ability to see throughout the site. This includes attention to the placement of windows to provide visual access to areas of the site, and locating walkways, entrances, landscape materials, and other site features to avoid areas for persons to hide.
5. Encourage the concepts of 'eyes on the street' and 'eyes on the park' when placing windows and balconies. This includes the placement of windows relative to private outdoor amenity areas.
6. Incorporate appropriate lighting that does not produce glare. Avoid excessively bright lighting.
7. Lighting should be used in strategic locations as a safety measure.
8. Public realm space should be located where visible to the street to increase natural surveillance and visibility of these areas.
9. Provide clear signage and other wayfinding cues that make a site easily understood and navigable.
10. On larger sites consider grouping outdoor uses in complementary arrangements that create more activity than if separated.



Example of buildings and open space maximising casual surveillance opportunities.



Example of landscape elements selected for views and safety.



3

AREA SPECIFIC CONSIDERATIONS

3.0 | Area Specific Considerations

The general guidelines contained within Section 2 of this document reflect best practices in urban design and apply to mix-use and mid-rise development in Breslau, Elmira and St. Jacobs. Notwithstanding, each of these three communities have their own unique character and different contextual considerations. The following sub-sections provide additional design considerations for Breslau, Elmira and St. Jacobs.

Breslau

Breslau has a mixed character that includes older buildings within the core area that are more rural in character and new and emerging subdivisions that have more of an urban character. The Village of Breslau is anticipated to experience significant growth as a result of recent settlement boundary expansion which is expected to also have more of an urban character. Future intensification will occur both within the existing village of Breslau built boundary, identified strategic growths area and intensification corridors as within new greenfield areas and local nodes. Mixed-use and mid-rise development in Breslau should consider the following additional guidelines:

1. Within the designated core area of Breslau there is an opportunity to create more defined “downtown” with a greater mix of uses and pedestrian friendly streetscapes.
2. Mid-Rise may be considered as being up to 12 storey’s based on the consideration and implementation future Official Plan policies particularly within the Breslau area in the identified Major Transit Station Area and Strategic Growth Core Areas.
3. For 12 storey buildings, building placement and orientation shall be carefully considered to minimize shadow impacts and overlook.
4. Depending on the surrounding context and site design, the Township may require additional setbacks for 12 storey buildings.
5. On larger sites where multiple buildings are proposed, including 12 storey buildings, consideration should be given to height transition and variety across a site.
6. New mixed-use and mid-rise development in the core should prioritize pedestrian streetscapes and active transportation opportunities.



Within new greenfield areas there will be less existing context to draw inspiration from. Instead, new development should set a high standard of design that fosters community interaction and pedestrian movement.



Underutilized commercial sites represent an opportunity for intensification with mid-rise mixed-use development. Where a commercial development is being redeveloped for mix-use, commercial uses should continue to be incorporated.

7. Along Woolwich Street buildings should be oriented to the street. While consideration may be given to residential mid-rise buildings in the core, at key intersections and within nodes, ground floor commercial use or live/work units are strongly encouraged.
8. Along Woolwich Street on-street parking should be retained where possible as a natural form of speed control.
9. New development within the core area shall include bicycle parking, including outdoor bicycle parking racks that are accessible from the surrounding public sidewalks.
10. New development within the core should consider opportunities to enhance the existing streetscape. This may include widening public sidewalks, providing new street trees, or providing for patio/seating areas along the street.
11. Underutilized commercial sites represent an opportunity for intensification with mid-rise mixed-use development. Where a commercial development is being redeveloped for mixed-use, commercial uses should continue to be incorporated. The replacement of all commercial uses on an existing site with a fully residential development is discouraged.
12. Development within nodes shall be in accordance with Official Plan policies. Generally, nodes are intended to have a mix of uses (both within buildings or within sites) at higher densities than surrounding areas to service the adjacent neighbourhoods.
13. Along Victoria Street North, access and streetscape opportunities may be more limited, until the planned Provincial Highway #7 is completed. Development along this corridor should be designed with an attractive interface adjacent to Victoria Street.
14. Developers are encouraged to discuss streetscape opportunities along Victoria Street North with the Region early in the development process. All efforts should be made to enhance the streetscape along Victoria Street North, this may require streetscape elements to be provided within the private realm.
15. The guidelines related to building entrances, pedestrian sidewalks and building orientation may



New development within the core area shall include bicycle parking, including outdoor bicycle parking racks that are accessible from the surrounding public sidewalks

not be achievable along the Victoria Street North frontages. Local streets and/or private streets/driveway access will need to be designed with a pedestrian focus to ensure pedestrian focused design throughout Breslau.

16. Within Breslau the Ottawa Street extension is identified as an intensification corridor providing opportunities for mixed-use and mid-rise design at higher densities.
17. A Major Transit Station Area (MTSA) is planned along Fountain Street with higher density and mixed use built form planned within this area. The Township will require a high level of design within the MTSA and will encourage transit supportive development and compact development. Within the MTSA underground and structured parking is strongly encouraged. Large surface parking areas are discouraged within the MTSA area.
18. Within new greenfield areas there will be less existing context to draw inspiration from. Instead, new development should set a high standard of design that fosters community interaction and pedestrian movement.
19. A mix of uses should be located within future nodes to provide for community focal points in proximity to future residential development.
20. New development in the greenfield areas should be designed to frame streets and intersections with the greatest height oriented towards the intersection...



The ground floor of any mixed-use or mid-rise development should take visual cues from surrounding development. While development should be of its time, building materials and architectural detailing should complement the more historic built form in the area.

Elmira and St. Jacobs

St. Jacobs and Elmira are two neighbouring rural communities in the Township of Woolwich that are home a large population of Mennonites. Often seen driving horse-drawn buggies, the Mennonites of St. Jacobs and Elmira trace their origins back to German and Dutch-speaking Pennsylvania Mennonites who immigrated to the area in 1806. In comparison to Breslau, both Elmira and St. Jacobs have well defined core/downtown areas. While the downtowns include a wide range and mix of uses, the existing character is much more rural and village-like when compared other traditional Ontario downtowns. Mixed-use and mid-rise development in Elmira and St. Jacobs should consider the following additional guidelines:

1. The downtown core areas within Elmira and St. Jacobs are generally intended be preserved, however there may be opportunities for modest intensification, including adding additional storeys to existing buildings, or redevelopment underutilized sites at the edges of the core.
2. Development within the Elmira Core shall be in accordance with the more detailed “Elmira Core Urban Design Study, July 2022” in particular as it relates to public realm and streetscape improvements.
3. Elmira’s downtown is generally located along Arthur Street between Park Avenue and William Street and Church Street, between Centre Street and Walker Street . Within this area mid-rise development is generally considered to be limited to 4 storeys unless permitted to be more than 4 storey’s in the zoning of the property or through a redevelopment application that can demonstrate that additional height can be incorporated in a manner which does not detract from the existing village character (for example, sites at the periphery of the core or sites that can be sufficiently separated from adjacent low-rise residential uses).
4. St. Jacob’s downtown is generally located along King Street between Hachborn Street and Front Street. Similar to Elmira, within this area mid-rise development will generally be limited to 4 storeys unless it can be demonstrated that additional height can be incorporated in a manner which does not



Larger sites with commercial uses may be required to provide additional parking areas for buggies.



