



**Agenda  
Council Meeting**

**Monday, November 23, 2020, 5:45 p.m.**

**Electronic Meeting**

**The Corporation of the Town of Orangeville  
(Mayor and Clerk at Town Hall - 87 Broadway)  
Orangeville, Ontario**

**NOTICE**

Due to efforts to contain the spread of COVID-19 and to protect all individuals, the Council Chambers at Town Hall will not be open to the public to attend Council meetings until further notice. Members of the public who have an interest in a matter listed on the agenda may, up until 10:00 a.m. on the day of a scheduled Council meeting: Email [councilagenda@orangeville.ca](mailto:councilagenda@orangeville.ca) indicating your request to speak to a matter listed on the agenda. A phone number and conference ID code will be provided to you so that you may join the virtual meeting and provide your comments to Council.

Members of the public wishing to raise a question during the public question period of the Council meeting may beginning at 8:00 p.m. on the evening of the Council meeting, call +1 289-801-5774 and enter Conference ID: 455 046 286#

Correspondence/emails submitted will be considered as public information and entered into the public record.

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**Pages**

- 1. Call To Order**
- 2. Approval of Agenda**  
Recommendations:  
That the agenda and any addendum for the November 23, 2020 Council Meeting, be approved.
- 3. Disclosure of (Direct and Indirect) Pecuniary Interest**
- 4. Closed Meeting**  
Recommendations:  
That a closed meeting of Council be held pursuant to s. 239 (2) of the Municipal Act for the purposes of considering the following subject matters:
  - 4.1. Closed Council Minutes**

4.1.1. 2020 10 26 Closed Council

4.1.2. 2020-11-09 Closed Council

**4.2. Committee Appointment – Committee of Adjustment and Property Standards Appeal/Dog Designation Committee, CPS-2020-022**

Personal matters about an identifiable individual, including municipal or local board employees

**4.3. Potential Land Acquisition, Confidential Verbal Report Ray Osmond, General Manager, Community Services**

A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board and a proposed or pending acquisition or disposition of land by the municipality or local board

**5. Open Meeting - 7:00 p.m.**

**6. Singing of National Anthem**

**7. Land Acknowledgement**

We would like to acknowledge the traditional territory of the Anishinaabe people including the Ojibway, Potawatomi and Odawa of the Three Fires Confederacy.

**8. Announcements by Chair**

This meeting is being aired on public television and/or streamed live and may be taped for later public broadcast or webcast.

Your name is part of the public record and will be included in the minutes of this meeting.

**9. Rise and Report**

Recommendations:

That 2020-10-26, 2020-11-09 Closed Council minutes be received; and

That Confidential Report CPS-CL-2020-022 regarding Committee Appointment – Committee of Adjustment and Property Standards Appeal/Dog Designation Committee be received; and

That Confidential Verbal Report of Ray Osmond, General Manager, Community Services be received; and

That staff proceed as directed.

**10. Adoption of Minutes of Previous Council Meeting**

10.1. 2020-10-26 Council

7 - 9

10.2. 2020-11-09 Council

10 - 22

**11. Presentation, Petitions and/or Delegation**

11.1.	Anna McGregor, Program Manager-Housing/Community Services, County of Dufferin, Housing Program	
11.2.	Stephanie Stewart, Manager of Community Transportation, Grey County, Transit	
11.3.	Terrance Carter, Transit Transfer Station	23 - 102
11.4.	Alison Scheel, Orangeville BIA, Transit Transfer Station	
11.5.	Troy Brett, Orangeville BIA, Transit Transfer Terminal	
12.	Staff Reports	
12.1.	INS-2020-004, Orangeville Transit Point Update and Safety Study Recommendations: That Report INS-2020-004, Orangeville Transit Point Update and Safety Study, be received.	103 - 135
12.2.	INS-2020-005, Electric Vehicle Fleet Transition Recommendations: That report INS-2020-005, Electric Vehicle Fleet Transition be received.	136 - 151
12.3.	INS-2020-002, 99 Mill Street, Recommendation Report, OPZ 2/20 Recommendations: That report INS-2020-002, 99 Mill Street, Recommendation Report, OPZ 2/20, be received;  And that the Official Plan Amendment and Zoning By-law Amendment Applications (OPZ 2/20) be approved;  And that a By-law be enacted to adopt site-specific Official Plan Amendment No. 125 to re-designate the subject lands from "Neighbourhood Commercial" to "Residential" on Schedule "A" and "Low Density Multiple" on Schedule "C" to permit a fourplex;  And that a By-law be enacted to rezone the subject lands from "Neighbourhood Commercial (C2) Zone" to "Multiple Residential Medium Density (RM1) Zone with Special Provision (24.219)" to permit a fourplex.	152 - 172
12.4.	INS-2020-003, 515 Broadway, Recommendation Report, OPZ 3/18 Recommendations: That report INS-2020-003, 515 Broadway, Recommendation Report, OPZ 3/18, be received;  And that the Official Plan Amendment and Zoning By-law Amendment Applications (OPZ 3/18) be approved;  And that a By-law be enacted to adopt site-specific Official Plan	173 - 202

Amendment No. 126 to re-designate the subject lands from “Residential” and “Open Space Conservation” to “Residential” and “Open Space Conservation” on Schedule ‘A’ and a portion of the lands from “Low Density Residential” to “High Density Residential” on Schedule ‘C’ to permit a retirement home and residential uses.

And that a By-law be enacted to rezone the subject lands from “Development (D) Zone” to “Multiple Residential High Density (RM2) with Holding (H) Symbol and Special Provision (24.224)” and “Open Space Conservation (OS2) Zone” to permit a retirement home and residential uses.

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|-------|---|-----------|
| 12.5. | CPS-2020-018, 2020 Third Quarter Operating Fund Variance<br>Recommendations:<br>That report CPS-2020-018 regarding the 2020 Third Quarter Operating Fund Variance be received.  | 203 - 207 |
| 12.6. | CPS-2020-020, 2020 Third Quarter Capital Progress<br>Recommendations:<br>That report CPS-2020-020 regarding the 2020 Third Quarter Capital Progress be received.  | 208 - 218 |
| 12.7. | CPS-2020-019, Public Engagement Charter<br>Recommendations:<br>That report CPS-2020-019 be Public Engagement Charter be received;<br><br>And that Council approve the International Association of Public Participation's materials as a tool to enhance community consultation and serve as a guide to direct municipal communications on matters relevant to the public/public interest.<br><br>And that should Council approve the materials that the Notice Policy be updated as required.  | 219 - 223 |
| 12.8. | CMS-2020-002, Agreement with Artel Inc. for 112 Broadway Parking<br>Recommendations:<br>That report CMS-2020-002, Agreement with Artel Inc. for 112 Broadway Parking be received;<br><br>And that council approve the four-year lease agreement between Artel Inc. and the Town of Orangeville for the period of January 1, 2021 to December 31, 2024;<br><br>And that Council pass a by-law to enter into an agreement and to authorize the Mayor and Clerk to execute the agreement and any other documents required to complete the transaction. | 224 - 227 |
| 12.9. | CPS-2020-021, Agreement with Orangeville Police Services Board  | 228 - 233 |



(OPSB) for Archival Services

Recommendations:

The report CPS-2020-021 regarding the Orangeville Police Services Board (OPSB) Archival Services Agreement, be received;

And that Council approve an agreement with the OPSB for the secure and accessible archival service of its records;

And that Council pass a by-law to authorize the entering into and execution of an agreement with the Orangeville Police Services Board.

- 12.10. CPS-2020-013, Sustainable Orangeville Committee Appointment 234 - 235

Recommendations:

That report CPS-2020-013 Sustainable Orangeville Committee Appointment be received;

And that Valerie Nilsson be appointed to Sustainable Orangeville;

And that staff bring forward a By-law to amend the Appointment to Various Boards and Committees By-law 021-2019.

- 12.11. CPS-2020-017, Joint Accessibility Advisory Committee 2020 Annual Report 236 - 238

Recommendations:

That Report CPS-2020-017 Joint Accessibility Advisory Committee 2020 Annual Report be received;

And that Council approves a \$10,000 budget carry over from the 2020 to 2021 Accessibility Committee operating budget for the purpose of a portable accessibility ramp program for Orangeville businesses.

13. Correspondence 239 - 239

- 13.1. Township of Amaranth, CP Rail Trail

14. Committee/Board Minutes

- 14.1. 2020-09-01 Joint Accessibility Advisory Committee 240 - 243

- 14.2. 2020-10-06, Joint Accessibility Advisory Committee 244 - 246

- 14.3. 2020-09-23 Library Board 247 - 250

- 14.4. 2020-10-06 Sustainable Orangeville 251 - 255

15. Notice of Motion Prior to Meeting

16. Notice of Motion at Meeting

17. New Business

18. Question Period

19. By-Laws

Recommendations:

That the by-laws listed below be read three times and finally passed.

- |       |  |           |
|-------|--|-----------|
| 19.1. | A By-law to adopt Amendment No. 125 to the Official Plan for the Town of Orangeville.  | 256 - 263 |
| 19.2. | A By-law to amend Zoning By-law No. 22-90, as amended, be enacted to permit the use of Lot 23, Block 7, Plan 138, Town of Orangeville, County of Dufferin, municipally known as 99 Mill Street, as a fourplex.                             |           |
| 19.3. | A By-law to adopt Amendment No. 126 to the Official Plan for the Town of Orangeville.  | 264 - 271 |
| 19.4. | A By-law to amend Zoning By-law No. 22-90, as amended, be enacted to permit the use of Part of Lot 1, Concession C, Town of Orangeville, County of Dufferin, municipally known as 515 Broadway, as a retirement home and residential uses. |           |
| 19.5. | A By-law to authorize the entering into and execution of a Lease Agreement with Artel Inc. for 112 Broadway  | 272 - 272 |
| 19.6. | A By-law to authorize the entering into and execution of an Archival Agreement with Orangeville Police Services Board  | 273 - 273 |
| 19.7. | A By-law to confirm the proceedings of the Council of the Corporation of the Town of Orangeville at its regular and closed Council Meeting held on November 23, 2020   | 274 - 274 |

**20. Adjournment**

Recommendations:

That the meeting be adjourned.



## **Council Meeting Minutes**

**October 26, 2020, 5:30 p.m.**

### **Electronic Meeting**

**The Corporation of the Town of Orangeville  
(Mayor and Clerk at Town Hall - 87 Broadway)  
Orangeville, Ontario**

Members Present: Mayor S. Brown, was present in Council Chambers  
Deputy Mayor A. Macintosh  
Councillor J. Andrews  
Councillor G. Peters  
Councillor L. Post  
Councillor D. Sherwood  
Councillor T. Taylor

Staff Present: E. Brennan, CAO  
D. Benotto, Software Operations Supervisor, was present in Council Chambers  
C. Khan, Deputy Clerk, was present in Council Chambers  
K. Landry, Town Clerk, was present in Council Chambers  
M. Pourmanouchehri, IT Technician  
T. Macdonald, Assistant Clerk, was present in Council Chambers

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#### **1. Call To Order**

The meeting was called to order at 5:30 p.m.

#### **2. Approval of Agenda**

**Resolution 2020-359**

Moved by Councillor Taylor

Seconded by Councillor Andrews

That the agenda and any addendums for the October 26 Council Meeting, be approved.

**Carried**

**3. Disclosure of (Direct and Indirect) Pecuniary Interest**

None.

**4. Closed Meeting**

Council convened into closed at 5:31 p.m.

**Resolution 2020-360**

Moved by Deputy Mayor Macintosh

Seconded by Councillor Post

That a closed meeting of Council be held pursuant to s. 239 (3.1) of the Municipal Act for the purposes of considering the following subject matters:

eScribe Agenda Software Participant Training - The meeting is held for the purposes of educating or training the members.

**Carried**

**Resolution 2020-361**

Moved by Councillor Andrews

Seconded by Councillor Post

That Council convene into open session at 6:36 p.m.

**Carried**

Council recessed from 6:36 p.m. to 7:00 p.m.

**5. Open Meeting**

Council convened into open session at 7:00 p.m.

**6. Rise and Report**

eScribe Agenda Software Participant Training was conducted.

**7. Adjournment**

**Resolution 2020-362**

Moved by Councillor Taylor

Seconded by Councillor Andrews

That the meeting be adjourned at 7:02 p.m.

**Carried**

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Sandy Brown, Mayor

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Karen Landry, Clerk



## **Council Meeting Minutes**

**November 9, 2020, 5:15 p.m.**

### **Electronic Meeting**

**The Corporation of the Town of Orangeville  
(Mayor and Clerk at Town Hall - 87 Broadway)  
Orangeville, Ontario**

Members Present: Mayor S. Brown, was present in Council Chambers  
Deputy Mayor A. Macintosh  
Councillor J. Andrews  
Councillor G. Peters  
Councillor L. Post  
Councillor D. Sherwood  
Councillor T. Taylor, was present in Council Chambers

Staff Present: E. Brennan, CAO  
D. Benotto, Software Operations Supervisor, was present in Council Chambers  
D. Jones, General Manager, Infrastructure Services  
C. Khan, Deputy Clerk, was present in Council Chambers  
K. Landry, Town Clerk, was present in Council Chambers  
A. McKinney, General Manager, Corporate Services  
R. Osmond, General Manager, Community Services  
R. Phillips, Manager, Economic Development  
M. Pourmanouchehri, IT Technician, was present in Council Chambers  
N. Syed, Treasurer  
T. Macdonald, Assistant Clerk, was present in Council Chambers

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### **1. Call To Order**

The meeting was called to order at 7:04 p.m.

**2. Approval of Agenda**

**Resolution 2020-363**

Moved by Deputy Mayor Macintosh

Seconded by Councillor Post

That the agenda and any addendum for the November 9, 2020 Council Meeting, be approved.

**Carried**

**3. Disclosure of (Direct and Indirect) Pecuniary Interest**

None.

**4. Closed Meeting**

Council convened into Closed Session at 5:23 p.m.

**Resolution 2020-364**

Moved by Councillor Andrews

Seconded by Councillor Peters

That a closed meeting of Council be held pursuant to s. 239 (2) of the Municipal Act for the purposes of considering the following subject matters:

4.1. Closed Council Minutes, October 19, 2020

4.2. eScribe Training

The meeting is held for the purpose of educating or training the members.

4.3. Public Office Holders

Personal matters about an identifiable individual, including municipal or local board employees;

4.4. 82, 86-90 Broadway, Confidential Report CMS-2020-009

A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board and a proposed or pending acquisition or disposition of land by the municipality or local board

**Carried**

**Resolution 2020-365**

Moved by Councillor Andrews

Seconded by Councillor Sherwood

That council convene back into Open Session at 6:50 p.m.

**Carried**

That Council recessed from 6:50 p.m. to 7:04 p.m.

**5. Open Meeting - 7:00 p.m.**

**6. Singing of National Anthem**

**7. Land Acknowledgement**

The Mayor acknowledged the traditional territory of the Anishinaabe people including the Ojibway, Potawatomi and Odawa of the Three Fires Confederacy.

Councillor Post announced that November is Women Abuse Prevention Month and provided information about the Family Transition Place Fundraiser.

The Mayor requested that a moment of silence be observed in consideration of Remembrance Day.

**8. Announcements by Chair**

**9. Rise and Report**

**Resolution 2020-366**

Moved by Councillor Taylor

Seconded by Councillor Andrews

That the October 19, 2020 Closed Council minutes be received; and

That eScribe Training was completed; and

That Public Office Holders Personal matters about an identifiable individual, including municipal or local board employee be received and:

That 82, 86-90 Broadway, Confidential Report CMS-2020-009 regarding a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board and a proposed or pending acquisition or disposition of land by the municipality or local board be received.

And that Staff proceed as directed.



**Carried**

**10. Adoption of Minutes of Previous Council Meeting**

**Resolution 2020-367**

Moved by Councillor Taylor

Seconded by Deputy Mayor Macintosh

That the minutes of the following meetings be approved:

2020-10-19 Council

**Carried**

**11. Presentation, Petitions and/or Delegation**

**11.1 N. Barry Lyon Consulting Ltd. and GSP Group, 82-90 Broadway (CMS-2020-006)**

Scott Walker and Mark Conway of N. Barry Lyon Consulting Ltd. and Sydney Bailey and Steve Wever of GSP Group provided project objectives which include:

- Increase on-site public parking from 120 to the 150 to 180 space range / provide interim parking
- Preserve vehicular access between Broadway and Armstrong and to 92 Armstrong
- Minimize underground parking/ provide good lighting
- Implement Heritage Conservation District Guidelines
- Sympathetic to heritage landscape –scale/ fit, proportions, window design, setbacks, storefronts
- 3-storey street wall with stepping back above
- Implement Official Plan Policies -Maintain small town charm and quality of life/ promote tourism/ support mixed use vibrancy of the downtown/ protect historic core
- Implement guidelines of the Commercial Urban Design Study (2005)
- Consider ideas identified in the Recreation & Parks Master Plan

Three scenarios were provided for potential development of the property as well as recommended actions. Mr. Walker answered questions from Council.

**11.2 Environmental Sustainability Awards**

Councillor Peters presented the 2020 Environmental Sustainability Award in the individual category to Gary Skinn.

**11.3 Margo Young, Hospital Issues**

**Resolution 2020-368**

Moved by Councillor Andrews

Seconded by Deputy Mayor Macintosh

That correspondence from Margo Young, Hospital Issues be received.

**Carried Unanimously**

**11.4 Sylvia Bradley, Sidewalks**

**Resolution 2020-369**

Moved by Councillor Peters

Seconded by Councillor Taylor

That a petition from Sylvia Bradley be received.

That Staff report back to Council on a plan for implementation of a sidewalk on Faulkner Street and the projected costs of the installation; and

That consideration of this sidewalk installation on Faulkner Street be included in the 2021 Budget for Council consideration.

**Carried**

Mayor Brown voted in opposition.