Where residential units are added above an existing commercial or mixed-use building private amenity areas should be incorporated where possible.

5. When selecting materials for new development within Elmira and St. Jacobs, developers and designers are encouraged to use historic colour palettes and materials that are commonly found within the existing villages. Brick, siding and stone are all used within these areas.
6. The ground floor of any mixed-use or mid-rise development should take visual cues from surrounding development. While development should be of its time, building materials and architectural detailing should complement the more historic built form in the area.
7. New mid-rise development should prioritize pedestrian friendly design and streetscape design.
8. Horse-drawn buggies are a unique form of transportation within Elmira and St. Jacobs. New development will be designed to ensure that existing travel routes for buggies are not negatively impacted.
9. Larger sites with commercial uses may be required to provide additional parking areas for buggies.
10. Development that proposes removal of existing buggy parking areas will not be permitted unless an alternative location for buggy parking is provided or determined not to be warranted in that location.



When selecting materials for new development within Elmira and St. Jacobs, developers and designers are encouraged to use historic colour palettes and materials that are commonly found within the existing villages.



4

IMPLEMENTATION

4.0 | Implementation

Township staff will implement the Urban Design Guidelines as part of their review of development applications and in consultation with the public and members of the municipal staff to assess development applications and are intended to help both staff and applicants engage in meaningful discussions about urban design based on a common understanding of good urban design and clear expectations. Many of the design guidelines can be implemented through the mechanisms available in the Planning Act. These mechanisms are applied, in part, through the Zoning By-law, through the review of Site Plan Control applications, draft plan conditions subdivision and condominium approval processes (Greenfield Areas) and through the variance and consent processes of the Committee of Adjustment.

Official Plan

The Official Plan provides general urban design policies that apply to development applications. Where an Official Plan Amendment is submitted to allow for mixed-use or mid-rise development, the Township will consider both the Official Plan design policies as well as these guidelines. The Township may require the preparation of an Urban Design Brief in support of an Official Plan Application for mixed-use or mid-rise developments. The purpose of the Urban Design Brief is to demonstrate how the proposed development conforms with the Townships Urban Design policies and addresses these guidelines.

Zoning By-laws

Zoning By-laws outline what a parcel of land may be used for and regulates lot size, parking requirements and building height. Design guidelines will support the requirements under Zoning. Where amendments to the current zoning are requested as part of a development application, consideration will be given to the Urban Design Guidelines in determining if site specific regulations should be incorporated as part of the amendment. The Township may require the preparation of an Urban Design Brief in support of a Zoning By-law Amendment application for mixed-use or mid-rise developments. The purpose of the Urban Design Brief is to demonstrate how the proposed development conforms with the Townships Urban Design policies and addresses these guidelines.

Site Plan Control

Site Plan Control is the process that is used to control or regulate the various features on the site of an actual development including building location, landscaping, drainage, parking, and access by pedestrians and vehicles. The Site Plan Review process will be the primary implementation tool for these guidelines. Using the guidelines contained herein Staff will be able to review the appropriateness of a building's design and determine what amendments, if any, are needed to the development plan. While these guidelines provide general landscape direction, the Townships Landscape and Design Guidelines are the primary document to be reviewed in order to guide the preparation of landscape plans.

Committee of Adjustment

The Committee of Adjustment is a quasi-judicial tribunal appointed by Council. It derives its jurisdiction from the Planning Act of Ontario. The Committee's mandate is, in part, to hear Applications for "Minor Variances" where a requirement of a Zoning By-law cannot be met (under Section 45 of the Planning Act) and to hear Applications for Consent to "Sever" a property. These Urban Design Guidelines are a tool to guide development. Applicants will have regard for the guidelines as they prepare their submissions; the Committee of Adjustment will equally have regard to the guidelines as they evaluate development applications.

Draft Plan of Subdivision / Condominium

These design guidelines may be implemented through draft plan conditions. This may include conditions related to the preparation of streetscape plans, conditions related to public or community space, or simply conditions consideration of these guidelines, or specific sections of these guidelines.

Exceptions to Guidelines

When implementing design guidelines, it is important to recognize that exceptions can be warranted and that at times a project that strives for excellence in design can demonstrate that a specific guideline is not appropriate in that instance. The guidelines are intended to be flexible to take into consideration site specific context. Where a development is inconsistent with these guidelines, is the responsibility of the developer/builder to demonstrate to the Township that the exception is justified and it is at the discretion of the Township to support or not support that justification.

APPENDIX

TERMS OF REFERENCE
SUN SHADOW ANALYSIS

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TERMS OF REFERENCE

SUN SHADOW ANALYSIS

A shadow analysis is a visual model of how a proposed development will cast its shadow. Shadow analyses will demonstrate any potential impacts on shadow sensitive areas, such as public spaces, communal amenity areas and residential private outdoor amenity areas.

The Township of Woolwich may request a shadow analysis as part of a complete submission package when an increase in height and or massing is submitted through a Zoning By-law application, for a residential or mixed-use development. Typically the Township will only request a shadow analysis where a proposed development is 6-storeys or more in height or where a development is in close proximity to a shadow sensitive area.

The requirement for and scope of a shadow analysis will be determined at the formal pre-application consultation meeting.

Content for Sun Shadow Analysis

The Shadow Analysis should highlight the site and identify the shadow outline of the proposed building(s). Shadows should be shown in a different shade/hatching. In areas where only a modest increase in height is proposed applicants may wish to also show the shadow outline of the as-of-right height.

If known, applicants are encouraged to illustrate shadows of approved but not yet constructed developments in the study area which have received approval but are not yet constructed. Provide the shadow outline(s) of such buildings only if the shadows which would be cast overlap on the shadow area of the proposed application.

Drawings are to be accompanied by a written summary of the shadow impacts, which include the locations of the impact and type of shadow sensitive use where the impact occurs (if applicable).

Test Dates and Times:

September 21 (Equinox):

8 am, 10 am, 12 pm, 2 pm, 4 pm, 6 pm.

December 21 (Winter Solstice)

9 am, 11 am, 1 pm, 3 pm

June 21 (Summer Solstice)

8 am, 10 am, 12 pm, 2 pm, 4 pm, 6 pm, 8 pm

Drawings are to be prepared within a single 11x17 sheet for each of the test dates (resulting in three pages total).

When reviewing Shadow Analysis submission the Township will generally use the following evaluation criteria:

Acceptable Shadow Impacts for Shadow Sensitive Areas		
Public Spaces (plazas, open spaces, parks, school yards)	Communal Amenity Areas (daycare outdoor play areas, private outdoor amenity areas associated with residential developments)	Ground Level Residential Private Outdoor Amenity Space (rear yards of low-rise residential developments)
An average of 50% of public space areas should be exposed to sunlight for a minimum of 5 interval hours during the September test date.	An average of 50% of communal amenity areas should be exposed to sunlight during two consecutive hourly internal times per day between 11 am and 3 pm during all three test dates. Pools only have to meet the criteria for June and September.	No new shadows within the rear yard of low rise residential development for more than two consecutive hourly test times during the June and September test dates.