**12. Staff Reports**

**12.1 Sustainable Orangeville sidewalk petition endorsement, CPS-2020-015**

**Resolution 2020-370**

Moved by Councillor Peters

Seconded by Councillor Post

That report CPS-2020-015, titled Sustainable Orangeville sidewalk petition endorsement be received.

**Carried**

## **12.2 Development of 82, 86-90 Broadway, CMS-2020-006**

### **Resolution 2020-371**

Moved by Councillor Peters

Seconded by Councillor Post

That report CMS-EDC-2020-006 dated November 9, 2020 regarding Development of 82, 86-90 Broadway be received;

And that Council direct staff to commence preparations for the eventual sale of the properties for development through a Request for Proposal process with a mixed use 47,300 square foot (sf) building fronting on Broadway which includes Town-owned public parking through a mix of surface and underground parking;

And that Planning Division staff be directed to move forward with steps required to rezone the site to establish built form requirements;

And that staff be directed to obtain Phase I and II Environmental Assessments of the property as required, and report to Council with results;

And that staff be directed to obtain a comprehensive parking strategy for the Downtown that considers paid parking recommendations;

And that staff be directed to obtain an Economic Impact Study as a result of the re-development of the property;

And that Council direct staff to make a 2021 capital budget submission of \$75,000 for the completion of a Phase I and II Environmental Assessment; a Parking Strategy for the Downtown; and an Economic Impact Study for the development.

**Carried**

Councillor Sherwood voted in opposition.

## **12.3 Equity, Diversity and Inclusion Committee, CPS-2020-007**

### **Resolution 2020-372**

Moved by Councillor Taylor

Seconded by Deputy Mayor Macintosh

That Report CPS-2020-007 regarding the creation of an Equity, Diversity and Inclusion Committee be received; and

That Council approve the Terms of Reference for the Equity, Diversity and Inclusion (EDI) Committee to provide consultation, advice, report findings and make recommendations to Council on matters items related to diversity, inclusivity and equity;

That the Diversity and Inclusion Committee be composed of one Member of Council, seven members of the public representing a broad range within the community including representatives from diverse groups (national origin, ethnicity, language, race, colour, sexual orientation, gender identity, age) and up to two non-voting members of staff; and,

That staff be directed to open an application process and bring back the applications for review and approval.

**Carried**

**Resolution 2020-373**

Moved by Councillor Taylor

Seconded by Councillor Andrews

That Councillor Post be appointed as the Council representative on the Equity, Diversity and Inclusion Committee.

**Carried**

**12.4 Blade Sign Design Approval in the Downtown Business Improvement Area, CPS-2020-011**

**Resolution 2020-374**

Moved by Councillor Taylor

Seconded by Councillor Andrews

That Report CPS-2020-011 Blade Sign Design Approval in the Downtown Business Improvement Area be received; and

That Council approve the Modular Wall Mount Sign design, as submitted by the BIA, as an additional design to be included in the streamlined permit approval process with respect to projection signs within the Downtown BIA per Sign By-law 2013-028, as amended.

**Carried Unanimously**

**12.5 Pet Shop By-law Amendment, CPS-2020-012**

**Resolution 2020-375**

Moved by Councillor Taylor

Seconded by Deputy Mayor Macintosh

That the current licensed pet store in Orangeville be exempt from this by-law for a period of one year from the date of passing of the by-law; and

That staff bring forward a by-law, with amendment, to amend Pet Shop By-law 95-2005 to only permit a dog, cat or rabbit within a pet shop for the purpose of sale if sourced through a municipal animal shelter, registered humane society, registered shelter, or a recognized animal rescue group.

**Carried**

Mayor Brown and Councillor Sherwood voted in opposition.

**13. Correspondence**

**13.1 Town of Mono, Covid Funding for Arts and Culture**

**13.2 Town of Oakville, Maintaining public support for public health guideline**

**Resolution 2020-376**

Moved by Mayor Brown

Seconded by Councillor Andrews

That staff be directed to send a letter to Premier Ford similar to the letter sent by the Town of Oakville that includes information that is specific to Orangeville.

**Carried**

**13.3 Martin Field, Pet Shops**

**Resolution 2020-377**

Moved by Councillor Taylor

Seconded by Councillor Andrews

That correspondence from the Town of Mono, Covid funding for arts and culture and correspondence from Martin Field, pet shops be received.

**Carried**

**14. Committee/Board Minutes**

**Resolution 2020-378**

Moved by Councillor Post

Seconded by Councillor Andrews

The minutes listed below be received:

2020-09-02 Committee of Adjustment Minutes

2020-09-24 Orangeville BIA Minutes

2020-09-28 Orangeville BIA Minutes

2020-10-02 Orangeville BIA Minutes

2020-09-01 Sustainable Orangeville Minutes

**Carried**

**15. Notice of Motion Prior to Meeting****15.1 Councillor Peters, Highway 413****Resolution 2020-379**

Moved by Councillor Peters

Seconded by Councillor Post

Whereas the Ontario Ministry of Transportation initiated Stage 1 of the GTA West Environmental Assessment in 2008, and

Whereas in May 2017 the GTA West Advisory Panel released its final report and its recommendations to the MTO, and

Whereas in February 2018 the Province announced that it would not be proceeding with the GTA West project, and

Whereas the Provincial government reversed itself and restarted the GTA West project in June 2019, and

Whereas the proposed GTA West project would intersect both the proposed Credit Valley Trail as well as property currently owned by Orangeville Rail Development Corporation that is under consideration for a regional recreational trail, and

Whereas current environmental conditions require that all municipalities re-evaluate transportation plans to ensure that investments result in reduced GHG emissions, with a focus on sustainable modes such as mass transit, and

Whereas the funding, development, planning, building, and maintenance of a new 400 series highway is in effect an enormous subsidy for individual automobile drivers and transportation companies, and

Whereas once a new highway is built it induces additional driving and rapidly fills to capacity,

Therefore be it resolved that the Town of Orangeville opposes further investment by the Province in the GTA West Transportation Corridor, and That this resolution be circulated to Premier Doug Ford, MPP Sylvia Jones, the Minister of Transportation, the Town of Caledon, the Region of Peel, and Halton Region.

**Carried**

Councillor Taylor and Councillor Sherwood voted in opposition.

## **15.2 Councillor Peters, Ranked Ballots**

### **Resolution 2020-380**

Moved by Councillor Peters

Seconded by Councillor Post

Whereas Bill 218 – Supporting Ontario’s Recovery and Municipal Elections Act removes the option for municipalities to use the ranked ballot in elections, and

Whereas the removal of this option will negatively impact not only the City of London, the one municipality already implementing ranked ballots, but several other municipalities contemplating or committed to introducing ranked ballots, and

Whereas ranked ballots are a proven voting methodology used in jurisdictions around the world, and

Whereas the Province’s rationale for this measure includes poorly supported arguments such as cost or preventing “experimentation”, and

Whereas these changes are being proposed without any consultation with municipalities, AMO, or the general public,

Therefore be it resolved that the Town of Orangeville request that the Provincial Government rescind the changes relating to ranked ballots; and That letters in support of this position be sent to Premier Doug Ford, MPP Sylvia Jones, and all Ontario municipalities.

**Defeated**

Mayor Brown, Deputy Mayor Macintosh and Councillors Sherwood and Andrews voted in opposition.

**15.3 Councillor Sherwood, Community Garden**

**Resolution 2020-381**

Moved by Councillor Sherwood

Seconded by Mayor Brown

Whereas residents of the community have enjoyed the benefits of the Town community garden located at the Edelbrock Centre;  
And Whereas the Recreation and Parks Master Plan recommended that the Town investigate the suitability of developing additional community gardens at Alder and Tony Rose to facilitate food-related programs;  
And Whereas the Recreation and Parks Master Plan recommended that the Town work with Sustainable Orangeville, the Orangeville Food Bank, and Dufferin County to expand community gardens in Orangeville;

Now therefore be it resolved that Council direct staff to report back to Council prior to consideration of the 2022 Budget on the feasibility, viability and costs associated with the establishment of additional community gardens on Town owned lands.

**Defeated**

Deputy Mayor Macintosh and Councillors Peter, Post and Taylor voted in opposition.

**16. Notice of Motion at Meeting**

**Resolution 2020-382**

Moved by Councillor Taylor

Seconded by Councillor Andrews

Whereas the 2020 schedule for Orangeville Council meetings has December 7, 2020 scheduled for a Budget meeting;

And Whereas December 7, 2020 is no longer required for a Budget meeting;

Therefore be it resolved that a Council meeting be held on December 7, 2020 for any closed session matters and for a Strategic Planning Workshop; and

That February 2, February 16 and February 22, 2021 be scheduled as Budget meeting dates.



That a Council meeting be held on December 7, 2020 for any closed session matters and for a Strategic Planning Workshop; and

That February 2, February 16 and February 22, 2021 be scheduled as Budget meeting dates.

**Carried**

**17. New Business**

**Resolution 2020-383**

Moved by Mayor Brown

Seconded by Deputy Mayor Macintosh

That a moratorium on the two hour parking limit for downtown Orangeville be implemented immediately through the bagging of signs and continue in effect until January 11, 2021; and

That for clarity the moratorium does not apply to overnight parking restrictions; and

That staff communicate to the public information regarding the moratorium and after hours parking enforcement.

**Carried**

Councillor Andrews announced the Remembrance Day Service will be done virtually this year.

Councillor Sherwood advised that the winter market will be taking place at Tony Rose Recreation Centre with the next date being November 21, 2020 and then on alternating weekends throughout the winter.

Councillor Taylor indicated that Theatre Orangeville put on a performance Rage against Violence with proceeds going to Family Transition Place.

Mayor Brown announced details relating to the Holiday Lights Extravaganza which will run from November 22, 2020 to January 8, 2021.

**18. Question Period**

None.

**19. By-Laws**

**Resolution 2020-384**

Moved by Councillor Taylor

Seconded by Councillor Peters

That the by-laws listed below be read three times and finally passed.

A by-law for the Registration and Keeping of Hens in the Town of Orangeville

A by-law to confirm the proceedings of the Corporation of the Town of Orangeville at its November 9, 2020 Council Meeting

**20. Adjournment**

**Resolution 2020-385**

Moved by Councillor Taylor

Seconded by Deputy Mayor Macintosh

That the meeting be adjourned at 10:01 p.m.

**Carried**

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Sandy Brown, Mayor

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Karen Landry, Clerk

## Orangeville Transit Transfer Station Chronology Nov.17, 2020

2016 – Transit Optimization Study was created and adopted by Council. The study was built around the Westdale Mall being the location of the transit station.

2016 – First Transit Committee was formed

March 2017 – Parking Study presented and received by Council.

May 2017 – PW staff reported that the Westdale Mall owners were no longer interested in housing the transfer station. Staff would consult Dillon Consulting regarding an alternate location.

September 2017 – Updated Transit Optimization Study suggested Broadway between John & First Street and the hydro lands as alternate locations for the transfer station. Study recommends that businesses near the downtown location are consulted. PW Staff was directed to contact the County about the feasibility of using the hydro lands before contacting the BIA about the Downtown location.

November 2017 – The BIA does not support the downtown location. PW staff was directed to look into a layby option for the Edelbrock Centre

December 2017 – PW staff reported that the County seemed to be receptive of the transfer station idea and that a through access across the property between Dawson and Centre would be a better access. The Transit Committee agreed and made the above recommendation to Council.

January 2018 – PW staff reported that the original thru-road design that was sent to the County was amended as per the County's request to better accommodate expansion of the Edelbrock Centre and to avoid the flood zone. The Transit Committee accepted staff's recommendation to proceed with the thru -roadway plan at Edelbrock Centre- Moved by Todd Taylor

March 2018 – PW reports to Council and Council approves the Edelbrock location and thru - road plan and directs staff to proceed with getting approval from the County.

May 8 2018 – PW staff reports to the Transit Committee that the County's Community Services Committee (DCSC) did not support the plan but it can still be submitted to the County for approval.

May 10 2018 – County Council deferred discussion (tabled) the thru-road transit station idea.

June 2018 – PW staff reports to the Transit Committee that they were doubtful that the plan would get the support of the County and suggested that a Centre Street layby design or other locations should be considered. The Transit Committee voted to pursue the layby options.

July 2018 – Layby options were presented to the Transit Committee and the Committee directed staff to proceed with approvals and to work with OSAT to move the orchard trees as necessary- Moved by Todd Taylor

August 13 2018 – PW reported to Council and recommended the Centre Street layby option. Council directed staff to seek necessary approvals from the County.

August 23 2018 – County of Dufferin's DCSC approved the plan

September 10 2018 – Town of Orangeville Staff recommends working with the County on agreement, to hire a consultant to design the layby station on Centre Street, and to put out a tender for its construction Defeated by Town Council due to a split vote of 3 to 3 (Deputy Mayor Maycock was absent)

September 13 2018 – County Council Tabled the issue

February 2019 – PW staff requests Town Council raise the issue again with the County. Council agrees and also directs staff to report on the impact a layby will have on the community garden and orchard

March 18 2019 – PW submits a report to Council and suggest a Transit Task Force be created. Residents express concerns about the community gardens and orchard. Council moves to create the Transit Task Force.

May 2019 – PW submits report on impact to community gardens

October 2019 – Transit Task Force meets and more information regarding the various location options outlined in the Transit Optimization Study and Update were discussed. More information was requested including the BIA's comments on the downtown option

November 2019 – all locations were reviewed and several were dismissed. The BIA staff's concerns about the downtown location was reported to the Task Force through Town staff

January 6 2020 – Further evaluation of the location options took place and some were rejected. BIA staff was invited to attend but there was no opportunity to confirm the Board's position on the matter. Councillor Taylor to attend the upcoming BIA Board meeting to discuss.

January 15 2020 – Councillor Taylor and Brian Wormington attend the BIA's budget meeting to present the idea of a downtown terminal but there was not time to debate and vote on the issue so Councillor Taylor was advised the decision would be deferred to February 19<sup>th</sup>.

Councillor Taylor said that the businesses in the area would be consulted

February 12 2020 – BIA staff was invited to attend the Task Force meeting but was told on the day of the meeting that the vote on the location would be taking place. The transit task force voted in favour of the downtown location

March 13 2020 – Pandemic State of Emergency was called and shutdown commenced

March 23 2020 – Council holds a special meeting to authorize virtual meetings

April 20 2020 – BIA presents BIA budget and Council votes to approve downtown transit terminal



## Except Orangeville Transit Committee Meeting Minutes - May 15<sup>th</sup> 2017

This has now allowed Staff to proceed with AVL procurement discussions with ONCAT.

**Bus tender results** – Staff provided the results from the recent bus tender that was issued for the purchase of two 30' low floor buses. The successful bidder was Cityview, who is also the supplier of the 30' Vicinity bus that the Town currently owns and operates. This will improve the consistency and efficiency within the bus fleet maintenance program and provide uniformity in the appearance of the Town bus fleet. One of the buses is a demonstration model with an expected delivery date of late August, 2017. The second bus is a new bus that should be delivered in spring of 2018. Staff have asked the Town Graphic Designer to look at updating the transit fleet design and logo which will be implemented when the new buses are put into service.

**Extended hours ridership** – Staff provided the Committee with the most current 2017 ridership figures for the period ending April 30<sup>th</sup>. The summary shows that the ridership has steadily increased by about 34%, since the program started in January 2017.

**Transfer point**– John Lackey reported that Southdown Builders, the management of Westdale Plaza, declined the proposal to have the transfer point move to that location. John explained that despite repeated attempts to speak with the plaza owner, the management only responded a couple of days ago and they are not willing to consider our proposal. This was disappointing as there had been positive interest in earlier discussions. In order to move ahead with implementing the route changes as recommended in the transit optimization study, an alternate transfer location will have to be found. The Committee agreed that further discussions with Dillon Consulting would be appropriate in order to establish a suitable site and route network.

### **Ridership and monthly pass rates –**

When Staff had provided the Committee with the 2016 ridership figures at its November meeting, there had been some concern with the apparent change in monthly pass use. After reviewing the 2017 ridership figures, it appears as though the monthly pass sales have dropped off and that the 10 pass sales have increased. The Committee asked staff to compare the sale of monthly passes to 10 passes and report the findings at its next meeting.

**Motion:** The meeting was adjourned at 7:05 p.m.

Moved by Jennifer McCallum

Carried

Prepared by: Sarah Pihel, Public Works Technician

Excerpt 1-

5



## **Transit Committee**

**September 13, 2017**  
**7:30 p.m.**

### **In Attendance**

John Chamberlain  
Jennifer McCallum  
Robert Horner  
Todd Taylor  
Mayor Williams  
Councillor Nick Garisto  
Regrets – Peter Roy

### **Others Present:**

John Lackey (Staff)  
Sarah Pihel (Staff)  
Marilyn Forestell (First Student)

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### **Call to order**

Meeting called to order at 7:32 p.m.

### **Disclosures**

None

### **Minutes**

As a follow up to the May 15, 2017 meeting, Staff reported that there was no practical way to compare historical sales trends of monthly passes to 10 passes. Moving forward, Staff will look into a tracking system.

**That the minutes of the May 15, 2017 meeting be adopted.**

Moved by Todd Taylor

Carried

**Proposed transfer point location details–** Staff updated the Committee with the recommendation by Dillon Consulting to consider using the layby area on Broadway by First Street as the new transfer point for the planned four route system. Any changes to the routes won't be made until a fourth new bus is delivered. John C. felt that the BIA needs to be consulted before the location could be supported at the Committee level.

Mayor Williams proposed that the old Orangeville Hydro (OH) substation on Dawson Road behind the car wash on Hillside Drive be considered as a potential transfer point location. He stated that OH was planning to dismantle the infrastructure at that location very soon and the area should be considered for a transfer point. Staff referred to the fact that this particular location was not really a destination point which is one of the criteria that the consultant tried to use when choosing a site. John C suggested that staff find out whether or not the space is large enough for four buses to use as a turnaround point. Marilyn was concerned that there may not be washroom facilities for the drivers at that location and wasn't sure if the Edelbrock Centre would allow them access. Mayor Williams confirmed that the Edelbrock Centre was open weekdays only from 8:30 a.m. to 4:30 p.m.

**Motion: That Town staff approach Orangeville Hydro and Dufferin County for feasibility of using the Orangeville Hydro lands before starting discussions with the BIA with respect to using the Broadway/First Street location for the new transfer point.**

Moved by John Chamberlain

Carried

**Procurement of fourth bus in 2018** – Staff advised that the purchase of the fourth bus has been included in the proposed 2018 capital budget. Councillor Garisto asked if there was any government funding available to offset the cost of the new bus. John L. said that Public Works would apply to any new programs, if available.

**Service contract** – John L reported that our current agreement with First Student for the operation of the buses expires at the end of 2017. We are looking to extend the contract until route changes come into effect. This would allow the Town to put forth a detailed quote that service providers are better able to tender. The current contract accounts for rising costs through the annual price index increases.

**Motion: That Town staff seek to extend the current contract with First Student until December 31, 2018 and to issue a new tender for the operation of transit services by July 1, 2018.**

Moved by John Chamberlain

Carried

**Exterior advertising** – Staff have been approached by a number of businesses that are looking for advertising opportunities on the exterior of the new buses. The buses have interior advertising slots, but don't have frames on the outside similar to those on the older fleet. Staff would have to research other media options. The committee was very receptive to the idea of advertising as it generates revenue. They felt that additional consideration should be given to advertising on the windows.

**Motion: That Town staff move forward with installing advertising on the new buses**

Moved by John Chamberlain

Carried

**Transit logo**– The Committee considered the new logo designs for Orangeville Transit presented by Staff. Mayor Williams felt that the new logo should reflect the current corporate logo i.e., using the logo colours. John C. would like to see more options to choose from. He



**Excerpt Orangeville Transit Committee Meeting Minutes – November 7, 2017**

Transfer Point Updates – Staff provided follow up information about the potential use of the Orangeville Hydro substation on Dawson Road. The consultant had confirmed that the site footprint would be too small to accommodate the space that four buses would require. Snow plowing and storage would also be a concern. Orangeville Hydro indicated that they don't have plans to dismantle this location for another 10-15 years. Mayor Williams suggested that he would be willing to speak to the Hydro Board at its next meeting if the Committee wishes. Staff gave the Committee feedback from the Orangeville BIA on the potential use of Broadway at First Street. The BIA is against having the transfer point in their jurisdiction. Councilor 2Garisto confirmed that the BIA is against losing 12 parking spaces. He suggested developing the area beside the Edelbrock Center as the County has a lease on that property. Staff mentioned that a preliminary conversation with the County showed interest in providing some space for the transfer point but that Mr. Edelbrock may have to approve any expanded use of the property. Mayor Williams offered that if the site can't be developed, perhaps the option of a layby lane should be investigated.

**Motion: Staff to initiate discussions with the County to review the option of constructing a layby or turnaround area on the Edelbrock site for implementation before the end of 2018.**

**Excerpt Orangeville Transit Committee Meeting Minutes – December 5, 2017**

**Transfer Point Updates** – Staff let the Committee know that they had met with a County of Dufferin representative to discuss the potential of using some of the Social Services Edelbrock Centre land to construct a two-way bus laneway for the transfer point that would run between Dawson Road and Centre Street. The two-way connection would allow for better access for the buses and less impact to traffic on Centre Street and Hillside Drive. The CAO of Dufferin County has been made aware of the need for a new transit transfer station, the preliminary discussions and the desire to have construction take place in 2018. The County is generally in favour of the concept as many clients of the Edelbrock Centre rely on public transit. Staff would need to draft a design to demonstrate to the County the impact that a roadway would have on the property. Douglas Jones reminded the Committee that money was allocated in 2016 to the capital budget for design and construction of a new terminal. The Committee felt that a 3-part motion would appropriate.

**Motion:**

1. The Committee recognizes the need for an alternate location for a central transit transfer point.
2. And that the Committee discussed and endorses a two-way transfer point that would connect Dawson Road and Centre Street adjacent to the Edelbrock location.
3. And that the Committee request that Council endorses the Committee's recommendation to direct Staff to continue negotiations with the County.

**Moved by Councillor Garisto****Carried**

**Excerpt Orangeville Transit Committee Meeting Minutes – January 31, 2018**

Transit point/roadway discussions with Dufferin County – John Lackey let the Committee know that Staff had discussions with Scott Burns, Director of Public Works for Dufferin County. The County had some comments with respect to the road alignment provided on the concept plan of submitted by Staff. The County would like to have the road repositioned to a location on the property that would not impact any future expansion of the Edelbrock Centre or parking lot. Staff presented the Committee with the revised plan that would both provide the County room to expand and not encroach into the flood zone. John Lackey let the Committee know that the revised plan had also been sent to the County and the Credit Valley Conservation Authority (CVC) for comments.

**Motion:** That the Committee accept Staff recommendations and proceed with the option of the through roadway.

Moved by Todd Taylor

Carried

**Report**

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**Subject:** Council Endorsement of Transit Logo Contest and Transit Transfer Station Location

**Department:** Public Works

**Report #:** PW-2018-08

**Meeting Date:** March 5, 2018

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**Orangeville Forward – Strategic Plan**

**Priority Area:** Strong Governance

**Objective:** Enhanced communication and positive relationships with other governments, agencies and private sector

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**Recommendations**

That report PW-2018-08, dated March 5, 2018 regarding Council Endorsement of Transit Logo Contest and Transit Transfer Station Location, be received;

And that Council direct Staff to proceed with the Transit Logo Contest for the design of a new logo for the Orangeville Transit System;

And that Staff report back to Council with results of the Transit Logo Contest for final approval;

And that Council approve in principle the location of the new transit transfer station at 30 Centre Street, Edelbrock Centre;

And that Council direct Staff to further discussions with the County of Dufferin to gain support and approval for the location of the new transit transfer station.

**Background**

The Orangeville Transit Optimization Study (the Study) was completed and presented to Council in 2016 (PW-2016-14). The Study reviewed the current operation of Orangeville Transit and presented a number of recommendations to improve and optimize the service. The Study's recommendations included a fleet replacement programme, increasing the number of routes from three to four and a centralized transit terminal to improve transfers and route travel times, thereby updating and modernizing the Town's

transit system. These recommendations were endorsed by Council in September 2016 (PW-2016-44).

Orangeville Transit Committee (the Committee) has discussed updating and modernizing the transit system over several meetings and has recommended that a transit logo contest be considered to engage the community in a re-branding of the transit system.

The issue of a centralized transit terminal has also been discussed by the Committee, resulting in a recommendation to consult with the County of Dufferin regarding the location of the new transit transfer terminal at the Edelbrock Centre on Centre Street.

Accordingly this report sets out the Committee's strategy to implement these recommendations and to have Council endorse the plan, including directing Staff to undertake the Logo Design Contest and further discussions with the County of Dufferin.

## Analysis

Orangeville Transit has been in existence for more than 25 years. Over the past two years, new 30' low floor accessible vehicles have been purchased. The Orangeville Transit Committee have discussed the appearance of the new buses and feel that there is an opportunity to rebrand the transit system and particularly with a new logo. The intent is to enhance the transit service in the community and to encourage the use of the bus service.

Accordingly the Committee is recommending a transit logo design contest to engage the public, foster community pride and rebrand Orangeville Transit. The Committee has prepared a set of design contest rules which are found as Attachment 1. The contest rules have been modeled after the Town's successful Utility Box Artwork programme. The Committee therefore is seeking Council's endorsement to proceed with this community logo design contest. The Committee will report back to Council upon completion of the contest and to seek final approval on a new logo.

Similarly, Council's approval in principle is being sought to allow Staff to further discussions with the County of Dufferin regarding a new transit transfer terminal at the Edelbrock Centre on Centre Street. The acquisition of 30' low floor buses has rendered the current Fourth Street transfer location as functionally problematic. As well the current location is not centrally located which translates into inefficient routes with timing constraints. The Edelbrock Centre offers more room and a centralized location to provide a more efficient route structure. A preliminary plan showing the location of the proposed terminal is found as Attachment No. 2.

Approval in principle from Orangeville Council for the location of the new transit transfer terminal will allow staff to seek approval in principle from the County of Dufferin. With approval from both the Town and County, staff will proceed with finalizing the design and securing the necessary approvals, including the approval of Credit Valley

Conservation. It should be noted that the approved 2017 capital budget included an allowance of \$200,000 for the design and construction of a new transit transfer terminal.

### **Financial Impact**

Recommendations from this report are to inform and to seek Council's approval to proceed with the initiatives of conducting a transit logo contest and to further discussions with the County of Dufferin regarding a new transfer terminal at the Edelbrock Centre. Accordingly, there are no financial impacts associated with the recommendations of this report.

Respectfully submitted  
Douglas G. Jones, M.E.Sc., P. Eng.  
Director of Public Works

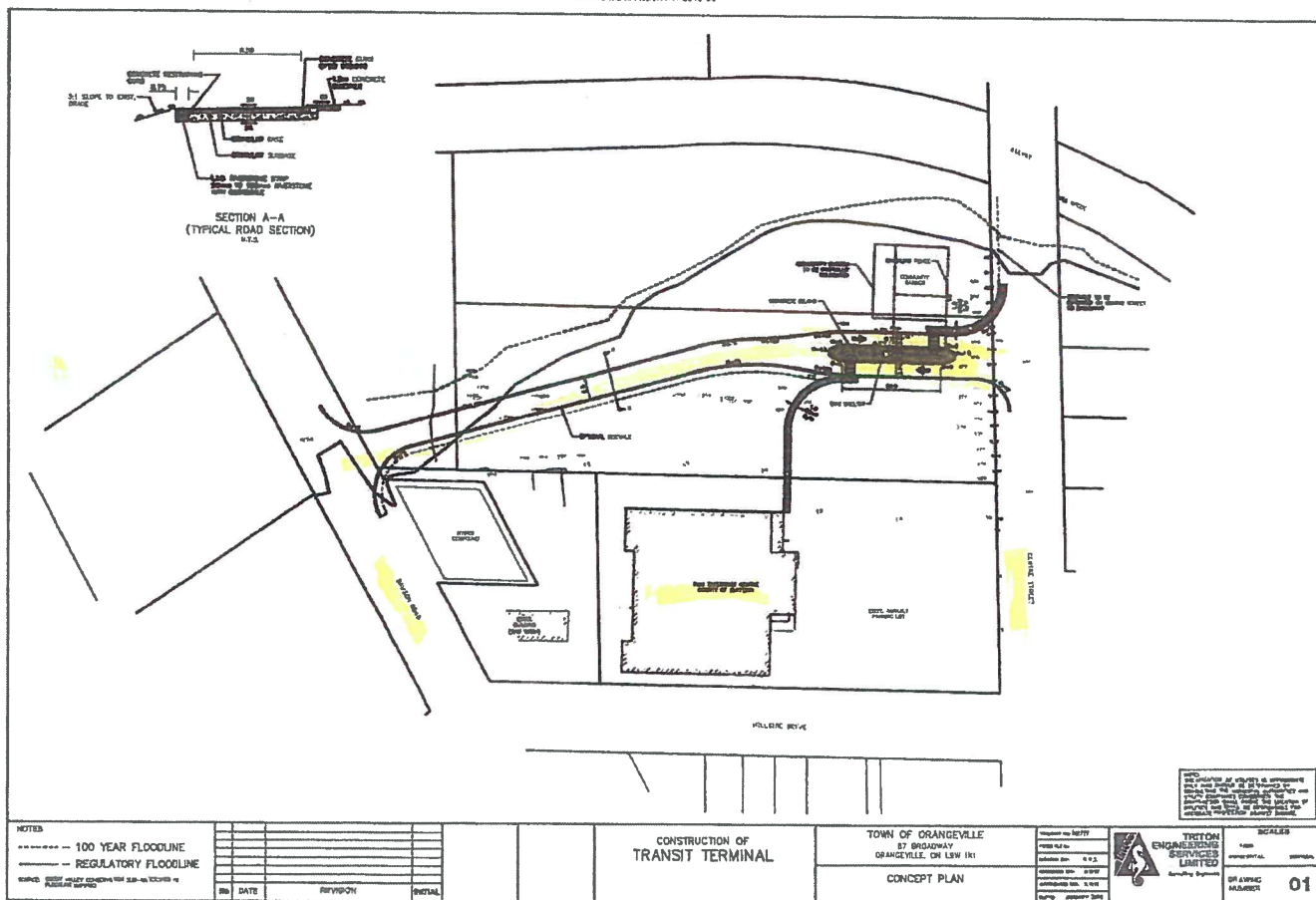
Prepared by  
R. John Lackey, P. Eng.,  
Manager of Operations & Development

#### **Attachments:**

1. Orangeville Transit Logo Design Contest Rules
2. Preliminary Transit Transfer Terminal Location Plan



Attachment 2 to Report PW-2018-08



**Council Endorsement of Transit Logo Contest and Transit Transfer Station Location (PW-2018-08)**

15. Moved by Councillor Garisto  
Seconded by Councillor Wilson

**That report PW-2018-08, dated March 5, 2018 regarding Council Endorsement of Transit Logo Contest and Transit Transfer Station Location, be received;**

**And that Council direct Staff to proceed with the Transit Logo Contest for the design of a new logo for the Orangeville Transit System;**

**And that Staff report back to Council with results of the Transit Logo Contest for final approval;**

**And that Council approve in principle the location of the new transit transfer station at 30 Centre Street, Edelbrock Centre;**

*March 5, 2018*

**And that Council direct Staff to further discussions with the County of Dufferin to gain support and approval for the location of the new transit transfer station.**

**Carried Unanimously.**

Councillors Bradley and Campbell absent.



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Excerpt DCSC Meeting Minutes

April 26/2018

6. COMMUNITY SERVICES/DUFFERIN OAKS – April 26, 2018 – ITEM #6  
Quarterly Housing Division Status & Activity Report Info-Graphic

A report from the Director of Community Services, dated April 26, 2018, to provide Council with the quarterly info-graphic that summarizes the work being undertaken by the Community Services Housing Division.

**Moved by Councillor Dunlop, seconded by Councillor Hawkins**

**THAT the report of the Director, Community Services dated April 26, 2018, titled Quarterly Housing Division Status and Activity Report Info-Graphic be received for information purposes.**

-Carried-

7. COMMUNITY SERVICES/DUFFERIN OAKS – April 26, 2018 – ITEM #7  
Homelessness Partnering Strategy Funding

A report from the Director of Community Services, dated April 26, 2018, to provide Council with information on funding received by the Community Services Department for homeless enumeration and for the implementation of federal homelessness information software in Dufferin County.

**Moved by Councillor Bennington, seconded by Warden Mills**

**THAT the report of the Director, Community Services titled Homelessness Partnering Strategy Funding, dated April 26, 2018 be received.**

-Carried-

### **CORRESPONDENCE**

8. COMMUNITY SERVICES/DUFFERIN OAKS – April 26, 2018 – ITEM #8  
Town of Orangeville Resolution – New Transit Transfer Station

A resolution from the Town of Orangeville to approve in principle the location of a new transit transfer station at the Edelbrock Centre, 30 Centre Street.

Mr. Mark Whitcomb addressed the Committee about his concerns about the proposed location of the new transit transfer station at the Edelbrock Centre property. He said this is an important green space for the Town of Orangeville and it is located in a flood plain. He noted that there has been severe flooding in the past year in Orangeville, by the lack of absorption for the water throughout the town, which is why the trees that have been planted are so important.

Mr. John Lackey, Manager of Operations and Development, Town of Orangeville provided an overview of the rationalization of this location for a new transit transfer station, that came from the Optimization of Transit report from 2016.

Resolution  
referred at  
Council  
meeting of  
May 10, 2018

Continued

Except DCSC Meeting Minutes - April 26/2018

16

Mr. Chris DeCastro, addressed the Committee and noted it might be prudent to use that flood plain for gardening.

Staff expressed concerns that if this project were to go forward, it would affect any future plans for growth to the property.

**Moved by Warden Mills, seconded by Councillor Bennington**

**THAT the use of the property at the W.M. Edelbrock Centre, 30 Centre Street, Orangeville, remain status quo.**

**-Carried-**

9. **COMMUNITY SERVICES/DUFFERIN OAKS – April 26, 2018 – ITEM #9**  
**Association of Municipalities of Ontario (AMO) Delegation Request**

Correspondence from the Ministry of Municipal Affairs regarding Association of Municipalities of Ontario (AMO) delegation request for the 2018 Annual Conference.

Councillor Bennington asked that the Chief Administrative Officer coordinate with the Town of Shelburne's Chief Administrative Officer to request a delegation to discuss the advance green light Highway 89 and County Road 124. Councillors were advised to let the Chief Administrative Officer know if they have any further suggestions for a delegation.

**OTHER BUSINESS**

The Committee thanked Keith Palmer for all of his dedicated service and wished him well in his new position with the Province.

**ADJOURNMENT**

The meeting adjourned at 5:52 p.m.

**NEXT MEETING:** May 24, 2018 at 5:00 p.m.  
55 Zina Street, Orangeville – Sutton Room (2nd Floor)

Respectfully submitted,

.....  
Councillor Laura Ryan, Chair  
Community Services/Dufferin Oaks Committee

**Excerpt Orangeville Transit Committee Meeting Minutes – May 8, 2018**

Transfer Point Update Carried Doug updated the Committee on the outcome of the Dufferin Community Services Committee (DCSC) meeting last week. He reminded everyone that first the Transit Committee endorsed moving forward with investigating the use of the Edelbrock land. Later, our Council unanimously endorsed the location in principle. Staff were instructed that these steps had to be taken before bringing forth the concept to the County. John Lackey attended the DCSC meeting and that committee did not recommend it to go forward. Doug indicated that the proposed terminal can still go to County Council for their consideration and that Mayor Williams had consented to endorse this at the County level. Doug suggested that if the vote fails at the County level, the Transit Committee should move forward with another meeting to discuss alternative site selections.