POLICY		CAT-SUB-####	
[Policy Title]		Category Choose an item.	Sub-category Choose an item.
Approval Type COUNCIL	Department/Division Community Services Department	Author and Position LoriAnn Palubeski, Manager, Program and Resource Services	
Date Approved Click here to enter a date.	Last Reviewed/Amended Click here to enter a date.	Next Review Date Click here to enter a date.	

Related Policies or Procedures

- [Title with embedded link]

Policy Purpose

The Committee will be known as the Grand River Accessibility Advisory Committee or "GRAAC".

These terms of reference were developed under the guidance of the Accessibility for Ontarians with Disabilities Act, 2005 as outlined in section 29 of the Act.

The Accessibility for Ontarians with Disabilities Act is in place to improve opportunities for persons with disabilities by including lived experience and knowledge of disability experience in the identification, removal and prevention of barriers to their full participation locally.

Definitions

"Accessibility for Ontarians with Disabilities Act" is legislation that sets out a process for developing and enforcing accessibility standards.

"ad hoc" means something that is formed or used for a special or immediate purpose.

"Advisory Committee" is a board or committee appointed by Council to act in an advisory capacity to Council on operational and strategic issues.

"Agency" is a business or community organization with a focus is to serve and/or support people with disabilities that are located in The Region of Waterloo.

"Barrier" is anything that prevents a person with a disability from fully participating in all aspects of society, such a physical barrier, an architectural barrier, an information

or communications barrier, an attitudinal barrier, a technological barrier, a systemic barrier, a policy or practice.

“Co-Chair” means the presiding officer for the meetings, they provide leadership to move forward business outlined on the meeting agenda, ensures decorum is maintained at meetings, and the rules of procedure and conduct are observed.

“Committee Administrator” is a staff member from the Coordinating Municipality who provides administrative support to the Committee to complete tasks including but not limited to the agenda and minutes.

“Coordinating Municipality” is the participating municipality that is identified by the staff coordination group as the lead in the coordination of the committee.

“Councils” are the elected councils of the participating municipalities/townships.

“Disability” is defined in legislation as set out in section 10 of the Human Rights Code, R.S.O 1990 c. H.19., more broadly that means and/or reflects any degree of physical, sensory, emotional, cognitive, intellectual or mental condition. It can include illnesses and/or injuries. Disability can occur at any point in a person’s life (some people are born with a disability, while others develop a disability later in life), and it can be permanent, temporary, or episodic.

“Diversity” is the presence of different and multiple characteristics that make up individual and collective identities, including race, gender, age, religion, sexual orientation, ethnicity, national origin, socioeconomic status, language, and physical ability.

“Equity” is creating an approach that would provide fair and equal access and opportunity for everyone, by addressing discrimination, exclusion and barriers experienced by distinct groups. Equity is not the same as equality, nor is it the same as inequality.

“Ex-officio” means that by virtue of holding office (Regional Chair or Mayor) may step in as the representative on behalf of their municipality in the absence of their appointed member.

“Integrated Accessibility Standards Regulation (IASR)” is Provincial Legislation that provides set of standards established under the Accessibility for Ontarians with Disabilities Act (AODA) in Ontario, Canada, which outlines requirements for organizations to make their services, facilities, and communication accessible to people with disabilities across various areas like customer service, employment, transportation, and design of public spaces; aiming to create an accessible Ontario by 2025.

“Inclusion” is an environment in which all individuals are treated fairly and respectfully, have equal access to opportunities and resources.

“Legislation” means the Accessibility for Ontarians with Disabilities Act, 2005, as

amended, or it's associated Regulations, as applicable.

“Municipal Staff Representatives/Liaisons” means a staff member from a participating municipality who attends meetings to provide advice and assist the Committee in reaching decisions. Each of the participating municipalities, where possible, will have a staff person in attendance at each Committee meeting and at coordination meetings.

“Ontario Building Code” is Provincial Legislation that detailed technical and administrative requirements and minimum standards for building construction.

“Participating Municipalities” is one of the municipalities listed in Schedule ‘A’ of the document.

“Pecuniary interest” means that an individual has a reasonable likelihood or expectation financial loss or gain related to a matter that is before the Committee for consideration.

“Quorum” is the minimum number of members in attendance at a meeting to advance the business of the Committee.

“Staff Coordination Group” is the group of staff that is consulted to support the overall coordination of the committee.

“Sub-Committee” is a smaller appointed committee, composed of some members of the larger committee, that is assigned to focus on a particular task within the committee's jurisdiction, and have a responsibility of reporting to the larger committee.

“Waterloo Region” is the geographic area which encompasses all of the participating municipalities as outlined in Schedule ‘A’ of the Terms of Reference.

Policy Scope

This policy shall apply to the advisory committee members who are appointed to the Committee. Any member of the Committee who does not comply with the policy may be removed by Council from the Committee.

Application

- ☐ Employees *(Indicate below which categories apply: All employees, Permanent full-time, Temporary full-time, Continuous part-time, Casual, Probationary, Student, Management, Non-union)*
- ☐ Unions *(Indicate below which categories apply: All Unions, CUPE 68 Civic, CUPE 68 Mechanics, CUPE 791, IATSE, IBEW, KPFFA)*
- ☐ Council
- ☐ Specified Positions: [Click or tap here to enter text.](#)
- ☒ Other: Local Boards and Advisory Committees

Policy Content

4.1 Purpose of the Committee

GRAAC will provide advice to Council and staff for all of the participating municipalities

on accessibility matters pursuant to Section 29 of the Accessibility for Ontarians with Disabilities Act, 2005 (AODA).

4.2 Governance

GRAAC is governed by procedures detailed in the Municipal Act, the Accessibility for Ontarians with Disabilities Act, 2005, the Municipal Conflict of Interest Act, the coordinating municipality's Code of Conduct, and any other applicable legislation.

The Committee will rely on the Procedural By-law of the Coordinating municipality as the default for procedural guidance.

4.3 Mission

GRAAC assists the participating municipalities in fulfilling the purpose of the Accessibility for Ontarians with Disabilities Act (AODA) by providing advice in regard to the identification, prevention and removal of barriers.

4.4 Mandate

GRAAC will provide advice and recommendations to Council and staff from the participating municipalities about facilities, public spaces and other infrastructure, programs, services, activities and policies to improve inclusiveness and accessibility for individuals with disabilities as per the regulations and standards outlined in the AODA.

4.5 Legislated Responsibilities

- a. Advise Council and staff of the participating municipalities regarding the preparation, implementation and effectiveness of municipal accessibility plans.
- b. Advise Council and staff of the participating municipalities on the accessibility of buildings, structures or premises that the municipality maintain, lease, purchase, construct or significantly renovate.
- c. Review and advise on the accessibility of site plans and drawings as described in Section 41 of the Planning Act, as selected and discussed at GRAAC meetings or sub-committee meetings, including all municipal projects for the participating municipalities.
- d. Perform all other functions that are specified in the Integrated Accessibility Standards Regulation (IASR) (O. Reg. 191/11).