Excerpt County ~~Deer~~ minutes - May 18  
10, 2018

36. **COMMUNITY SERVICES/DUFFERIN OAKS – April 26, 2018 – ITEM #3**  
**Declaration of Compliance with Multi-Sector Service Accountability Agreement**

THAT the report of the Administrator of Dufferin Oaks, dated April 26, 2018, regarding the Declaration of Compliance with the Multi-Sector Service A, accountability Agreement be received;

AND THAT the Council authorizes the Warden to sign the Declaration on behalf of Council for submission to the Central West Local Health Integration Network.

37. **COMMUNITY SERVICES/DUFFERIN OAKS – April 26, 2018 – ITEM #4**  
**2017 Community Services Annual Review**

THAT the report of the Director, Community Services, dated April 26, 2018, titled 2017 Community Services Annual Review be received for information purposes.

38. **COMMUNITY SERVICES/DUFFERIN OAKS – April 26, 2018 – ITEM #5**  
**Senior Policy Analyst Position, Community Services**

THAT the report of the Director, Community Services dated April 26, 2018, titled Senior Policy Analyst Position, Community Services be received.

39. **COMMUNITY SERVICES/DUFFERIN OAKS – April 26, 2018 – ITEM #6**  
**Quarterly Housing Division Status & Activity Report Info-Graphic**

THAT the report of the Director, Community Services dated April 26, 2018, titled Quarterly Housing Division Status and Activity Report Info-Graphic be received for information purposes.

40. **COMMUNITY SERVICES/DUFFERIN OAKS – April 26, 2018 – ITEM #7**  
**Homelessness Partnering Strategy Funding**

THAT the report of the Director, Community Services titled Homelessness Partnering Strategy Funding, dated April 26, 2018 be received.

41. **COMMUNITY SERVICES/DUFFERIN OAKS – April 26, 2018 – ITEM #8**  
**Town of Orangeville Resolution – New Transit Transfer Station**

**Moved by Councillor Williams, seconded by Councillor MacIver**

**THAT the Town of Orangeville resolution regarding a proposed new transit transfer station be deferred.**

A recorded vote was requested on the original motion and taken as follows:

		Yea	Nay
Councillor Aultman	(1)		x
Councillor Bennington	(2)	x	
Councillor Dunlop	(1)		x
Councillor Gardhouse	(2)	x	
Councillor Hawkins	(1)		x
Councillor MacIver	(1)	x	
Councillor Maycock	(6)		x
Councillor McGhee	(2)		x
Councillor Mills	(1)		x
Councillor Ryan	(3)		x
Councillor Soloman	(2)	x	
Councillor White	(2)	x	
Councillor Williams	(7)	x	
Total	(31)	16	15
- MOTION CARRIED-			

42. **Treasurer Report – First Quarter 2018 Financial Review**

A report from the Treasurer, dated May 10, 2018, to update Council on cash basis operating results for the County, for the first quarter of 2018.

**Moved by Councillor McGhee, seconded by Councillor Maycock**

**THAT the Treasurer's Report, dated May 10, 2018, titled First Quarter 2018 Financial Update, be received.**

**-Carried-**

43. **Chief Administrative Officer Report – Monthly Update from Outside Boards**

A report from the Chief Administrative Officer, dated May 10, 2018, to provide Council with an update of activities from outside boards and agencies.



### Excerpt Orangeville Transit Committee Meeting Minutes – June 12, 2018

Transfer Point Update/Discussions– John Chamberlain attended the County meeting where the transfer point had been an agenda item. There was a motion to defer discussion about the item. John Chamberlain asked if there was a time limit for the deferral. Mayor Williams said that unless a member brings it back for discussion, the deferral is indefinite.

Mayor Williams said that he wanted Town staff to work with County staff to modify the proposed through roadway. Doug Jones advised the Committee that the deferral did not authorize County staff to negotiate with Town staff. He did say that he spoke with County staff and they are doubtful that any form of road going through the property would be approved.

2 Doug Jones updated the Committee with a few alternative locations for the Committee to consider. Staff had provided the Transit Study Consultant with a number of locations for them to review and offer comments. He reminded the Committee of the importance of a transfer location that will help increase ridership by having something that will help solve the problem of the buses running late.

Centre Street simple layby long enough to accommodate 4 buses – Comments – The proposed length might be a little long for some of the passengers with mobility issues. There may be some trees and a hydrant that are impacted and need to be moved. A proposed residential development will be across the road from the layby. All buses would have to access the location in the same direction. This would create operational issues with respect to timing. The location would still be subject to approval from the County.

Hillside Drive – Many of the concerns are the same as above, however, this location has added challenges. Hillside Drive between Centre Street and Dawson Road is not a full urban road. There would be grade issues to correct in order to construct a layby. A hydro pole line limits space. The location would be subject to approval from the County. Todd asked if instead of a full road reconstruction, the ditch could be filled with gravel. Doug Jones advised that filling the ditch would create drainage problems and that a road study would need to be done. Jennifer McCallum suggested investigate joining the Seniors Centre with the Youth for Christ areas as a through route for buses. John Lackey mentioned that when the roadway was opened up during the York/Bythia reconstruction, the Seniors Centre wanted the access to be closed off as soon as the construction was finished.

Rear of Tony Rose – There would be a grade issue that would have to be corrected and expandability would be limited. The use as a transfer point would not be compatible with the daycare centre and residential properties across the street. The location is a destination of sorts, but is not that close to downtown. The narrow streets would be of concern for increased bus traffic.

3 Elizabeth Street/Faulkner Street – corner lot This vacant lot is privately owned but the parcel is slated for development. Staff had provided the owner with a plan to review, but he had not yet responded with any comments. Initial conversations with the owner seemed to be positive. The drawbacks would be that operationally it would fit only 4 buses, narrow streets and that the entrances would be a little tight to the intersection. While close to some amenities, deviations to the routes would be needed.

John Chamberlain suggested that the timing of the buses could be staggered in order to accommodate more buses.

Mayor Williams reasoned that we need a place for the buses to stop. The next transfer terminal might not be a long term solution, but will allow us to get to the next step. He feels that the easiest and most central is Hillside, but correcting drainage problems would likely be expensive. The next preferred location would be Centre Street.

He proposed that Staff develop two plans for that location. The first would be a layby design that is contained within the Town right of way and the second would be a design that would encroach onto the County space. John Chamberlain agreed with the Mayor that perhaps the best solution might be to do a less expensive, interim design. He asked Staff when transit would be in a position to expand to five or six buses. Doug Jones discussed the Hansen connection that was limited to further development of the area east of Veterans Way. The developer in that area does not yet have draft plan approval and is unsure when that will happen. He doesn't anticipate anything before 2020.

Todd Taylor also supported the Hillside layby option. He wondered if there might be the opportunity to buy a portion of the Edelbrock land. Doug Jones indicated that the County is looking develop the land in the future. Jennifer McCallum emphasized the need to include other agencies in the conversation. Doug Jones indicated that if the County is agreeable to the alternate plans for the transfer point, we would expand the discussion to include OSAT and the board from the Food Bank.

**Motion:** That Staff come up with a proposed transfer point at one location, 30 Centre Street, with two options to discuss with County Staff and bring back to the Transit Committee for the next meeting. Option one would be exclusively on town property and option two would be partly on County property.

Moved by Mayor Williams      Carried

### Excerpt Orangeville Transit Committee Meeting Minutes – July 10, 2018

Transfer Point Update/Discussions– John Lackey presented the Committee with two layby options based on the motion from the Meeting of June 12, 2018.

The first option presented a simple layby configuration located only on the Town right of way. This option requires Centre Street to be narrowed by .5m for the entire length of the layby. Centre Street is wide enough to accept the narrowing and parking is already prohibited on both sides of the street. The maximum sidewalk width would be 1.8m. This may not be wide enough to accommodate wheelchairs and scooters for accessibility. This plan does not allow room for a shelter on the municipal right of way. Additionally all buses would have to approach the layby from the north.

The second option involves the construction of an island, which would allow for two way bus traffic. The centre island concept is large enough to fit a shelter. This option, however, does require encroachment onto the Edelbrock property. John Lackey informed the Committee that he had met informally with Scott Burns from Dufferin County to review the layby options. Scott felt that the current options are better from the County perspective as they don't cut the property in half, but he would need to take some time to review both drawings.

Todd Taylor asked what the next steps would be. John Lackey stated that we would need to wait for comments from County staff. Scott Burns would review the plans and if acceptable would move forward with discussions with the Community Services Committee when they next meet in August.

Councilor Garisto felt that the County could perhaps consider their expansion onto the laundromat and hydro properties. He added that the County would likely have to remove the fruit trees if they were to expand onto the northern area of the property. Staff offered to have an arborist inspect the trees to see if relocation is viable. Councilor Garisto believed that the Transit Committee should recommend alternative sites for the trees but Jennifer McCallum felt that OSAT might prefer to come up with the plan of where they should go.

Councilor Garisto recommended option 2 with the island. John Chamberlain agreed that the simple layby does not offer as many positive features or answer as many questions as they relate to timing of routes.

Mayor Williams felt that only one plan or option be recommended for County Council consideration. He added that since Town Council had already approved the Edelbrock site in principle, the final plan is a detail. At this time, submit the plan only to County Council. If County Council approves the drawing, then present the final option to Town Council.

Todd Taylor wanted to make sure that the information would be shared with Town of Orangeville committees at the appropriate time.

Jennifer McCallum agreed that the second option meets more of Transit's needs including improved accessibility. However, she feels that we should show both options because we have already spoken to both options through the process.



John Chamberlain thought it would be okay to submit one option as the minutes will show that we have considered two layby models. He was concerned about the width of sidewalk for the simple layby and that it might not be wide enough from an AODA perspective. He felt that the centre island plan met the requirements and would be preferred.

Mayor Williams enquired about cost. Would the second option be within the allocated budget for the new transfer point? John Lackey admitted that neither model has been costed yet but feels that the budget should be enough to cover the construction.

Todd Taylor felt it imperative that we share the plans with OSAT and Access Orangeville.

**Motion: That Staff proceed to present Option 2 to County Staff and to share it with all Town Committees for their information. Any impacted fruit trees to be replaced or moved to a suitable location at the discretion of OSAT.**

**Moved by Todd Taylor      Carried**



## Information Item

**Subject:** Transit Transfer Station

**Department:** Infrastructure Services

**Division:** Transportation & Development

**Report #:** PW-2018-39

**Meeting Date:** August 13, 2018

### Orangeville Forward – Strategic Plan

**Priority Area:** Sustainable Infrastructure

**Objective:** Plan for Growth

## Recommendations

**For the information of Council.**

### Background

The acquisition of 30' low floor buses has rendered the current Fourth Street transfer location as functionally problematic. As well the current location is not centrally located which translates into route scheduling inefficiencies. Staff and the Orangeville Transit Committee (the Committee) sought to find a suitable transfer alternative and upon a review of several locations decided upon the Edelbrock Centre at 30 Centre Street as a suitable transfer station.

The Edelbrock Centre offers many positive features which results in a more efficient route structure. The proposed transfer point would have been located on County of Dufferin property connecting Centre Street with Dawson Road.

On March 5, 2018 Orangeville Council received report PW-2018-08 and provided approval in principle for the proposed transfer point on Edelbrock Centre property. Staff were directed to seek the County of Dufferin's approval as well. The option was presented to the County's Dufferin Community Services Committee (DCSC) where the Committee rejected the proposal. The DCSC felt the dedicated route from Centre Street to Dawson Road, dissected the Edelbrock Property and severely restricted the County's ability to develop the lands in the future. The proposal was also tabled at County Council on May 10, 2018 and a motion of deferral was passed.

### Analysis

Subsequent to the County's decisions and deferral on the option to construct a transfer terminal and a roadway through the Edelbrock Centre lands, the Committee met to

review alternative transfer terminal locations suggested by staff. The new preferred site for the transfer station is on Centre Street adjacent to the Edelbrock Centre, given its central location. Two layby options along Centre Street were developed for consideration and were presented to the Committee on July 10, 2018. The Committee supported staff's recommendation to construct a layby along Centre Street south of the railway tracks with a central island to fully facilitate bus routing in a two-way directional manner (Attachment A).

While the proposal encroaches beyond the Centre Street right-of-way and onto the County of Dufferin, Edelbrock Centre lands, the encroachment was not deemed restrictive to further development at the Edelbrock Centre. Staff undertook informal discussions with County Public Works Staff to seek their input and acceptance prior to making formal submissions to Council and again to the County of Dufferin. To date no response has been received by Staff from the County's Public Works Department.

The Committee also suggested that comments be sought from several Town Committee's on the layby option. Upon receiving comments from the County, and assuming they are positive, Staff will make the appropriate circulation to the various committees.

Staff is also aware of the Notice of Motion, seeking to have Staff investigate the existing Fire Hall on Dawson Road as a transfer terminal location. As highlighted above our current terminal on Fourth Street has operational and safety concerns. Given there is uncertainty as to when the Fire Hall would become available, and that we have an immediate need to find a transfer terminal to address current issues, it is imperative that the selection and construction of a new terminal be considered now. The option of using the current Fire Hall property for a transit transfer station may be reconsidered if and when the site becomes available.

### Financial Impact

There is no financial impact from this Report.

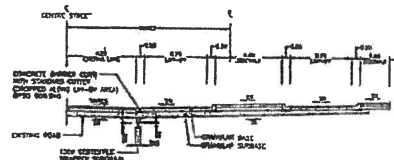
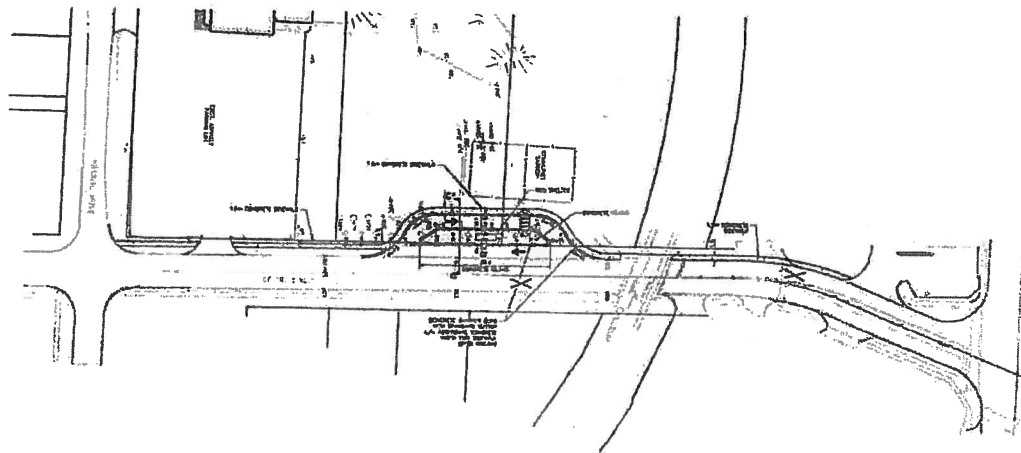
Respectfully submitted  
Douglas G. Jones, M.E.Sc., P. Eng.  
General Manager, Infrastructure Services

Prepared by  
R. John Lackey, P. Eng.,  
Manager, Transportation & Development

### Attachments:

1. Attachment A – Centre Street Transfer Terminal Island Layby Option

Report No. PW-2018-39 - Attachment A



SECTION A-A  
(TYPICAL LAY-BY SECTION)  
N.T.S.

NOTES:  
1. ALL DIMENSIONS ARE IN METERS.  
2. THE TOWN OF ORANGEVILLE IS RESPONSIBLE FOR THE DESIGN AND CONSTRUCTION OF THE TRANSIT TERMINAL AND TRANSIT LANE.  
3. THE TOWN OF ORANGEVILLE IS RESPONSIBLE FOR THE DESIGN AND CONSTRUCTION OF THE TRANSIT TERMINAL AND TRANSIT LANE.  
4. THE TOWN OF ORANGEVILLE IS RESPONSIBLE FOR THE DESIGN AND CONSTRUCTION OF THE TRANSIT TERMINAL AND TRANSIT LANE.

NOTES				CONSTRUCTION OF TRANSIT TERMINAL	TOWN OF ORANGEVILLE 87 BROADWAY ORANGEVILLE, ON L5P 1K1	PROJECT NO. MS777	DESIGNED BY TRITON ENGINEERING SERVICES LIMITED	SCALE AS SHOWN
	DATE	REVISION	APPROVAL					
					CONCEPT PLAN	DESIGNED BY APR 2019	TRITON ENGINEERING SERVICES LIMITED Drawing Register	DRAWING NUMBER 01

**Council Minutes****August 13, 2018****Transit Transfer Station (PW-2018-39)****Orangeville Transit Committee Minutes, July 10, 2018****Moved by Councillor Garisto****Seconded by Mayor Williams****That Report PW-2018-39 be received;****And that the minutes of the meeting of the Transit Committee held on July 10, 2018, be received;****And, recognizing that the Orangeville Transit Committee has reviewed and endorsed the layby Option, Attachment A, that Staff be directed to work with the County of Dufferin to seek approval of the layby option as set out in the report and as shown as Attachment A.**

Councillor Garisto	Yes
Deputy Mayor Maycock	Yes
Mayor Williams	Yes
Councillor Wilson	No
Councillor Bradley	No
Councillor Campbell	Yes
Councillor Kidd	No

**Carried.**

except DCS meeting Minutes Aug 23 2018<sup>28</sup>



**COMMUNITY SERVICES/DUFFERIN OAKS COMMITTEE MINUTES**  
**Thursday, August 23, 2018 at 4:30 p.m.**

The Committee met at 4:30 p.m. in the Sutton Room, 55 Zina Street, Orangeville

**Members Present:**

Councillor Laura Ryan (Chair)  
Warden Paul Mills  
Councillor Geoff Dunlop  
Councillor Earl Hawkins

**Members Absent:**

Councillor Ken Bennington (prior notice)

**Staff Present:**

Sonya Pritchard, Chief Administrative Officer  
Anna McGregor, Director of Community Services  
Brenda Wagner, Administrator of Dufferin Oaks  
Michelle Dunne, Deputy Clerk

Chair Ryan called the meeting to order at 4:30 p.m.

**DECLARATIONS OF PECUNIARY INTEREST**

There were no declarations of pecuniary interest.

**PUBLIC QUESTION PERIOD**

There were no questions from the public.

**COMMUNITY SERVICES**

1. **COMMUNITY SERVICES/DUFFERIN OAKS – August 23, 2018 – ITEM #1**  
**Orangeville Transit Transfer Terminal – Edelbrock Centre**

Not  
Adopted By  
Council

A report from the Director of Community Services and the Director of Public Works/County Engineer, dated August 23, 2018, to inform Council of a revised proposal from the Town of Orangeville to construct a transit transfer terminal at the County's Edelbrock Centre property and to seek authorization to work with Town staff towards a final approved plan.

**Moved by Councillor Hawkins, seconded by Warden Mills**

**THAT the report of the Director Community Services and Director Public Works/County Engineer titled Orangeville Transit Terminal – Edelbrock Centre, dated August 23, 2018, be received;**

**AND THAT the layby Option for the Orangeville Transit Transfer Station, Attachment A, presented by the Town of Orangeville, be approved;**

**AND THAT staff be directed to work with Town of Orangeville staff to develop an agreement detailing the responsibilities for construction, maintenance and future improvements.**

**-Carried-**

**2. COMMUNITY SERVICES/DUFFERIN OAKS – August 23, 2018 – ITEM #2  
Quarterly Community Services Activity Report**

A report from the Director of Community Services, dated August 23, 2018, to provide Council with the quarterly info-graphics that summarizes work being undertaken by the Community Services Housing, Ontario Works and Children's Services Divisions.

**Moved by Councillor Dunlop, seconded by Warden Mills**

**THAT the report of the Director of Community Services, dated August 23, 2018, titled Quarterly Community Services Activity Report, be received.**

**-Carried-**

**3. COMMUNITY SERVICES/DUFFERIN OAKS – August 23, 2018 – ITEM #3  
Dufferin County 2018 Point-In-Time Homelessness Count**

A report from the Director of Community Services, dated August 23, 2018, to provide Council with the full results of the Homeless Enumeration Exercise conducted in Dufferin County.

**Moved by Warden Mills , seconded by Councillor Hawkins**

**THAT the report of the Director of Community Services, titled Dufferin County 2018 Point-in-Time Homeless Count, dated August 23, 2018, be received.**

**-Carried-**





## Report

**Subject:** Transit Transfer Station – Next Steps

**Department:** Infrastructure Services

**Division:** Transportation & Development

**Report #:** PW-2018-41

**Meeting Date:** September 10, 2018

### Orangeville Forward – Strategic Plan

**Priority Area:** Sustainable Infrastructure

**Objective:** Plan for Growth

## Recommendations

That report PW-2018-41, Transit Transfer Station – Next Steps, be received;

And that Council direct Staff to engage an engineering consultant to design and prepare construction plans for the recommended transit transfer layby station at the Edelbrock Centre on Centre Street;

And that Staff be directed to work with and seek approval from the County of Dufferin staff to finalize the proposed transit terminal including an agreement detailing the responsibilities for construction and maintenance all subject to County Council's approval of the Community Services/Dufferin Oaks Committee's recommendations as set out in their Committee meeting of August 23, 2018;

And that Staff be directed to undertake a public tender call to procure the services of a contractor to complete the layby construction is 2018;

## Background

The Orangeville Transit Optimization Study (the Study) was endorsed by Council in September 2016 (PW-2016-44). One of the recommendations of the Study was to address and enhance adherence to bus scheduling. Accordingly, the Study identified the need for a new centralized transfer terminal. Council approved the design and



construction of a new transfer station and allocated \$200,000 in the 2017 Capital Budget for the station. Several transit station locations have been reviewed.

At its meeting on August 13, 2018, Council received report PW-2018-39 and endorsed a layby along the west side of Centre Street south of the railway tracks with a central island to fully facilitate bus routing in a two-way directional manner (Attachment A), and directed staff to work with the County of Dufferin to seek approval of the layby option.

### **Analysis**

On August 23, 2018, a report prepared jointly by the County's Community Services and Public Works Departments was presented to their Community Services/Dufferin Oaks Committee (the Committee). The Committee received the report and approved the two-way directional layby option presented. They further recommended that County Staff be directed to work with the Town of Orangeville to finalize details of the proposed transit transfer station.

Therefore, Staff is seeking Council's approve to continue working with the County to finalize the layby design, prepare tenders and proceed with the construction of the transfer station. As noted capital funds have been allocated for this work. Staff believe there is sufficient time to design the transfer terminal, tender and construct the layby this year.

At its meeting on July 16, 2018, Council received report CAO-2018-05 and passed a by-law to temporarily provide the Corporation of the Town of Orangeville (in the person of the CAO) with the ability to conduct certain business during what is referred to as the lame duck period. This delegated authority includes the ability to authorize procurements of goods and services. In order to proceed with the design and construction of the transit transfer terminal in 2018, it will be necessary to utilizes this temporary authority to award the design and construction work.

Staff is also aware of the Notice of Motion later in this agenda, seeking to direct to Staff investigate the idea of making Centre Street one way to facilitate the construction of a transit transfer terminal. Staff wish to highlight that in considering the potential to make Centre Street one way, a Class Environmental Assessment (EA) would be required. The EA analysis would examine the impacts on adjacent streets, traffic patterns etc. Funds for the EA would need to be included in deliberations for the 2019 Capital Budget. Given that budget approval would likely be in earlier 2019 the results of the analysis and completion of the EA would most likely delay the construction of a new transfer terminal until 2020.

**Financial Impact**

The 2017 capital budget included an allowance for the transit transfer terminal. Therefore, no financial impact associated with the recommendations of this report is anticipated.

Respectfully submitted  
Douglas G. Jones, M.E.Sc., P. Eng.  
General Manager, Infrastructure Services

Prepared by  
R. John Lackey, P. Eng.,  
Manager, Transportation & Development

**Attachments:**

1. Attachment A- Transit Terminal Concept Plan



**Transit Transfer Station – Next Steps (PW-2018-41)**

Mark Whitcombe supported the need for a public transit system, but voiced concern about the location of the bus transfer station so close to the community garden and food bank garden, and lack of consultation with those groups.

Moved by Councillor Garisto  
Seconded by Mayor Williams

That report PW-2018-41, Transit Transfer Station – Next Steps, be received;

And that Council direct Staff to engage an engineering consultant to design and prepare construction plans for the recommended transit transfer layby station at the Edelbrock Centre on Centre Street;

And that Staff be directed to work with and seek approval from the County of Dufferin staff to finalize the proposed transit terminal including an agreement detailing the responsibilities for construction and maintenance all subject to County Council's approval of the Community Services/Dufferin Oaks Committee's recommendations as set out in their Committee meeting of August 23, 2018;

And that Staff be directed to undertake a public tender call to procure the services of a contractor to complete the layby construction in 2018.

Defeated.  
3 Voting in Favour  
3 Voting in Opposition  
(Councillor Bradley, Campbell and Wilson)  
Deputy Mayor Maycock absent.

1. **APPROVAL OF THE AGENDA**

**Moved by Councillor McGhee, seconded by Councillor Ryan**

**THAT the Agenda and any Addendum distributed for the September 13, 2018 meeting of Council, as amended, be approved.**

**-Carried-**

2. **DECLARATION OF INTEREST BY MEMBERS**

Members of Council are required to state any pecuniary interest in accordance with the Municipal Conflict of Interest Act.

Councillor Bennington arrived (7:03 p.m.)

3. **APPROVAL OF MINUTES OF THE PREVIOUS MEETING**

**Moved by Councillor Aultman, seconded by Councillor Dunlop**

**THAT the minutes of the regular meeting of Council of July 12, 2018 and the special meeting of Council of July 25, 2018, be adopted.**

**-Carried-**

**PROCLAMATIONS, DELEGATIONS AND PRESENTATIONS**

4. **Delegation & Proclamation: Orangeville Food Bank, Hunger Awareness Month – September 2018**

Warden Mills proclaimed September 2018 as Hunger Awareness Month in the County of Dufferin. Ms. Heather Hayes, Orangeville Food Bank, accepted the proclamation provided an update to Council regarding the year end statistics for the Orangeville Food Bank.

Councillor White asked that Item #6.2 - Community Services Committee Minutes – August 23, 2018, Item #1 Orangeville Transit Transfer Terminal – Edelbrock Centre, be brought forward.

5. **Moved by Councillor White, seconded by Councillor Ryan**

**THAT Item #6.2 - Community Services Committee Minutes – August 23, 2018, Item #1 Orangeville Transit Transfer Terminal – Edelbrock Centre:**

*THAT the report of the Director Community Services and Director Public Works/County Engineer titled Orangeville Transit Terminal – Edelbrock Centre, dated August 23, 2018, be received;*

*AND THAT the layby Option for the Orangeville Transit Transfer Station, Attachment A, presented by the Town of Orangeville, be approved;*

*AND THAT staff be directed to work with Town of Orangeville staff to develop an agreement detailing the responsibilities for construction, maintenance and future improvements.*

be tabled.

-Carried-

**6. PUBLIC QUESTION PERIOD**

Mr. Nick Garisto, Orangeville resident, thanked staff from Public Works for the working being conducted on B Line (County Road 23).

Mr. Garisto asked for clarification on the motion regarding the bus transfer station and if it was being postponed. The Warden confirmed that the motion regarding the bus transfer station was tabled.

**PRESENTATION AND CONSIDERATIONS OF REPORTS**

**7. General Government Services Minutes – August 23, 2018**

Chair McGhee asked that Item #2 Council Policy Update be amended to remove Policy # 4-2-3 Civic Rural Addressing from the list of policies to be repealed.

**Moved by Councillor Maycock, seconded by Councillor Soloman**

**THAT the minutes of the General Government Services meeting held on August 23, 2018, and the recommendations set out, as amended, be adopted.**

-Carried-

**8. GENERAL GOVERNMENT SERVICES – August 23, 2018 – ITEM #1  
2019 Tax Ratios Review**

THAT the Report, 2019 Tax Ratios Review, from the Treasurer, dated August 23, 2018, be received;

AND THAT the tax ratio information be circulated to local municipalities, the Dufferin Federation of Agriculture and Dufferin Board of Trade for comment.

**9. GENERAL GOVERNMENT SERVICES – August 23, 2018 – ITEM #2  
Council Policy Update**

THAT the report from the Director of Corporate Services/Clerk, dated August 23, 2018, with respect to Council policy updates be received;

AND THAT Policy 1-2-03 Notice of Provision Schedule A be amended as follows:



## Report

**Subject:** Transit Transfer Point

**Department:** Infrastructure Services

**Division:** Transportation & Development

**Report #:** IS-TD-2019-003

**Meeting Date:** February 11, 2019

## Orangeville Forward – Strategic Plan

**Priority Area:** Sustainable Infrastructure

**Objective:** Plan for Growth

## Recommendations

That report IS-TD-2019- 003, Transit Transfer Point, be received;

And that the Clerk be directed to request that the County Clerk bring the Transit Transfer Terminal matter back to County Council for consideration.

## Background

The Orangeville Transit Optimization Study (the Study) was completed and presented to Council in 2016 (PW-2016-14). The Study reviewed the current operation of Orangeville Transit and presented a number of recommendations to improve and optimize the transit service. One of the recommendations included a centralized transit terminal to improve transfers and route travel times, thereby updating and modernizing the Town's transit system. Council endorsed this recommendation in September 2016 (PW-2016-44).

The issue of a centralized transit terminal has been investigated at great lengths by Staff & discussed with the Transit Committee. After several options were evaluated and ultimately rejected, Council approved the option of locating a new transit terminal in a lay-by on Centre Street abutting the Edelbrock Centre (Attachment No.1). Further, Council directed staff to consult with the County of Dufferin as the new transit terminal at this location would encroach onto County property.



## Analysis

Orangeville Council's endorsement in principle to seek approval for a transfer terminal on Centre Street resulted in a presentation to the County's Community Services/Dufferin Oaks Committee (DCSC) in August of 2018. At that meeting, the DCSC Committee passed the following motion:

**That the report of the Director Community Services and Director Public Works/ County Engineer titled Orangeville Transit Terminal – Edelbrock Centre, dated August 23, 2018, be received;**

**And that the layby Option for the Orangeville Transit Transfer Station, Attachment A, presented by the Town of Orangeville, be approved;**

**And that staff be directed to work with the Town of Orangeville staff to develop an agreement detailing the responsibilities for construction, maintenance and future improvements.**

The DCSC report was presented to County Council at their meeting of September 13, 2018. County Council tabled the above motion. Staff have not taken any further action on this matter since the motion was tabled last September. Staff have however spoken with the County Clerk in regards to bringing this item back to County Council. The Clerk has noted that a request from a member of County Council (or from the Town Clerk) is necessary to bring this matter back before the County for discussion and approval. As the need for a new transfer terminal remains paramount, it is desirable that the layby terminal option on Centre Street be reconsidered by the County. Accordingly, the layby option on Centre Street needs to be placed on the County's next available council meeting, seeking their support and approval. This will allow Orangeville to proceed with the design and construction of the new transfer terminal. Orangeville's representatives on County Council are therefore requested to initiate this agenda item.

## Financial Impact

Recommendations from this report are to inform and to seek Council's approval to proceed with the initiatives of conducting discussions and obtaining approvals from the County of Dufferin regarding a new transfer terminal at the Edelbrock Centre located on Centre Street. The approved 2017 Capital Budget set aside funds of \$200,000 for the design and construction of the transfer point. Accordingly, there are no financial impacts associated with the recommendations of this report.

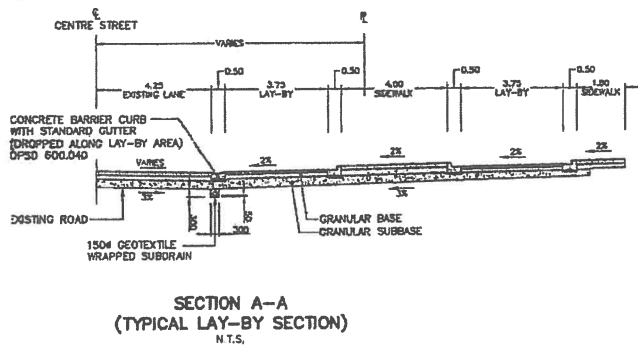
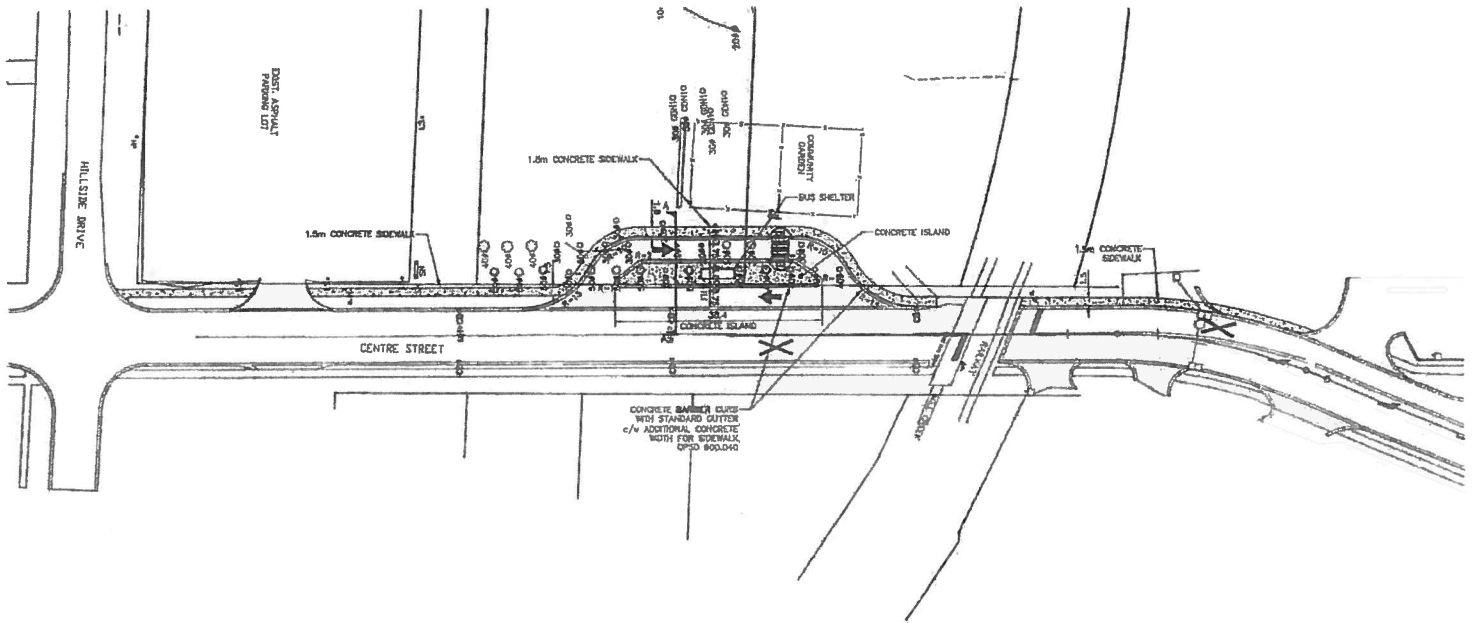
Respectfully submitted  
Douglas G. Jones, M.E.Sc., P. Eng.  
General Manager, Infrastructure Services

Prepared by  
R. John Lackey, P. Eng.,  
Manager, Transportation & Development

### Attachments:

1. Preliminary Transit Transfer Terminal Location Plan, Attachment A





## From Regular Council Meeting held on February 11, 2019

### Staff Reports

#### 12. Transit Transfer Point (IS-TD-2019-003)

Moved by Mayor Brown

Seconded by Councillor Taylor

That report IS –TD-2019-003, be received;

And that the Clerk be directed to request that the County Clerk bring the Transit Transfer Terminal matter back to County Council for consideration.