4.6 Other Duties / Responsibilities

- a. Consult with persons with disabilities, community groups and organizations representing persons with disabilities in order to capture and communicate emerging issues to participating municipalities.
- b. Provide advice to staff and Council of the participating municipalities on ways to address issues for the inclusion of persons with disabilities relating to the provision of the services provided by the municipalities.

- c. Participate in consultation opportunities as they relate to the review of relevant legislation, regulations, and standards (such as AODA, Ontario Building Code, IASR).
- d. Advise on existing and proposed procurement processes as requested by staff of the of the participating municipalities, with respect to the purchase of good or services with regard to accessibility where deemed appropriate.

Suggest relevant agenda items to be added to a future agenda. In between Committee meetings, members can request additional agenda items by notifying the coordinating municipality, Co-Chair or participating municipality staff liaison. Agenda item requests are not guaranteed to be added to a future agenda but will be considered by the Staff Coordination Group on a case-by-case basis.

4.7 Committee Composition

Voting Members

GRAAC shall have a minimum of 14 members and a maximum of 16 members appointed to be on the committee, with full voting privileges, the majority whom shall be persons with disabilities, as per Section 29 (3) of the AODA. Membership may be comprised of a combination of the following:

- Up to 4 representatives who reside within the townships, identified as a participating municipality as outlined in Schedule 'A', with an overall goal of appointing a representative from each of the townships;
- Up to 8 representatives who reside within the participating municipalities; and,
- Up to 4 representatives from agencies/organizations with mandates to serve and/or support people with disabilities and who serve Region of Waterloo residents;

Committee Members shall have experience and knowledge in the field of disability, have a lived disability experiences or are agencies serving persons with disabilities.

Of the membership listed above where a committee member is being recommended for appointment to represent one of the participating municipalities, the Nominating Committee recommendation will be forwarded to the respective Municipal Clerk to be brought forward to their Council for appointment.

A full list of appointed members will be shared with the Regional Clerk for the Region of Waterloo, who may then share that information with Regional Council, through correspondence or an information report.

Non-Voting Members

Each of the participating municipalities may also appoint a member of Council as a representative on the committee, they may attend all meetings and may liaise on issues relating to their municipalities and communicate their municipalities perspective, but will serve as non-voting members. The Mayor of the participating municipalities and the Regional Chair will serve as non-voting ex-officio members of

the committee.

4.8 Quorum

A quorum shall consist of a majority of the Voting Members appointed to the Committee. Quorum shall be reduced when a member has formally resigned from the Committee or when fewer than maximum number of members have been appointed to the Committee. If quorum is not achieved at a meeting, the meeting may continue but no decisions may be made, and no resolutions may be passed. Any items on the Agenda requiring a decision or resolution of the Committee will be referred to the next scheduled meeting. For any member participating virtually, where possible cameras are encouraged to be on, to ensure quorum is maintained.

4.9 Voting

Every member of the committee is required to vote, including the Co-chairs. Those members who are present at a Committee meeting when a decision is rendered shall vote, except if they are disqualified from voting because of a pecuniary interest or is absent from the meeting during the vote. Any member who refuses to vote will be recorded as voting in the negative (opposed). In the event of a tied vote, the motion being voted on is deemed to be lost.

4.10 Committee Member Attendance and Expectations

Any member of the Committee who fails to attend three successive regular meetings, without communicating with the coordinating municipality, or designate, may be removed from the Committee. Committee member attendance may be taken into consideration when considering members for reappointment.

4.11 Committee Term

The Committee shall serve for a two-year term and, representatives will remain members of the Committee until new members (successors) are appointed. The term of the Committee will align with the term of Council. If a member is no longer able to volunteer on the Committee and must resign before the expiration of their term, the coordinating municipality may proceed with the recruitment process, if required, with the use of the Nominating Committee to appoint a new person or agency to complete the remaining balance of the unexpired term. Members would have no limit to the number of consecutive terms they would be eligible for reappointment; where a member has been appointed for 8 consecutive years, the length in which a member has been on the Committee may be taken into consideration in the reappointment process.

4.12 Committee Appointment Process

Applications for the Committee will be received by the coordinating municipality. All participating municipalities are encouraged to advertise the recruitment process through their preferred communication methods. Once the recruitment process has closed, the applications will be vetted through the City of Kitchener Nominating Committee as outlined in Policy GOV-BOA-010 - Nominating Committee, along with the support of the Municipal Clerk or designate, in consultation with an accessibility professional identified by the City Municipal Clerk.

Once the Nominating Committee completes their review based on a number of factors,

including but not limited to: qualification; committee-specific qualification; lived experience; residing within the Region of Waterloo; diversity; and, demographic/spectrum data, to make a recommendation for the slate of members to be appointed to the Committee. For the list of members that are recommended for appointment, the proposed members applications and unselected applicants will be forwarded to the Municipal Clerks office for the participating municipalities in which they reside, and the Council's for the participating municipalities will then consider the Nominating Committee recommendation in a closed meeting of Council and confirm the member appointments for their municipality. It would be the final decision of the respective municipality to confirm their representative.

If an agency is recommended for appointment, they would be referred to the Council of the coordinating municipality to consider and approve their appointment.

Once all the participating municipalities finalize their appointments, the Regional Clerk for the Region of Waterloo will be provided with the full list of approved membership, that can then be forwarded on to Regional Council through correspondence or an information report.

4.13 Meeting Schedule and Location

GRAAC will generally meet on a monthly basis ten (10) times per year, on the fourth Thursday of the month. There are no meetings in July and/or August. The Coordinating Municipality will prepare an annual schedule that will be added to all participating municipality's websites. The date and location of the meeting can be modified at the discretion of the Coordinating Municipality in consultation with the Staff Coordination group. Notice of any modified meeting dates will be updated on all participating municipalities websites. Staff will aim for all meetings to be in a hybrid meeting format, with an in-person and virtual option. When hybrid is not possible the default will be virtual. Notice of the meeting format will be shared on the meeting agenda.

4.14 Open Meetings

All meetings are open to the public save and except for reasons outlined under the Section 239 of the Municipal Act, as amended. No person will be excluded from meetings except for improper conduct, as defined by the Coordinating Municipality's Procedural By-law. When a matter is considered in a closed meeting, members shall maintain confidentiality of the subject matter.

4.15 Coordinating Municipality

The Coordinating Municipality will be the lead in administering and coordinating the committee. The Coordinating Municipality will be responsible for matters including but not limited to: preparing the annual committee calendar; preparing the agenda and any necessary agenda setting meetings; minutes; attendance management; coordinating recruitment; coordinating committee training, and coordinating the committee budget and payment of committee meeting expenses/reimbursements.