And that staff report to Council with further information about the impact on the community garden, including potential relocation of the community garden, before Town Council makes a final decision on the location and construction of the Transit Transfer Terminal.

**Carried.**

**6 Voting in Favour**

**1 Voting in Opposition**

**(Deputy Mayor Macintosh)**



## Information Item

**Subject:** Transit Update Review

**Department:** Infrastructure Services

**Division:** Transportation & Development

**Report #:** IS-TD-2019-005

**Meeting Date:** March 18, 2019

### Orangeville Forward – Strategic Plan

**Priority Area:** Municipal Services

**Objective:** Respectful of Cost and Impact to Community

## Recommendations

For the information of Council.

## Background

At its Council Meeting of February 11, 2019, Council discussed the Transit Transfer Point and passed a motion to direct the Town Clerk to request the County of Dufferin re-table the Transit Transfer Terminal matter back to County Council for their consideration and approval. Several other related transit topics were discussed at the meeting. In addition to directing the transit transfer terminal matter back to the County, Council requested that Staff report on the impacts on the community garden and its potential relocation, prior to Council making its final decision on the location and construction of the transit terminal on Centre Street.

Staff understand that a further motion of transit is forthcoming to Council's meeting of March 18, 2019. This motion is recommending that Council strike a Transit Review Task Force that is to review a number of transit issues. The motion also directs staff to prepare Terms of Reference and to recommend membership for the Task Force.

The following report provides Council with background information on a number of transit matters.

## Analysis

In 2015, Orangeville Transit identified several structural concerns with the transit system. It was recognized that the aging vehicle fleet required replacement, urban growth resulted in only 66% of the urban area being within a reasonable distance to a transit route, ridership/capacity pressures, compromised timetables and an unreliable service to the public.

Accordingly in 2016, a Transit Optimization Study (the Study) was completed. The Study reviewed at that time the current operation of the transit system and presented a number of recommendations to improve and optimize the service. Council endorsed the recommendations in September of 2016 (PW-2016-44).

The recommendations set out were to be phased. Highlights of the recommendations are as follows:

- Proceed with a fleet replacement programme to include low floor conventional style buses
- Introduce extended weekly service hours
- Modify the existing fixed looped route structure by expanding to a fourth route and reversing one route to create a two-way service on the main arterials
- Relocate transfer terminal to enhance and ensure adherence to schedule and to improve the overall quality of the service.

In summary, a successful and ongoing implementation of the above recommendations has taken place, with the exception of the transit transfer terminal.

Currently all Orangeville Transit routes meet at a transfer point on Fourth Street, just north of Broadway. Buses stop on the east side of Fourth Street. The current transfer stop is equipped with a concrete pad waiting area, a glass shelter with a bench and passenger information signs. The area is paved which allows boarding for persons with accessibility issues and/or mobility devices. All passenger transfers are undertaken at this location and the existing three looped routes begin and end on Fourth Street.

To improve route frequency (20 minutes) and to reduce travel times it was recognized that a more central transfer station would best serve the transit system. A central transfer station on a major route would improve passenger transfers and allow for a terminal to be located in close proximity to a commercial destination area. Accordingly the Study investigated the potential to use the Westdale Mall area as a new terminal. The Consultants for the Study initiated discussions with the owners of the Westdale Mall to seek their approval in principle of a new transfer station, located on Broadway just east of Dawson Road. Staff also met on site with representatives from the Mall to gauge their interest in moving the Transit Transfer Station at this location. Initially the Mall owner's provided a favourable response to this concept. Unfortunately, the Westdale Mall owner's rejected the idea and Staff were left to seek out an alternative transfer site. The Optimization Study Update of July 2017 focused on alternative terminal sites. A final recommendation was for a terminal on Centre Street near the County of Dufferin's

social services building, the Edelbrock Centre. As directed by Council, this matter has been referred back to the County for their approval. It is anticipated that County Council will re-table the Transit Terminal issue at their March 14, 2019 meeting.

In terms of a comprehensive review of transit, the Study endorsed by Council in 2016 addressed many of the matters set out above. The terms of reference for the Study focused on the following:

- Evaluate the transit system in terms of its performance & operations;
- Identify key priorities amongst all user groups, including the pressures to connect the system beyond the current service boundaries;
- Identify improvements including but not limited to bus routes, vehicular equipment, hours of operation, costing & ridership tracking;
- Translate the identified improvements into a new transit service contract;
- System's ability to comply with all regulations and accessibility standards, and
- Determine the level of investment to sustain the required level of service, providing insight into alternative methods of funding.

The Study along with two complementary documents has been provided to Council for their review.

## Financial Impact

There is no financial impact with this report.

Respectfully submitted  
Douglas G. Jones, M.E.Sc., P. Eng.  
General Manager, Infrastructure Services

Prepared by:  
R. John Lackey, P. Eng.,  
Manager, Transportation and Development

### Attachments:

1. None

## Staff Reports

### Transit Update (IS-TD-2019-010)

Ms. Sylvia Bradley, founder of community garden voiced her objection to the proposed location of the Transit Transfer Station. Ms. Bradley requested that Council allow the new Transit Task Force the opportunity to review the situation and report back to council; to consider seeking out another location for the transit transfer station; convert buses to electric; that air quality testing be done extensively in various weather conditions and that Council not relocate the community garden.

Mr. Mark Whitcombe addressed Council to speak about the dangers of diesel exhaust and diesel particulate on gardens.

7. Moved by Councillor Peters  
Seconded by Councillor Andrews

**That report IS-TD-2019-010, dated May 13, 2019, regarding Transit Update be received;**

**And that Council direct Staff to Proceed with Task Force Implementation and to allow the Community Garden another growing season.**

**Carried.  
6 Voting in Favour  
1 voting in Opposition  
(Councillor Taylor)**



## Report

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**Subject:** Transit Update

**Department:** Infrastructure Services

**Division:** Transportation & Development

**Report #:** IS-TD-2019-010

**Meeting Date:** May 13, 2019

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### Orangeville Forward – Strategic Plan

**Priority Area:** Sustainable Infrastructure

**Objective:** Plan for Growth

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## Recommendations

That report IS-TD-2019-010, dated May 13, 2019, regarding Transit Update be received;

And That Council direct Staff in accordance with an implementation strategy option as presented within this Report.

## Background

At its meeting of February 11, 2019 Council received Report No. IS-TD-2019-003, Transit Transfer Point, and made the following motion:

“That the Clerk be directed to request that the County Clerk bring the Transit Terminal matter back to County Council for consideration;

And that staff report to Council with further information about the impact on the community garden, including potential relocation of the community garden, before Town Council makes a final decision on the location and construction of the Transit Transfer Terminal.”

As requested, the transit terminal matter was brought back to County Council. At their regular meeting of March 14, 2019, County Council received the report titled Orangeville

Transit Terminal and they further approved Transit Station layby option A, to be located at the Edelbrock Centre on Centre Street, subject to holding public consultation and developing an agreement detailing responsibilities, construction, maintenance and future improvements. Further to this, Staff have investigated the potential impacts on the community garden which is further detailed later in this report.

In addition to the above Council passed a motion at their meeting of March 18, 2019 to strike a Transit Review Task Force to conduct a comprehensive review of several transit related issues. Staff have been directed to report back to Council with Terms of Reference and membership makeup of that Task Force.

### **Analysis**

The purpose of this report is to seek direction from Council on whether to proceed with the implementation of the recommendations of the Transit Optimization Study (the Study) in general, and the design and construction of the transit transfer terminal in particular. Alternatively, the implementation of the Study (including the design and construction of the transit transfer terminal) could be put on hold pending the completion of the work of the Transit Task Force. To assist in determining a transit strategy for Staff, the following summarizes what has been and is currently being undertaken to improve and optimize the transit system.

In 2015, Orangeville Transit identified several structural concerns with the transit system. It was recognized that the aging vehicle fleet required replacement, urban growth resulted in only 66% of the urban area being within a reasonable distance to a transit route, ridership/capacity pressures compromised timetables, resulting in an unreliable service to the public.

Accordingly, in 2016, the Study was completed. The in-depth Study reviewed the current operation of the transit system and presented a number of recommendations to improve and optimize the service. Council endorsed the recommendations in September of 2016 (Report PW-2016-44).

Since Council's endorsement in 2016, Staff have been implementing the recommendations in a phased approach. Staff have also prepared several reports to keep Council informed of the implementations being made. Highlights of the recommendations are as follows:

- Proceed with a fleet replacement programme to include low floor conventional style buses. To date three new buses have been purchased with a fourth expected to be delivered in July of this year.
- Introduce extended weekly service hours. Since 2017, Orangeville Transit has run extended evening hours, which has shown a positive year over year increase in ridership.
- Modify the existing looped structure by expanding to a fourth route and reversing one route to create a two-way service on the main arterials. Staff



have undertaken pilot test routes to help investigate this recommendation and to assist in improving route timetables.

- Relocate the transit transfer terminal to enhance and ensure adherence to schedules and to improve the overall quality of the service. Considerable effort in locating a functional transfer terminal has taken place. The proposal to relocate the transfer terminal at the Edelbrock Centre, on Centre Street is intended to achieve this goal. The proposed location offers a "destination" location and central point to assist in balancing the current routes and as noted the proposed introduction of a fourth route. As previously noted, the County has approved the location of a new terminal on their lands at the Edelbrock Centre subject to developing an agreement and addressing any impacts to the existing community garden.

In summary, a successful and ongoing implementation of the above the Study's recommendations has taken place.

However, in consideration of the motion of March 18, 2019 in which a Transit Review Task Force was to be struck, Staff seeks Council's direction as to whether the previously endorsed recommendations from the Transit Optimization Study should proceed or should Staff suspend such activities and wait for results from the proposed Transit Task Force. As such Staff offer the following options for Council's consideration:

1. Proceed with Task Force Implementation Only – This option would have Staff discontinue implementing the Transit Optimization Study (2016) recommendations until such time as the Task Force undertook a comprehensive review and reported on the topics as set out in the March 18, 2019 motion. The most important of these would be the transit transfer terminal and implementation of a four route system. It is recognized that the construction of a new terminal is a key objective, one that would allow bus routes to be improved and expanded, translating into a more reliable and efficient service. By delaying the implementation of a new transfer station, route timetables will continue to be inefficient and the existing transfer terminal located at Fourth Street and Broadway will not function to full capacity.
2. Continue with Implementing the 2016 Optimization Study Recommendations – this option would have staff continue with the implementation strategy as set out in the 2016 Optimization Study setting aside the Transit Review Task Force and simply relying on the recommendations of the Study to address transit deficiencies. This approach would still require Staff to address the matters as set out in the County of Dufferin's motion of March 14, 2019 in considering the transfer terminal at the Edelbrock Centre. The transit terminal has taken significant time to resolve and as noted requires additional investigations prior to implementation. It is however, hoped that the Transfer Terminal can be designed, constructed and put into service in 2019.
3. Concurrently Implement the Optimization Study Recommendations with a Focused Task Force Investigation – this option would allow Staff to continue with implementing the recommendations as set out in the Optimization Study in the

short term, while the Task Force reviews that issues set out in Council's motion of March 18, 2019.

In contemplating the foregoing options, it is important to recognize that the Optimization Study has been a framework for addressing transit system deficiencies since 2016. The Study addressed several of the issues to be considered by the Transit Review Task Force. Accordingly, if Council proceeds with the Transit Review Task Force, the Terms of Reference for that work should have regard for the recommendations of the Transit Optimization Study.

#### Community Garden Review

In considering Council's request for additional information about the impacts on the community garden, staff recognize that there is the potential for the proposed transfer terminal to encroach, in close proximity on the existing garden. In addition, Staff are aware of the Orangeville Sustainability Action Team's (OSAT) concerns about the proposed terminal location and the affects on the community garden. As background, in October of 2012, the County of Dufferin and the Orangeville Sustainability Action Team (OSAT) signed a Memorandum of Understanding which set out terms and conditions for the establishment of a community garden on the property known as the Edelbrock Centre, 30 Centre Street. The proposed garden was to be a 50 ft. x 50 ft. plot with volunteers from OSAT accessing and maintaining the garden from April through to the end of the growing season in October. In giving consideration to potential impacts on the community garden, Infrastructure Services Staff collaborated with Community Services and the County. As a result of these discussions there are several alternatives that can be offered to address the concerns with the community garden. These include the following:

- Final engineering drawings have not been prepared for the proposed terminal. Accordingly, formalizing the detailed design in consultation with OSAT and the County is one approach to ensuring a compatible co-existence of the new terminal and community garden.
- Community Services has identified a number of alternative sites within the Town for establishing a community garden. Such locations include Every Kids Park on Lawrence Avenue and/or Fendley Park on Fendley Road. Community Services are prepared to work with OSAT and other community garden groups to establish these locations for community garden activities.

Other concerns expressed with the location of the Transfer Terminal on Centre Street have been air quality emissions from the vehicle fleet impacting the produce grown in the garden. Staff have reviewed this with our Study consultants, Dillon Consulting Limited, who have indicated that air quality is not an area for concern. Also, all Orangeville Transit buses are required to pass the Federal Transit Administrations (FTA) "Altoona Testing" requirements to ensure fuel economy and air emission performance standards are met. In addition to this, it is noted that bus idling policies could be implemented to mitigate this concern. Research by the U.S. Environmental

Protection Agency (EPA) along with others have shown that overall pollution levels do not impact urban gardening activities. In this regard we make reference to investigative articles by the Modern Farmer (2016) and Public Health England (2015) which discuss pollutants and the affect on urban gardening. With that said, it should be noted that staff are not experts in the subject area and no outside consultants were retained to conduct a detailed assessment. Again Staff are prepared to work with OSAT and community garden representatives to ensure a satisfactory solution can be reached.

### Financial Impact

Recommendations from this report are to inform and to seek Council's approval to continue with the Transit Optimization Study (2016) initiatives and to continue with discussions and obtaining approvals from the County of Dufferin regarding the new transfer terminal at the Edelbrock Centre located on Centre Street. The approved 2017 Capital Budget set aside funds of \$200,000 for the design and construction of the transfer point. Accordingly, there are no financial impacts associate with the recommendations of this report.

However, in terms of future financial impacts, Staff are pleased to report that the Transit Policy & Programs Group of the Ontario Ministry of Transportation has introduced a new funding programme for transit, Investing in Canada Infrastructure Program (ICIP). The ICIP replaces the Public Transportation Investment Fund (PTIF). The ICIP funding is allocated to transit systems based on their share of total transit ridership in Ontario as per the 2015 Canadian Urban Transit Association (CUTA) data. ICIP funding can be directed to new construction, rehabilitation or replacement of eligible transit infrastructure projects. The federal government contributes up to 40%, the Province contributes up to 33.3% with municipalities contributing up to 26.67%. Orangeville Transit is eligible for \$2,549,700 under this program over a 10 year period. Applications for this funding must be prepared and submitted by May 28, 2019. Accordingly, Staff will prepare and submit an application for the ICIP funding.

Respectfully submitted  
Douglas G. Jones, M.E.Sc., P. Eng.  
General Manager, Infrastructure Services

Prepared by  
R. John Lackey, P. Eng., Manager,  
Transportation & Development

#### Attachments:

1. None

## Bus Transfer Station

May 13, 2019

Intro – As you probably all know, I was one of the founders of the Community Garden, Orchard and Food Bank Garden and I am passionate about it. This is our 7<sup>th</sup> year of operation. I am very much in opposition to having the bus transfer station located adjacent to the garden and orchard.

Transit Task Force – established by this Council should be given the opportunity to review all transit related issues including the transfer station and report to council before any further work is done on any of the initiatives in the consultants report including the purchase of the 4<sup>th</sup> bus.

Another transfer location – the consultants report recommended a Broadway location just west of First St. which was not provided to the previous council as an option. I would like to see council pursue that location as a far more superior option vs. the Edelbrock site and any other options ie the train station and the fire station.

Electric buses – we all know that the current fleet of buses is a big problem. They appear to be off the road more than on the road. Can council consider cutting their losses, get rid of the diesel pollution emitting buses and trade them in for electric buses. That would solve so many issues.

If the Edelbrock location is to be considered, then:

Air testing – must be done with 4 idling buses for 5-10 minutes every half hour under varying conditions, east/west wind, still day, rainy day. The particulate matter is not good and even if the test shows its in the safe zone should we post a sign that says “Its ok to have these diesel fumes and particulate matter on you and your fruit and vegetables – we’ve tested it and its ok.” Can you imagine yourself working your plot when 4 buses appear and start spewing diesel exhaust over you and your garden? Perception matters as much as fact and it would be doubtful that any knowledgeable gardener would continue to produce their ‘organic’ vegetables for their families. A barrier the length of the garden and at

least 8 ft. tall would need to be installed to protect garden and gardeners ages infant to senior/senior.

As far as having faith in the test result, I doubt many people would. VW is a good example of that – they lied to the public for years covering up unacceptable emission rates and I would assume many others manufacturers may be in the same situation. No diesel fumes are the only safe diesel fumes.

Bees – Noise, vibration and fumes from the buses along with additional people activity will harm the bees. They will become stressed and possibly aggressive and will leave the garden. The particulate matter is not healthy for the bees and the hives would have to be moved. We need bees to pollinate the garden and orchard– no bees, no food. (Peter, Ont. Honey Creations)

Public Consultation – the Edelbrock location was presented to council with no public consultation whatsoever. OSAT was not even consulted. If council decides to pursue this, the community must be given an opportunity to provide input. The neighbours in that location were shocked to see this proposal.

Moving the garden – the garden and orchard were built on the backs of volunteers and donations with assistance from Parks and P. W. The central location is perfect near to apartments and multi residences and adjacent to the social services hub for Dufferin County – the target segment of our community. Now if it is inconvenient to have the garden and orchard there, who will pay to have it moved? I estimate it will cost approx.. \$30K to relocate it and don't expect volunteers to build it again for free like we did 7 years ago. It really is disrespectful to our volunteers and participants to pull the rug out. The other recommended locations are not ideal and will cost a lot of money to build.