4.16 Staff Coordination Group

All participating municipalities will have a staff liaison assigned as a primary representative and/or designate, identified to support the coordination of the committee. The staff liaisons will be part of a staff coordination group that will support

the committee's operation. The staff coordination group will be consulted on process and procedures related to committee operations, including committee orientation. The Staff Coordinators will be the primary contact for the Coordinating municipality for matters related to the respective participating municipality.

4.17 Staff Liaison - Roles and Responsibilities

Each of the participating municipalities should prioritize having a staff liaison in attendance at meetings to receive committee advice and assist the Committee in reaching decisions. The staff liaison can be a member of the staff coordination group or a designate.

Staff liaisons will also work with the coordinating municipality to bring forward matters to the agenda from their respective municipalities for the Committees consideration, and will report back to their Councils on any matters that may require ratification.

Staff liaisons will take a collaborative approach where there may be a matter that has implications across municipal boundaries, to confirm any necessary approval processes for the affected municipality, prior to scheduling the matter on a Committee agenda.

4.18 Co-Chairs

Co-Chairs will be appointed annually by the Committee at the first meeting of the new year. The Co-Chairs will lead meetings and act as a liaison between the Committee and staff where members may wish to bring forward items for consideration on a future agenda. The Co-Chairs will notify the staff coordination group of any agenda items requested by the members in between Committee meetings.

Members who are appointed as a Co-Chair would not be permitted to also chair a sub-committee.

4.19 Built Environment - Sub Committee

The Committee is required by legislation to review and advise on the accessibility of site plans and drawings as described in Section 41 of the Planning Act, as selected and discussed at GRAAC meetings or sub-committee meetings, including all municipal projects for the participating municipalities. Where possible the Committee will try to appoint a member to help lead and organize the subcommittee work related to the built environment, the appointed member if not available can appoint a designate. If the Committee for whatever reason is not able to appoint a lead, the participating municipalities may request assistance from the entire committee to support the built environment. A routine item will be included on the monthly agenda to ensure any built environment work completed throughout the month is reported back to the committee and a tracking sheet summarizing the work completed will be included in the agenda for reference.

Built Environment – Sub Committee will be eligible for a daily honourarium allocation and mileage expenses as outlined in the Committee Honourarium and Reimbursement section of this policy.

4.20 Committee Honourarium and Reimbursement

All participating municipalities are committed to removing any barriers that would prohibit an individual's interest in participating in the Committee, that may include support through technology, transportation and childcare. The goal is to continue developing and fostering a community where equity, inclusion, and anti-racism are core principals of policies programs and procedures.

Members can reach out to the coordinating municipality to seek reimbursement (payment and/or in-kind services) to cover the following:

1. Honourarium – Monthly Committee meeting:

Membership is voluntary and a public service; however, members will receive an honorarium for regular monthly meetings. Agency representatives, where it is the agency that is appointed as a member to the committee, will not be eligible for an honourarium.

Members will be provided \$150. honourarium per committee meeting attended, by cheque or electronic fund transfer/monthly.

2. Honourarium - Built Environment Sub Committee:

Members will be provided \$50. daily rate/honourarium for sub-committee work related to the built environment, in addition to travel costs outlined below.

3. Travel Costs:

- **Public transit pass:**

Committee members will be eligible to have their bus or LRT expenses covered for travel to and from the Committee meeting, on the date of the meeting, through the form of complimentary passes provided by the coordinating municipality.

- **Parking:**

Committee members will be eligible to park at the Municipal facility where the Committee meeting is held, on the day and time of the meeting, at no cost through the form of complimentary parking passes or expense reimbursement. Committee members requiring a parking pass will be required to advise the Committee Administrator of this need and will be provided with the parking pass at the meeting.

- **Alternative Transportation Arrangements**

Committee members who require an alternative form of transportation to the Committee meeting, can reach out to the Committee Administrator who can assist to support transit needs to attend a committee meeting(s).

- **Mileage**

Committee members will be eligible for mileage for all sub-committee related work to the built environment advisory work, at the mileage rate determined by the Canada Revenue Agency (CRA) effective January 1st of

each year. Mileage will be reimbursed from the site of departure direct to the arrival site, including the direct return trip.

4. Childcare

The costs of childcare that committee members incur, to participate in monthly committee meetings, will be reimbursed on an as-needed basis. The maximum payable amount and additional information are provided in the Standard Operating Procedure (SOP) and will be communicated to Committee members.

5. Technology

The Committee Administrator will support reasonable technology requests made by Committee members to assist in removing barriers for participation (such as loan of laptop)

The participating municipalities are committed to accommodating the needs of committee members under the Ontario Human Rights Code (OHRC) and Accessibility for Ontarians with Disabilities Act (AODA).

All reimbursement requests should be arranged directly with the coordinating municipality.

4.21 Conflict of Interest

The Municipal Conflict of Interest Act outlines a primary set of ethical rules for Council, Committee and local board members. These rules apply if members have a pecuniary (financial) interest in a matter that is before them at a meeting. The legislation requires a member with a pecuniary interest to:

- disclose the interest and its general nature before the matter is considered at the meeting;
- complete any required form(s) that are necessary by the municipal conflict of interest act;
- not take part in the discussion or voting on any question in respect of the matter;
- not attempt to influence the voting, during or after the meeting; and
- immediately leave the meeting if the meeting is closed to the public.

4.22 Code of Conduct

Members are expected to follow the Code of Conduct for the Coordinating Municipality. Persons in violation of the Code of Conduct may be referred to their appointing municipality and participating municipality staff liaison to consider whether the member will be permitted to maintain their appointment.

Each member will receive a copy of the Coordinating Municipalities Code of Conduct as part of their Committee Orientation at the start of each term.

4.23 Dissolution of the Committee

Dissolution of the Committee requires a resolution from each Council. Dissolution of the committee may be triggered by one of the following:

- Expiration of term
- Completion of task or mandate
- Resolution of issues
- Legislative requirement no longer exists
- Merger with another committee
- Recommendation by the GRAAC, staff or Council
- Direction from the Province of Ontario

4.24 Participating Municipalities

1. Region of Waterloo
2. City of Waterloo
3. City of Kitchener
4. Township of Wellesley
5. Township of Wilmot
6. Township of Woolwich
7. Township of North Dumfries

5. HISTORY OF POLICY CHANGES

The Terms of Reference was previously approved in 2016. An extensive review of the Terms of Reference was completed in Q3/Q4 2024 & Q1 2025.

The participating municipalities shall endeavour to review the Terms of Reference every second term.

The Council of the Participating Municipalities approved the Terms of Reference on the dates as outlined below:

- Region of Waterloo
- City of Waterloo
- City of Kitchener
- Township of Wellesley
- Township of Wilmot
- Township of Woolwich
- Township of North Dumfries

Results of Review

- ☐ No Edits Required
- ☐ Housekeeping Edits
- ☐ Substantial Edits
- ☒ Repeal/Replace

Policy History

Administrative and Housekeeping Changes

Date	Nature of Change				
yyyy-mm-dd	Departmental	re-organization/Titling	changes/	Standing	Committee

restructuring.