Planning – the Edelbrock lands were available to the town when it was being donated by the Edelbrock family but Orangeville had no need for it. Now they do. The old police station had no value and was pretty much given away to the Door. Now it could have had value. The current Fire Station will probably have to be relocated – it has great value to the town for the transfer station. Long range planning is imperative and I hope the town continues to look farther down the road than current council terms so that we don't continue to get ourselves into situations like this.

My ask:

1. Do not proceed with any plans until the Transit Task Force has met and made recommendations to Council.
2. Consider a Broadway bus transfer location.
3. Consider changing to electric buses.
4. Conduct an on-site emission test in varying conditions.
5. Conduct a public consultation if the Centre St. location is pursued.
6. Don't relocate the garden. Relocate the bus transfer station.

Finally

This is an award winning garden – a jewel in our community. Please don't kill it.

Thank you.

Sylvia Bradley

24 Faulkner St.

Orangeville, Ont.

L9W 2G6



Town of Orangeville  
87 Broadway  
Orangeville, Ontario

**Meeting Minutes of the  
Orangeville Transit Task Force Committee  
held at 7:00 p.m., October 9, 2019**

**Members Present:**

Deputy Mayor Macintosh  
Councillor Todd Taylor, Chair  
Mayor Brown  
Mr. Ryan Booth (regrets)  
Mr. Robert Long (regrets)  
Mr. Patrick Neely  
Ms. Martina Rowley  
Mr. Iain Wilson (absent)  
Mr. Martin Woodhouse  
Mr. Brian Wormington, Vice-Chair

**Staff Present:**

Ms. T. Barry, Committee Administrator  
Mr. D. Jones, General Manager, Infrastructure Services (regrets)  
Mr. J. Lackey, Manager, Transportation/Development  
Ms. K. Landry, Town Clerk  
Ms. S. Pihel, Project Technologist

**1. Call to Order**

The meeting was called to order by Karen Landry, at 7:00 p.m.

Councillor Taylor requested the addition of Sylvia Bradley as a delegate.

**2. Election of Chair and Vice-Chair**

Karen Landry called for nominations for the position of Chair.

Deputy Mayor Macintosh nominated Councillor Taylor for Chair. Nomination accepted by Councillor Taylor. There were no further nominations and nominations were closed. Councillor Taylor was appointed as Chair.

Councillor Taylor called for nominations for the position of Vice-Chair.

Mayor Brown nominated Martin Woodhouse for Vice-Chair. Martin Woodhouse accepted. Martin Woodhouse was appointed as Vice-Chair.



## 2.1 Policy Committees of Council

Karen Landry reviewed the Policy Committee of Council which sets out the processes and rules with respect to the committee. Karen Landry handed out the policy and advised all members that there is a Code of Conduct to review and a declaration that must be signed off and asked that all forms be returned at the next scheduled meeting.

Karen Landry explained that if any members have items to be added to the agenda, that these items should be presented to Tracy Barry one week before the scheduled meeting. The agenda is circulated three days before the meeting.

Confidentiality – Karen Landry advised that the Town does not release any email addresses of its committee members and it is up to the member if they would like to share their contact information.

Chair Taylor asked the process with respect to requesting staff to do something without going through Town Council. Karen Landry advised that requests that require the dedication of corporate resources or funding require Council approval. Requests for routine information can be provided to the Committee.

## 3. Review of Orangeville Transit Task Force (OTTF) Terms of Reference

John Lackey reviewed the Terms of Reference and explained the mandate of the committee. John Lackey advised that meetings are to be held once a month, the second Wednesday of every month.

## 4. Orangeville Transit – Brief Overview

Sarah Pihel provided a brief overview of Orangeville transit (when it came into existence, the routes and the timing of the schedule). Currently there are three routes and some buses will divert the routes to meet the needs of seniors and those individuals with disabilities (seniors/individuals with disabilities are to call ahead to request a pick up). The Town also passed a motion to provide free passes to those students with special needs who are attending school (ODSS, Island Lake, Parkinson).

Sarah Pihel explained that one of the biggest issues with the system is that it is becoming increasingly unreliable with respect to delays. Many factors contributing to this include: increased traffic on Broadway (all buses eventually travel the same route down Broadway to the transfer station); reverting routes to assist with seniors and those individuals with disabilities; waiting for other transfer riders to arrive at transfer station; bus drivers assisting passengers.

The buses currently service a limited area and there are no routes servicing the area west of Riddell and east of Veterans' Way.

The Town of Orangeville hired a traffic/transit consultant who reviewed the Orangeville system and provided recommendations.

## 5. Orangeville Optimization Study – 2016

### Orangeville Transit Optimization Study - handout

John Lackey reviewed the Orangeville Transit Optimization Study handout that was circulated to the members of the committee. The purpose of the study was to evaluate the existing service provided; identify financially sustainable opportunities to optimize service, improve service quality and meet the demands of the growing population.

What they saw with the study – overcrowding in certain school routes; poor schedule adherence (should be 20 minute schedule, getting to 40 minutes and some buses have to miss loops); loops are long and unbalanced (do not have two-way service); transfer terminal is not central; only 66% of urban area is within walking distance of a transit route (75% plus coverage is ideal).

Top Five Improvements for transit customers – later service in evening (has been implemented); Sunday service; later on Saturdays; more direct routes; more reliable service.

Five Year Plan – relocate terminal to a centralized location. Westdale Mall (south side of Broadway between Dawson and Centre) was a suggested central location and the site was initially secured, but a year later, the owner reconsidered its interest in the matter. The 2016 study was based around the new terminal being at this site.

John Lackey advised that a potential terminal location needs to be central and a destination point.

Specialized Transit – the study looked into implementing specialized transit service (vehicle announcement, low floor and accessible steps). Also look into possible Wheel Trans service (door to door).

Phasing – this part of the study now irrelevant once the proposed terminal location was lost.

Vehicle Type – have 4 buses now (got rid of the cutaway buses as they were breaking down and not as comfortable). Three Vicinity buses and one Alexander Dennis, and these buses last longer (12-14 years).

## 6. Transit Optimization Study Update – 2017

John Lackey advised that this update looked at a new alternative terminal location. The report explained that it did not need to be a large place, just curbing where the buses

could pull off the road to load/unload and then proceed. There were a few suggested locations presented in the Report, and the Centre Street location (Edelbrock Centre) was the most encouraging location. The location on Broadway was a proposal in front of the post office and Carters Law Firm; would take away 4 parking spaces on each side of the road. The BIA did not support this proposal.

Chair Taylor suggested that the members review the material that was provided (the links and handouts) and if there were any questions to call John Lackey or Sarah Pihel.

Martin Woodhouse asked John Lackey and Sarah Pihel what the "wish list" is. John Lackey advised that the terminal location is the most important and then re-routes from there. Sarah Pihel advised that the bus contract is with First Student and that the contract is up for renewal at the end of the year.

Patrick Neely asked if we hire our own drivers. Sarah Pihel advised that it is possible, but that First Student provides all of staff/training; the Town does not have enough dedicated staff.

Martina Rowley had questions with respect to the different proposed terminal locations. Again it was asked about re-visiting Westdale Mall. Martina Rowley also commented on the Railway Station and Diane Drive not being central locations and the Broadway location being a tight spot. Martina Rowley also raised the issue that the Centre Street location made no mention of the community garden that is presently there.

Mayor Brown spoke about the use of Uber and specialized transit (Wheel Trans). The Mayor spoke about Innisfil using Uber and subsidizing each ride by \$5.00. Chair Taylor suggested that information about Uber be presented at the next meeting.

Chair Taylor requested information regarding the BIA's decision to not support a transit terminal at this location be brought to the next meeting.

- 6.1 Sylvia Bradley was present to discuss the Centre Street terminal proposal and raised the issue of the community gardens and the bus terminal being 1 metre away from the gardens. Sylvia Bradley said that unless the buses are electric, the gardens would have to relocate due to the diesel emissions. Sylvia Bradley suggested that if the Town is getting a new fire station, then perhaps the current fire station might be a good location for the terminal. Sylvia Bradley suggested that the Broadway options be re-visited.

## 7. Next Steps

The following items were noted as items for the agenda for the next meeting:

1. Information surrounding the BIA's decision with respect to the terminal being located on Broadway outside of the post office to the south and Carters to the north;

2. Innisfil and Uber – focus on costing;
3. Seniors and Accessibility Committee to have a representative attend;
4. Westdale Mall location rejection – why was this location rejected;
5. Review proposed terminal locations in response to Sylvia Bradley's comments regarding the community garden;
6. Transit servicing Dufferin County.

## **8. Date of Next Meeting**

The next meeting is to be held on November 13, 2019 at 7:00 p.m.

## **9. Adjournment**

The meeting adjourned at 8:45 p.m.

Town of Orangeville  
87 Broadway  
Orangeville, Ontario

**Meeting Minutes of the  
Orangeville Transit Task Force Committee  
held at 7:00 p.m., November 19, 2019**

**Members Present:**

Councillor Todd Taylor, Chair  
Mr. Martin Woodhouse, Vice-Chair  
Deputy Mayor Macintosh  
Mr. Robert Long  
Mr. Patrick Neely  
Ms. Martina Rowley  
Mr. Brian Wormington

**Staff Present:**

Ms. T. Barry, Committee Administrator  
Mr. D. Jones, General Manager, Infrastructure Services  
Mr. J. Lackey, Manager, Transportation/Development  
Ms. S. Pihel, Project Technologist

**Absent:**

Mayor Sandy Brown (regrets)  
Ryan Booth  
Iain Wilson

**1. Call to Order**

The meeting was called to order by Chair Taylor at 7:00 p.m.

**2. Disclosures**

None.

**3. Review of October 9, 2019 Minutes**

Noted that Mr. Brian Wormington was incorrectly named as Vice-Chair in the "Members Present" section. Minutes to be changed to reflect Mr. Martin Woodhouse as the Vice-Chair.

#### 4. **Orangeville Transit – Future of Orangeville Transit/Next Steps**

Mr. John Lackey advised that he spoke to the BIA (Alison Shield) through an email on October 26, 2017. BIA was opposed to the terminal on Broadway due to the loss of 12 parking spaces.

Innisfil and Uber – focus on costing to be discussed under Item #5 of November 19, 2019 Agenda.

Mr. John Lackey advised he spoke to Lisa Post with respect to the Seniors and Accessibility Committee regarding a program in Brampton. No discussion was undertaken in regard to this matter. No action taken on this issue.

Mr. John Lackey advised that he reached out to the owner of Westdale Mall, but has not received a response, and does not expect to receive a response.

Recommendation made by Robert Long to advise Council any issues for transit servicing the County of Dufferin are beyond the scope of the Committee. Committee agreed with this recommendation.

#### ***Proposed Transit Terminal Evaluations***

Hydro location at Dawson and Hillside Drive was removed from the list of proposed locations. Site is considered too small, does not offer expansion capabilities, unavailable for a number of years, is located at a very busy intersection and is not a destination location.

Railway Station was removed from the list of proposed locations. Train Station is not a destination location and not central. Routes would continue to be unbalanced.

Westdale Mall was removed from the list of proposed locations. Owner not willing to participate in potential terminal location in front of their property.

Armstrong Street – Ms. Sarah Pihel to see if there is any previous information on this location and report back at next meeting.

Edelbrock Centre/Centre Street – to remain on the proposed location list. Continue to review this option.

Broadway between John and First Street - recommendation was made to get information on this location from staff (feasibility). Staff to provide previously prepared layout plan and comments from consultant

Broadway outside of Sylvia Jones' old office – recommendation was made to get information on this location from staff and to receive a sketch of the proposed terminal location.



**5. Innisfil Transit – the Uber Experience**

Ms. Sarah Pihel to provide report from Innisfil to committee members.

Mr. Andy McIntosh made a motion to not pursue Uber as a commuting option.

Mr. Patrick Neely seconded.

Motion passed.

**6. New Business**

6.1 Chair Taylor read the attached recommendation regarding the licensing of taxis in the Town of Orangeville from the November 4, 2019 Town Council meeting.

Vice-Chair Woodhouse made a Motion to pass the recommendation. Motion passed.  
No further action required.

**7. Date of Next Meeting**

The next meeting is to be held on December 18, 2019 at 7:00 p.m., Council Chambers.

**8. Adjournment**

The meeting adjourned at 9:00 p.m.



Town of Orangeville  
87 Broadway  
Orangeville, Ontario

The Corporation of the Town of Orangeville  
Council Chambers  
87 Broadway, Orangeville, Ontario

**Minutes of a meeting of the  
Orangeville Transit Task Force Committee  
Held on January 6, 2020, 7:00 p.m.**

**Members Present:**

Councillor Todd Taylor, Chair  
Mr. Martin Woodhouse, Vice-Chair  
Deputy Mayor Macintosh  
Mr. Robert Long  
Mr. Patrick Neely  
Ms. Martina Rowley  
Mr. Brian Wormington  
Mr. Iain Wilson

**Guests:**

Councillor Debbie Sherwood  
Alison Scheel from BIA

**Staff Present:**

Ms. T. Barry, Committee Administrator  
Mr. D. Jones, General Manager, Infrastructure Services  
Mr. J. Lackey, Manager, Transportation/Development  
Ms. S. Pihel, Project Technologist

**Absent:**

Ryan Booth

**1. Call to Order**

The Chair called the meeting to order at 7:00 p.m.

**2. Disclosures of Pecuniary Interest**

None.

### 3. **Adoption of Minutes of Previous Committee Meeting**

Recommendation Number 6

Moved by Deputy Mayor Macintosh

That the minutes of the following meeting are hereby approved:

November 19, 2019

**Carried**

### 4. **Presentations - Transit Terminal Evaluation**

Mr. John Lackey presented the sketches and layout plans of the proposed transit terminal locations and reviewed each location.

4.1 Armstrong Street Location – this location would eliminate the entrance that the public uses to access the parking lot from Armstrong Street and there are utility issues due to the hydro line located there.

4.2 Broadway (approximately 240 Broadway) – this would eliminate approximately 10 parking spaces on south side of Broadway and there are numerous driveway entrances in this area.

Jan. 6, 2020

4.3 Broadway (John Street to First Street) – Buses would travel in two directions and we would be looking at an area large enough for 6 buses (account for expansion). Ten to twelve parking spaces would be lost at this location and there may be challenges for patrons wishing to transfer.

4.4 Centre Street - This location would provide a four bus lay by with slip off lane. The buses would all travel in one direction. This location is central from the route perspective.

4.5 Ms. Martina Rowley spoke on behalf of the Sustainability Committee and the Orangeville Food Bank and said that Centre Street location would be a public relations nightmare and that they are not in favour of this location. Currently the Orangeville Food Bank has 500-700 users per month and this number is unlikely to decrease.

### 5. **Reports and Items for Discussion**

5.1 Discussion with respect to the Armstrong location. Mr. Bob Long made a comment that the buses would only be able to travel on one side. Deputy Mayor Macintosh said there could be an issue turning onto Wellington. Ms. Alison Scheel from the BIA asked how many parking spaces would be lost at this location. Mr. Jones advised that at least 10 would be lost and the parking lot would have to be reconfigured.

Chair Taylor asked if this location should be kept as a potential transfer stop location; Motion carried to remove this transit terminal location as an option.

5.2 Discussion with respect to the Broadway location (approximately 240 Broadway). Mr. Bob Long stated that the buses would only be located on the south side of Broadway. Ms. Scheel from BIA stated that they would be travelling in the same direction and that visibility is an issue.

Chair Taylor asked if this location should be kept as a possibility; Motion carried to remove this transit terminal location as an option.

5.3 Discussion with respect to Broadway (John Street to First Street). Discussion regarding who would be against locating the terminal in this location. Suggested that most businesses would probably like this option, although it would be busy for the buses to get around (there is now affixed to the buses a "must yield for buses" sign).

Mr. Doug Jones addressed a previous comment about patrons crossing the road and not having enough time. He stated that the issue isn't that there is enough time, the issue is that people just aren't crossing quickly enough.

Chair Taylor asked the Special Interest groups in attendance for their concerns:

Ms. Martina Rowley (Sustainability Committee) commented that it is "environmental happy" (sustainability), not in a green space and that this location makes the most sense.

Ms. Scheel from the BIA said that this location would be a huge hit to businesses and said that parking at the end is strained as is. She stated that businesses may have concerns over buses idling outside. Ms. Scheel also asked if there are any studies with respect to if a bus transfer is located in a specific area will people be shopping/dining before transferring. Staff noted that they are unaware of any such studies.

Discussion regarding the potential cost of locating transfer station at this location. Advised that the cost would be minimal as it would most likely only include line markings, signage and shelters.

Councillor Debbie Sherwood suggested that some of the committee members attend a BIA meeting to present locations.

Decision delayed on whether or not to leave this location as an option following committee members attending BIA meeting.

5.4 Discussion with respect to the Centre Street location. There was a discussion regarding the gardens and relocation of the existing fruit trees. Ms. Rowley advised that the soil further to the west of the existing garden is poorer quality and not ideal for the planting of trees. Based on his past experience, Mr. Patrick Neely noted that the

64  
existing small fruit trees could be easily transplanted and with enhancements during re-planting, successful relocation could be expected.

Suggestion that some of the committee members attend a Sustainability Committee meeting before making a decision on this proposed transit location.

## 6. Other Business

6.1 Deputy Mayor Macintosh brought forward the transit terminal at the train station (previously discussed and taken off potential location list). Mr. Doug Jones said that this location is not central (not a destination location), it is located at the south end of town, not enough room for the buses. Routes would continue to be unbalanced.

6.2 The idea of a transfer terminal, located at the current Fire Station on Dawson Road was raised. Mr. Doug Jones advised there is no decision on the current Fire Station being relocated and/or a new station to be built, therefore it is still being used and could be for the next several years (four years). The Transit Terminal is an immediate need. Mr. Jones felt the Task Force cannot wait that length of time for a transfer station. It is also not a central destination location.

6.3 Vice Chair Woodhouse suggested that the Orangeville Seniors Centre, located on Bythia Street could be a potential location if the back of the parking lot was opened up onto Gifford Street. Staff indicated that the reconstruction of Gifford Street had just been completed. Gifford Street has a very narrow right of way.