Substantial Changes

Date Council/CLT Directive

yyyy-mm-dd As Per Council/CLT Directive - Report #

GRAAC

Draft Terms of Reference

Discussion

March 27th 2025

Current State:

- Current Terms of Reference was last reviewed in 2016, and there are various versions that are in use by each of the participating municipalities
- The current Terms of Reference and proposed draft Terms of Reference has been included in the GRAAC agenda package for consideration at the March meeting
- GRAAC is a unique committee, it is the only advisory Committee within the Region that has 7 municipalities participating - the proposed Terms of Reference has been prepared by the joint staff committee to reflect the needs of each of the municipalities legislated requirements, as well as the varying resource capacities and expectations

Committee Consultation Process:

- The Committee will have a minimum of two opportunities to discuss the proposed Terms of Reference. Today, the Committee will have an opportunity to review and discuss the draft Terms of Reference and provide feedback
- Staff will consider any feedback received in March to further discuss in April
- Following approval from the Committee, the Terms of Reference will be forwarded to all Participating Council's for approval, anticipated in June 2025
- All current Committee appointments will conclude in November 2026 to align the future terms with the Term of Council

Highlights of Proposed Changes:

- Grammatical Changes and the use of Plain Language
- Additional definitions
- Clarifying Committee Membership / Expanding Membership to participating municipalities Council's
- Standardizing the Committee Term to match the term of Council
- Committee Appointment Process
- Clarifying Meeting format
- Committee Honourariums and Reimbursement

GRAAC Feedback Process:

- This time is reserved to receive feedback from the Committee members, this is really staffs time to listen
- The Terms of Reference are intended to be high level, but provide clarity around the Committee's Mandate, Purpose, as well general expectations related to roles and responsibilities
- The proposed Honourariums and Reimbursements have been considered and agreed upon by the CAO's of the participating municipalities and cannot be amended
- While all feedback is appreciated, consensus of all the municipalities may be required to make any significant changes

Discussion Questions:

1. Do you feel like the draft adequately represents the work of the Committee?
2. Are there any gaps in the Terms of Reference that members feel need additional clarification?
3. When reading the document, do any items need additional clarification?

Next Steps:

- The feedback received will be reviewed and the Terms of Reference will be updated as necessary to be recirculated for the April GRAAC meeting for further discussion
- Committee Members are encouraged if they have questions to call or email Lori prior to the April meeting if additional clarification is needed advance of the Committee meeting

Township of North Dumfries

Brown's Community Park Improvements

PRESENTED TO:

Grand River Accessibility
Advisory Committee



The TOWNSHIP of
NORTH DUMFRIES





Where we started!

- Leisure Services Master Plan was adopted by Council in June 2022 as a blueprint to inform future decision making related to parks & trails, sports fields, leisure & recreational programming, and recreational facilities
- A key determinant arising from the Master Plan was that the four rural parks located in Roseville, Brown's subdivision, Clyde and Branchton were underutilized and could offer so much more to support their adjacent neighbourhoods
- A Community meeting was held with the Browns subdivision community in June 2023 to layout the current park amenities and discuss / share ideas and options for an updated park design



Base Level Rural Park Amenities

“Base level park amenities” for the rural settlement parks should include:

- Play structure geared to ages 2- 12 yrs;
- Unorganized open play area;
- Asphalt Multi-purpose Pad (approximately 22.55 m x 12.80 m);
- Shade Structure to accommodate two benches and/or picnic table;
- Sitting area – benches adjacent the play structure; and, along the access path from the street to the principal activity area to achieve AODA requirements;
- Tree Plantings;
- Limestone pathway(s) with a width of 2 metres to provide access to areas of focus within the park
- Park and trail head signage and designation when necessary.



CURRENT Browns Subdivision Community Park



Browns Subdivision Community Park – 25 Oakwood Drive, North Dumfries.

- 1.74 ha (4.31 acres) land area (includes storm water management facility) and 0.77 ha (1.92 acres) forested within park landholding
- Township now has ownership and control of the lands associated with the former pump house

CURRENT AMMENITIES:

- Play Structure
- Unorganized play area
- Soccer posts
- Tree planting for shade
- Wood Lot

Current Play Structure



The current play structure was replaced in 2022 after a presentation to GRAAC was delivered.



Next Steps – The Design

Township Projects:

- 2 m Limestone path
- Remove fencing around water building
- Sitting area adjacent play structure
- Tree Planting
- Remove soccer posts for unorganized play area
- Build an asphalt multi-purpose court
- Woodlot lookout
- Trail head signage
- Park entry signage
- Rework Storm Water Management Pond



Committee Fundraising Opportunities

- Shade structures
- Memorial Benches
- Enhanced features within park including upgrades to pathway or multi-purpose court materials or in-kind donations.

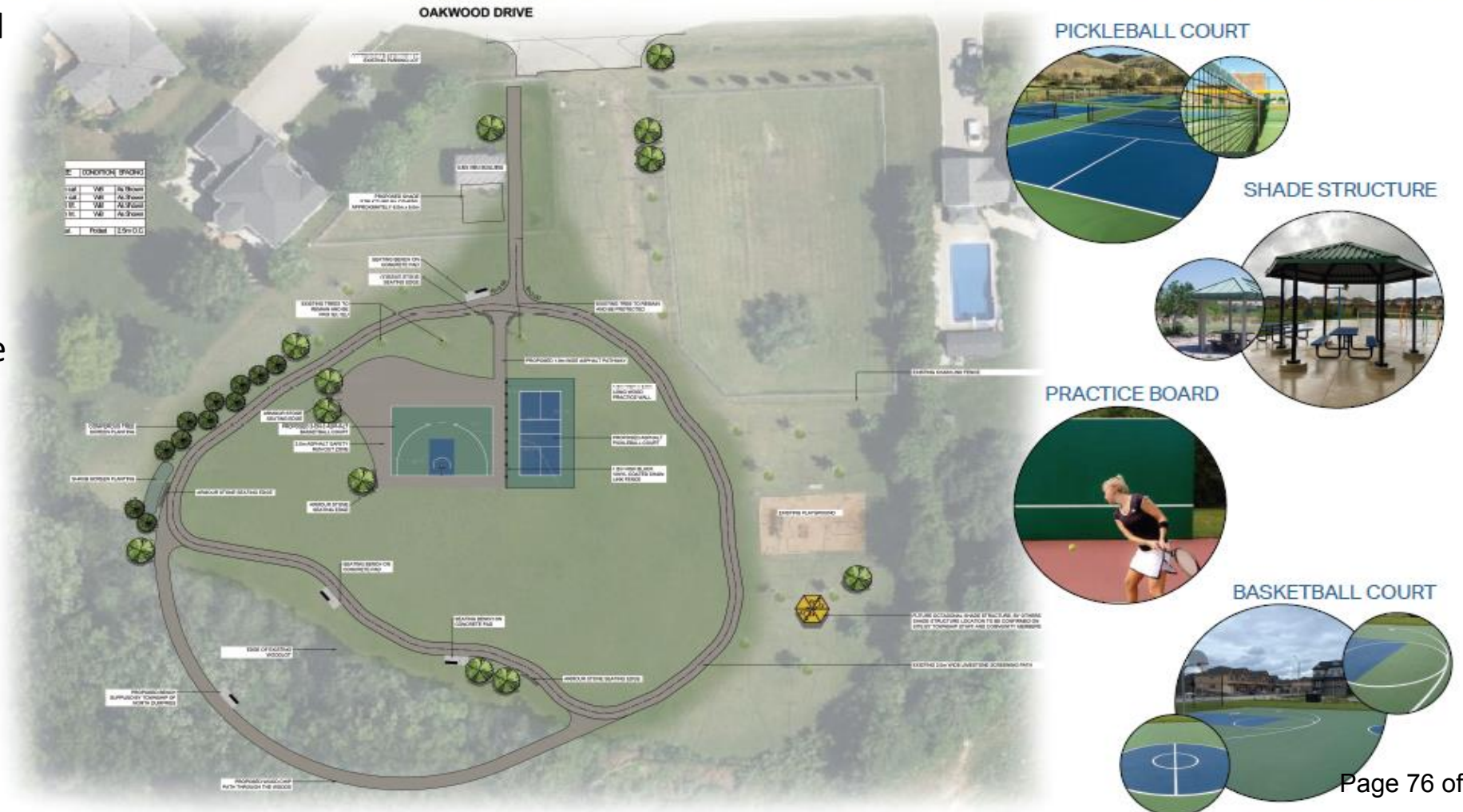


The Proposed NEW Design

BROWN'S SUBDIVISION PARK, NORTH DUMFRIES

The New Park Features will include:

- Pickleball Court
- Half Court Basketball
- 4 benches around the walking path
- Numerous armoustone seating sections around the path
- Shade structure near the play ground
- Tree Plantings
- Trail into the woodlot with proper signage

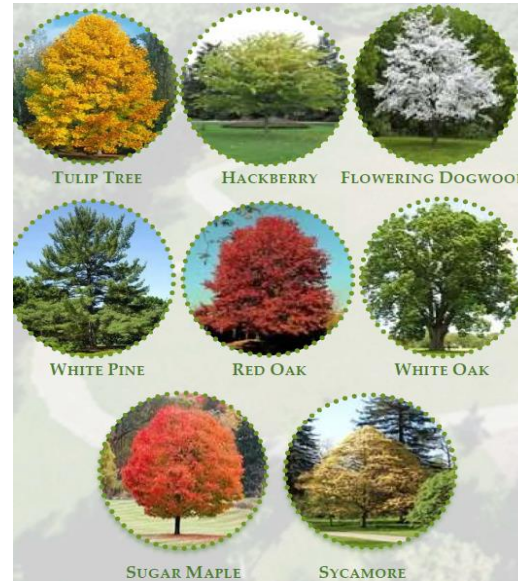




Proposed NEW Amenities



New Benches



Tree Plantings



Armourstone Seating



Trail Signage

Shade Structure



CURRENT Browns Subdivision Community Park



Completed:

- Removal of fence around the former Pumphouse
- Installation of 2 m wide limestone screening path around park
- Installation on a planting berm

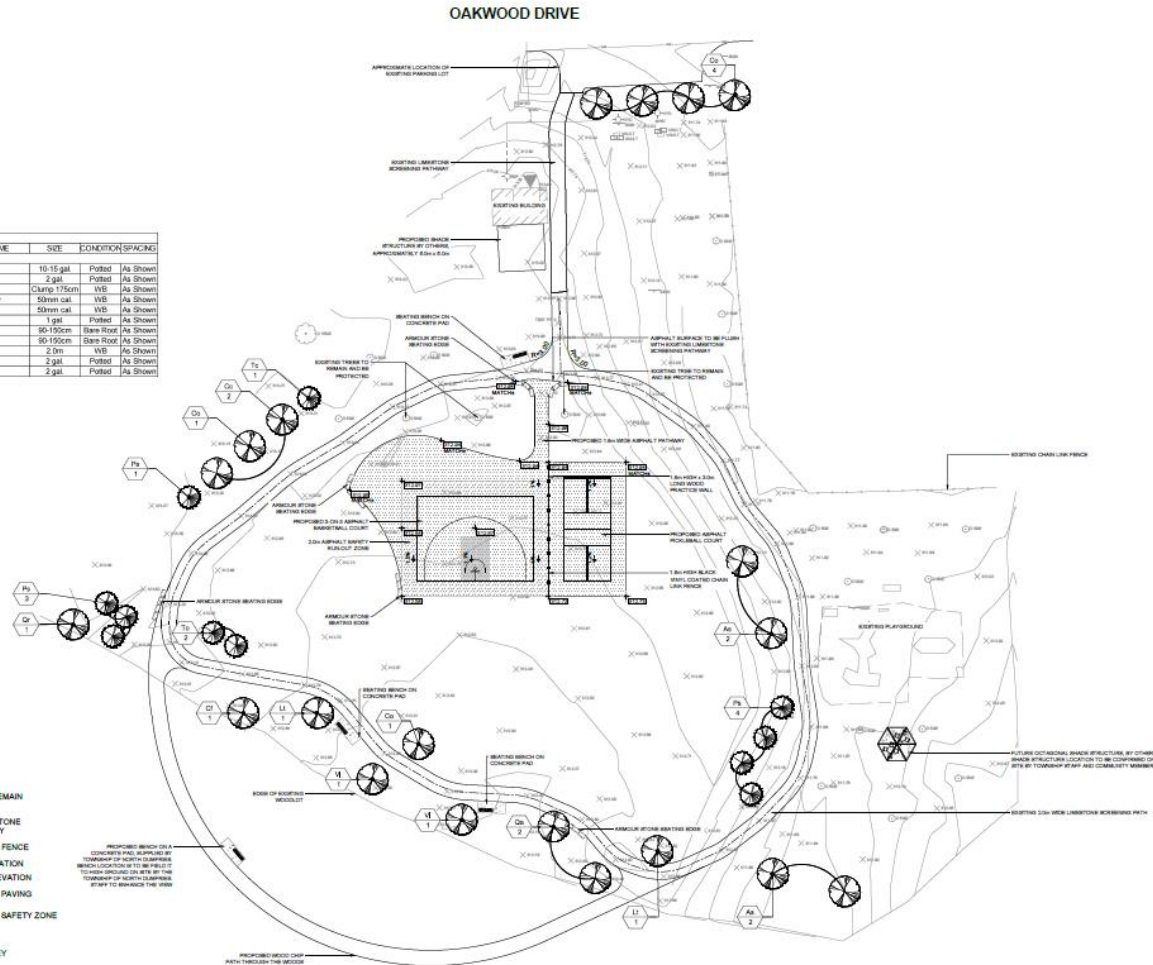


Blue Print Design

GENERAL NOTES:

1. THESE DRAWINGS SHALL NOT BE USED FOR CONSTRUCTION UNLESS THEY ARE REVIEWED AND SIGNED BY THE LANDSCAPE ARCHITECT.
2. ANY AMENDMENT TO THE GENERAL SPECIFICATIONS OR DETAILS IS TO BE REPORTED TO THE CONTRACT ADMINISTRATION FOR REVIEW. DO NOT PROCEED WITH CONSTRUCTION WITHOUT THE CONTRACT ADMINISTRATION'S APPROVAL.
3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.
4. THE CONTRACTOR IS TO TAKE NECESSARY PRECAUTIONS TO PROTECT ALL EXISTING UTILITIES AND STRUCTURES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.
5. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.
6. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.
7. ALL RECORDS OF EXISTING AND PROPOSED CONDITIONS SHALL BE MAINTAINED AND SUBMITTED TO THE CONTRACT ADMINISTRATION FOR REVIEW.

PLANT LIST				
KEY	QTY	BOTANICAL NAME	COMMON NAME	SIZE, CONDITION/SPACING
TREES				
As	4	Aster spachianum	Sugar Maple	10-15 gal. Potted As Shown
Co	2	Cercis canadensis	Red Bud	2 gal. Potted As Shown
CT	1	Camus florid	Flowering Dogwood	Clump 175cm WB As Shown
Co	6	Celastrus occidentalis	Common Hackberry	50mm cal. WB As Shown
LI	2	Liriodendron tulipifera	Tulip Tree	50mm cal. WB As Shown
Ps	8	Pinus strobus	White Pine	1 gal. Potted As Shown
Qa	2	Quercus alba	White Oak	60-100cm Bare Root As Shown
Qr	1	Quercus rubra	Scarlet Oak	60-100cm Bare Root As Shown
Tc	1	Taxus canadensis	Eastern Hemlock	2 dm WB As Shown
To	2	Thuja occidentalis	White Cedar	2 gal. Potted As Shown
V	2	Viburnum setacea	Nannyberry	2 gal. Potted As Shown



TIMELINES

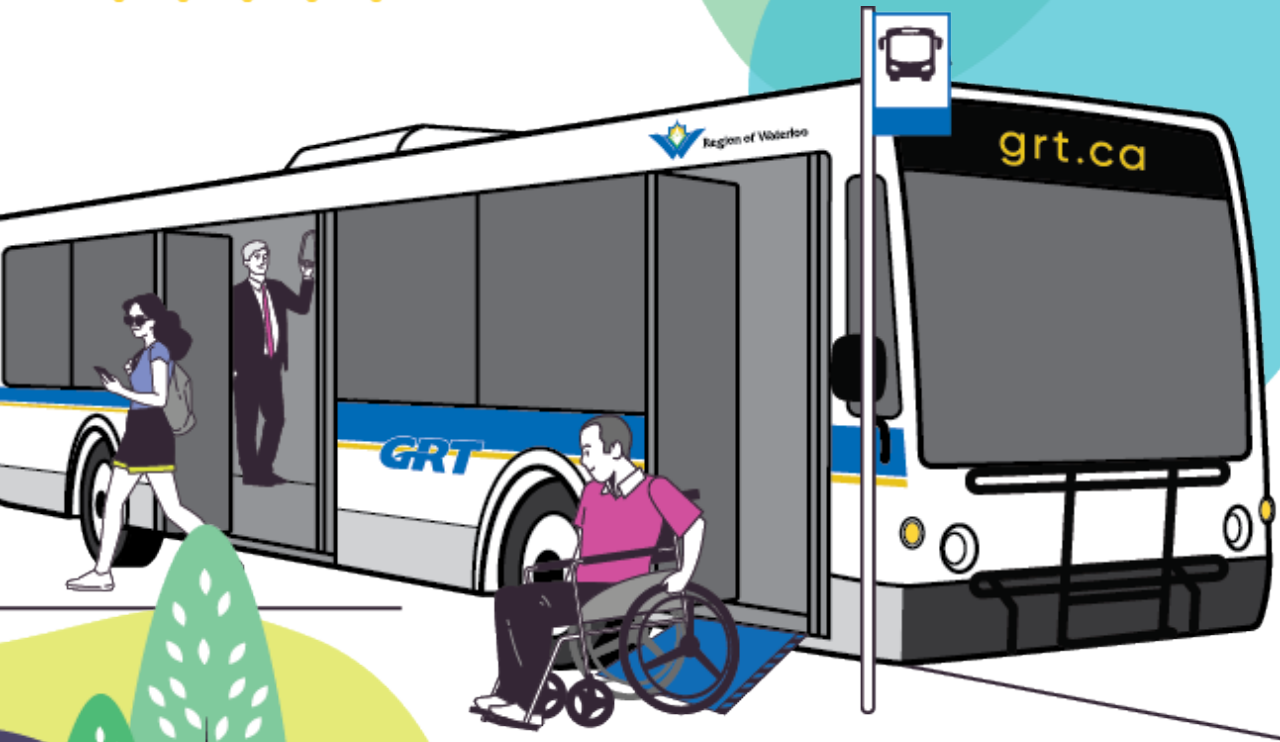
May 2025 (Phase 2)

- Multipurpose court installation will begin
- ### 2028 & beyond
- Rework Storm water management pond



Questions?

Karen Winter - Director of Leisure and Community Services
kwinter@northdumfries.ca



GRT community engagement

GRAAC – March 2025

GRT community engagement

Community engagement is essential to building a transit system people trust, know and use

- In 2024, GRT did more than 300 hours of engagement plus 150 hours for the GRT Business Plan

How we regularly engage:

- Travel training, school and community presentations
- Events: KW Multicultural Festival, tri-Pride, Active Living Fairs
- Pop-up information sessions at transit locations
- Annual surveys, EngageWR
- Hop On GRT, Ride-A-Bus



Business Plan engagement

Contributor network

- Area Municipalities, School Boards, Region Departments, GRT operators
- WREDS, Workforce Planning
- GRAAC, CAAC, Older Adults Network
- CYPT, U-Pass, Post-Secondaries
- Service Providers and Agencies, REDI, Non-Profit Leaders
- Public Health Neighbourhood Bus
- 2,000+ riders and citizens through:
 - Station outreach, neighbourhood events, online town halls
 - Two rounds of surveys, maps, Q&A on EngageWR

Specialized Transit Services Committee (STSC)

- Facilitates ongoing stakeholder consultation by providing input to MobilityPLUS management on service improvements and the effectiveness of changes in meeting customer needs
- The committee includes representatives from major interest groups, as well as MobilityPLUS customers
- Meetings are quarterly and hybrid of in-person and virtual



Planned continuous engagement

- **New Transit Customer Panel**
 - Launch spring 2025
 - Panel members will reflect the diverse ridership of GRT and occasionally participate in online surveys exclusive to the panel
 - First survey will be focused on MobilityPLUS fare payment options
- **Annual Customer Satisfaction Survey**
 - GRT's Customer Satisfaction Survey is an annual survey to ask riders for their feedback on our services
 - Relaunched in 2024
- Annual plan and budget survey
- Route planning/service adjustments, as needed
- Open feedback channels on social media and grt.ca/CustomerFeedback