Chair Taylor asked the committee if in favour of instructing the Town staff to look into this option. Request was denied.

6.4 Deferred any action on Broadway location (John Street to First Street) until Chair Taylor, Vice Chair Woodhouse and Mr. Brian Wormington attend the January 15, 2020 BIA meeting at 7:00 a.m. at Town Hall.

Ms. Scheel asked about the ridership numbers (how many transfer). Ms. Pihel said she would send this information to the BIA. Chair Taylor suggested that the BIA send any questions to committee prior to BIA meeting.

6.5 Deferred any action on Centre Street location until Deputy Mayor Andy Macintosh and Vice Chair Woodhouse to meet with Sustainability Committee on January 7, 2020.

6.6 Chair Taylor made a motion to defer any recommendations to Council until consultation with committee at next meeting (after committee members attended BIA and Sustainability Orangeville). Motion passed.

6.7 Deputy Mayor Macintosh commented that seniors complained to him about the fact that it is a yellow school bus that drives by their retirement residence, therefore they aren't using the transit system. He inquired as to when the four buses will be all up and

running. Staff advised that during maintenance we use First Student buses. Discussion as to whether the Task Force should discuss a three or four bus system, and if the Task Force should discuss Sunday service and hours of service. Went over what the Task Force was set up for, and the outstanding items for the Task Force were advertising and Wheel Trans.

**7. Date of Next Meeting**

The next meeting is to be held on Wednesday, February 12, 2020 at 7:00 p.m., Council Chambers.

**8. Adjournment**

The meeting adjourned at 9:05 p.m.

66

Town of Orangeville  
87 Broadway  
Orangeville, Ontario

The Corporation of the Town of Orangeville  
Council Chambers  
87 Broadway, Orangeville, Ontario

**Minutes of a meeting of the  
Orangeville Transit Task Force Committee  
Held on February 12, 2020, 7:00 p.m.**

**Members Present:**

Councillor Todd Taylor, Chair  
Mr. Martin Woodhouse, Vice-Chair  
Mayor Brown  
Deputy Mayor, Macintosh  
Mr. Robert Long  
Mr. Patrick Neely  
Ms. Martina Rowley  
Mr. Brian Wormington  
Mr. Iain Wilson

**Guests:**

Alison Scheel from BIA  
Councillor Grant Peters from  
Sustainable Orangeville

**Staff Present:**

Ms. T. Barry, Committee Administrator  
Mr. D. Jones, General Manager, Infrastructure Services  
Mr. J. Lackey, Manager, Transportation/Development  
Ms. S. Pihel, Project Technologist

**Absent:**

Ryan Booth

**1. Call to Order**

The Chair called the meeting to order at 7:05 p.m.

**2. Disclosures of Pecuniary Interest**

None.



### 3. Adoption of Minutes of Previous Committee Meeting

Recommendation Number 7

Moved by Robert Long

That the minutes of the following meeting are hereby approved:

January 6, 2020

Carried

### 4. Presentations

4.1 Chair Taylor and Brian Wormington attended the January 15, 2020 BIA meeting to discuss the proposal of the bus terminal being located on Broadway. Chair Taylor commented that the BIA has significant concerns with respect to parking. Chair Taylor then turned the discussion over to Alison Scheel from BIA to provide comments from the January 15, 2020 meeting.

Ms. Alison Scheel stated that the BIA did not have an opportunity to discuss their decision on the Broadway location. Ms. Scheel indicated that the BIA would have an opportunity to discuss the proposed location after the BIA meeting scheduled for February 19, 2020. Ms. Scheel did advise that there were some on the board in favour of the proposed location and others not due to the loss of 11 parking spaces at a very busy location. Ms. Scheel mentioned that it costs approximately \$17,000.00 for one parking space (in a lot, not on a road), and it would be difficult to find space to replace the lost spaces that are proposed.

4.2 Deputy Mayor Macintosh attended the January 7, 2020 Sustainable Orangeville meeting to discuss the proposal of the bus terminal being located at Centre Street. Deputy Mayor Macintosh said that the meeting went well and said that the committee does not want the location to be at Centre, but if it was located there certain conditions would have to be met (for example, access to road and water).

Chair Taylor then turned the discussion over to Councillor Peters (as Chair of Sustainable Orangeville) to provide comments from the January 7, 2020 meeting.

Councillor Peters said they want transit implemented, but in order to avoid negative interaction, there would be expenses and a relocation of the garden to consider. Councillor Peters stated that the committee does not want the garden compromised so a new location would have to be provided, which would be a minimum requirement that the Committee would demand. Councillor Peters said that the committee is opposed to the Centre Street location, and a different location is preferred.



Moved by Ms Martina Rowley:

**The committee to recommend to Council the Broadway location (John Street to First Street) for the proposed transfer station.**

**Carried**

## **5. Reports and Items for Discussion**

5.1 Discussion with respect to the four-bus system. The key recommendation in having a four-bus system is to shorten the routes which translates to shorter times and shorter service.

Recommendation Number 9

Moved by Vice-Chair Martin Woodhouse:

**To recommend the four-bus system to Council.**

**Carried**

5.2 Discussion with respect to advertising on the Town buses. Currently have some advertising, but the contract is expiring soon.

Recommendation Number 10

Moved by Mr. Brian Wormington:

**To recommend maximizing the entire area on the buses and expand the amount of space for advertising including advertising in shelters and internally and externally on the buses. Use contractor to administer with a set fee coming back to the Town of Orangeville.**

**Carried**

5.3 Discussion with respect to staggering the bus routes.

Moved by Vice-Chair Martin Woodhouse:

**To recommend the idea of staggered bus system and ask Council to ask staff to prepare and report in conjunction with consultant.**

**Denied**

Recommendation Number 11

Moved by Deputy Mayor Macintosh:

**Not to stagger the bus routes.**

**Carried**

**5.4 Discussion with respect to Wheel Trans**

**Recommendation Number 12**

Moved by Mr. Brian Wormington:

**To recommend that Council look into the feasibility of purchasing our own accessible bus or contracting out and the possibility of partnering with Dufferin County.**

**Carried**

**6. Other Business**

**6.1 Ms. Sarah Pihel discussed an on line "app" which would provide access to bus location and arrival times. Currently the Town buses have GPS installed.**

**Recommendation Number 13**

Moved by Vice-Chair Martin Woodhouse:

**To recommend to Council that digital screens with bus arrival/departure times be placed in shelters and in key locations as a pilot project.**

**Carried**

**7. Date of Next Meeting**

The next meeting is to be held on Wednesday, March 4, 2020 at 6:00 p.m., (location to be determined) to review draft Report to Council.

**8. Adjournment**

The meeting adjourned at 9:05 p.m.

**NOTICE OF MOTION GIVEN AT PREVIOUS MEETING**  
**Transit Update Review (IS-TD-2019-005)**

23. Moved by Councillor Taylor  
Seconded by Councillor Post

**That report IS-TD-2019-005 – Transit Update Review, be received.**

**Carried Unanimously.**



## Report

**Subject:** Orangeville Transit Task Force Recommendations

**Department:** Infrastructure Services

**Division:** Transportation and Development

**Report #:** IS-TD-2020-007

**Meeting Date:** March 23, 2020

### Orangeville Forward – Strategic Plan

**Priority Area:** Sustainable Infrastructure

**Objective:** Provide Systems That Keep People Moving

Sustainable Neighbourhood Action Plan

**Theme:** Transportation System

**Strategy:** Promote More Sustainable & Efficient Transportation Systems

### Recommendations

That report IS-TD-2020-007, regarding the Orangeville Transit Task Force recommendations to Council, be received;

And that Council direct Staff to implement the recommendations of the Orangeville Transit Task Force as set out in Report IS-TD-2020-007.

### Background and Analysis

The Orangeville Transit Task Force (OTTF) was formed by resolution of Council at the March 18, 2019 Council meeting. The OTTF was mandated to review and make recommendations to Council regarding transit options for the Town of Orangeville by March 2020. A review of transit was to include such items as transfer station, routes, advertising, service options, potential inter-municipal transportation, UBER, taxi by-law, WheelTrans, Metrolinx and other ride sharing options. The OTTF was comprised of representation from Council and the community. The OTTF's first meeting was in October of 2019.

The Town hired a consultant to prepare the Town of Orangeville Transit Optimization Study (2016) and a subsequent update (2017) prepared by Dillon Consulting (the Study); Council directed staff to implement the recommendations of the Study. These recommendations included purchasing a fleet of 30' low floor buses, which has been done. The Study also recommended having a centrally located transfer point to allow for a four-route system in order to increase route efficiency. Several locations have been considered by Council over the last several years; however, no transfer point has been approved to date. Until a new centrally located transfer point is approved, improvement to, and growth of, the transit system will not move forward.

Attachment No. 1 to this report is the Terms of Reference for the OTTF. The following table provides background discussions and recommendations for each issue identified in the Terms of Reference.

Attachment No. 2 to this report is an excerpt from the Study evaluating possible transfer station locations.

No	Topic	Committee Review/Discussions	Recommendations
1	Transfer Station	<p>The Committee undertook to review several transfer terminal locations and discussed each one at length. The Committee did their due diligence by reviewing the Study with respect to optimizing and improving the transit system. The Study reviewed five possible transit terminal locations (Attachment No. 2). Additional locations were also considered by the Committee. Ultimately the Committee agreed with the Study's recommendation that the best location by far is the downtown location on Broadway between First Street and John Street. No other viable locations were identified that satisfy the needs of the entire community.</p> <p>The Committee supported the Broadway location given the fact the terminal is in close proximity to downtown destinations, has a compatible land use, there are no physical constraints, the terminal can be implemented easily, has a larger ridership catchment and is cost effective to implement. While there are many</p>	OTTF recommends that the transfer station be located on Broadway between First Street and John Street.

		positives, the OTTF did recognize the loss of Broadway parking is a negative impact.	
2	Routes	The Study recommended that a four-route system be implemented to balance the current fixed routes, thus creating shorter route times and a stable more efficient system.	OTTF recommends that Orangeville transit go to a four-route system
3	Bus Advertising	Corporate Services recently presented Report CPS-COM-2020-001 to Council. The resolution by Council from this Report was to increase advertising rates.	OTTF recommends maximizing advertising revenue by advertising in shelters and internally and externally on buses. The space available for advertising on the exterior of buses should be maximized, and not limited to the three locations currently used.
4(a)	Service Options	The Study addressed Sunday services. Sunday services were found not to be a user priority and not justified based on ridership.	OTTF recommended no Sunday transit services or operation.
4(b)		In the past, Orangeville Transit has introduced additional bus services for secondary school students, added stops/shelters to better service seniors and to make inter-connections with other transit service providers, i.e. GO-Metrolinx.	No further action or recommendations were put forth by OTTF on this issue.
5	Potential Inter-Municipal Transportation	Committee discussed expanding transit service to the County of Dufferin.	OTTF is of the opinion that transit servicing for the County of Dufferin is beyond the

			scope of the Committee.
6	Ride-sharing Services, i.e. UBER, Lyft etc.	OTTF discussed a number of ride sharing options. Based on the fact that Orangeville Transit is currently well established, the uncertainty in the ability and availability of ridesharing services to meet the needs of Orangeville Transit's cliental, the Committee did not pursue a ride-sharing option. OTTF also reviewed other jurisdictions who have considered ridesharing services. While these were found to be successful, cost saving measures have had to be implemented to sustain the system and to control costs.	OTTF recommended that ride-sharing options not be pursued.
7	Taxi By-law	In November of 2019, Council passed a motion and referred the matter of taxi licencing to the By-law Division. The resolution directed Staff to review this matter and report back to Council in 2020.	OTTF recommended no further action on the taxi service issues.
8	WheelTrans Service	The Committee recognized the importance of providing specialized transit services to those who were unable to access normal transit stops. Similarly, the Transit Optimization Study identified the need to implementing a WheelTrans type service.	OTTF recommends that Council look into the feasibility of purchasing its own accessible bus or contracting out and the possibility of partnering with Dufferin County.

In addition to the items identified in the Terms of Reference, OTTF also recommends that the installation of digital screens with bus arrival and departure times be placed in key locations be considered as a pilot project.

### Financial Impact

The implementation of the recommendations put forth by the OTTF would result in expanding the Transit system to a four-route system that would extend into areas of Town that are not currently serviced. Additional buses would be required, and operating costs would increase as a result of the change to a four-route system. It is also anticipated that these changes would increase ridership and revenue.

Respectfully submitted

Prepared by



Councillor Todd Taylor  
Chair, Orangeville Transit Task Force

R. John Lackey, P. Eng.,  
Manager, Transportation &  
Development

**Attachments:**

1. Orangeville Transit Task Force, Terms of Reference
2. Town of Orangeville Transit Optimization Study Update (2017) – Dillon Consulting, pages 9 and 10

The Mayor read out the correspondence from Patrick Neely, member of the Transit Task Force, in opposition of the downtown location.

Resolution 2020-141

Moved by Councillor Taylor

Seconded by Deputy Mayor Macintosh

That the transfer station be located on Broadway between First Street and John Street;

Carried.

(Mayor Brown and Councillor Sherwood voted in opposition)

Resolution 2020-142

Moved by Councillor Peters

Seconded by Councillor Andrews

That report IS-TD-2020-007, regarding the Orangeville Transit Task Force recommendations to Council, be received; and

That Orangeville Transit go to a four-route system; and

That advertising revenue be maximized by advertising in shelters and internally and externally on buses. The space available for advertising on the exterior of buses should be maximized and not limited to the three locations currently used; and

That there be no Sunday transit services or operation; and

That ride-sharing options not be pursued; and

That no further action be taken by the Transit Task Force on the taxi service issues; and

That staff look into the feasibility of purchasing its own accessible bus or contracting out and exploring the possibility of partnering with Dufferin County

Carried Unanimously.

Resolution 2020-140

Moved by Deputy Mayor Macintosh

Seconded by Councillor Taylor

That Report IS-TD-2020-009, Transit Operation & Maintenance Review be received.

Carried Unanimously.



**Table:** Excerpts in black from page 9 and 10 of the **Dillon July 2017 Transit Terminal Report**- which Report was never recorded as received by Town Council (Revisions in red by T. Carter, Nov. 2, 2020)

**Yellow** is to emphasize aspects of existing July 2017 Dillon Report

**Red**- Shows update in information from July 2017 Dillon Report and changes in scoring added by T. Carter on November 2, 2020

**Green**-shows the scoring from the July 2017 Dillon that remains after revisions in red by T. Carter

Criteria	Centre Street at Hillside Drive	Downtown Orangeville
Physical constraints	<p>✓✓</p> <ul style="list-style-type: none"> <li>• 5 SB bus bays in new layby curb lane</li> <li>• <b>Alternatively, with a Drive Through Option to Dawson Road adjacent to Edelbrock Centre</b></li> </ul>	<p>✓</p> <ul style="list-style-type: none"> <li>• <b>Conversion of up to 16 existing parking spaces on Broadway</b></li> <li>• <b>3 EB and 3 WB bus bays in existing curb lanes</b></li> <li>• <b>Poor accessibility</b></li> <li>• <b>requires crossing busy thoroughfare</b></li> </ul>
Compatibility with potential route networks	<p>✓✓</p> <ul style="list-style-type: none"> <li>• Good compatibility with Alternative A route network</li> <li>• <b>Good Flexibility with east and west bound routing by means of Drive Through Option to Dawson</b></li> </ul>	<p>✓✓</p> <ul style="list-style-type: none"> <li>• Good compatibility due to center of town location</li> <li>• <b>Flexibility to operate both EB and WB but only if located on both sides of Broadway</b></li> </ul>
Population within 400 meters	<p>✓✓ 328</p> <ul style="list-style-type: none"> <li>• <b>Population increasing with new developments within close proximity</b></li> </ul>	<p>✓✓ 824</p>
Proximity to destinations	<p>✓✓</p> <ul style="list-style-type: none"> <li>• Edlebrock Centre</li> <li>• FreshCo</li> <li>• <b>Bank of Montreal</b></li> <li>• <b>Beer Store</b></li> <li>• <b>Dollar Tree</b></li> <li>• <b>Westdale Mall Stores</b></li> <li>• <b>7 Eleven and Gas</b></li> <li>• <b>Fast food outlets</b></li> <li>• <b>The Door Youth Centre</b></li> <li>• <b>Seniors Centre</b></li> <li>• <b>Catholic Church</b></li> <li>• <b>Enterprise Car Rental</b></li> <li>• <b>Orthodontist</b></li> <li>• <b>Hospice Dufferin</b></li> <li>• <b>Coffee Hub</b></li> <li>• <b>Bethsaida Retirement Home</b></li> <li>• <b>Physiotherapy Clinic</b></li> <li>• <b>Bowling Alley</b></li> <li>• <b>Employment Center</b></li> <li>• <b>Food Bank</b></li> </ul>	<p>✓✓</p> <ul style="list-style-type: none"> <li>• Downtown Orangeville</li> <li>• Public library</li> <li>• Theatre Orangeville</li> <li>• Lord Dufferin Centre</li> <li>• Small retail</li> <li>• 4 Churches</li> <li>• <b>Restaurants</b></li> <li>• <b>Law Firms</b></li> <li>• <b>Paralegal</b></li> <li>• <b>Post Office</b></li> <li>• <b>Health Unit</b></li> <li>• <b>Banks</b></li> <li>• <b>Commercial Offices</b></li> <li>• <b>Lighthouse</b></li> <li>• <b>Medical clinics</b></li> <li>• <b>Dance Studios</b></li> <li>• <b>Karate Studio</b></li> <li>• <b>Monument Centre</b></li> <li>• <b>Library</b></li> <li>• <b>Town Hall</b></li> </ul>

<b>Adjacent Land Use</b>	<p style="text-align: center;">✓</p> <ul style="list-style-type: none"> <li>• Located across the street from residential homes (potential noise complaints) <b>but can be managed with Drive Through Option to Dawson</b></li> <li>• <b>Adjacent to Vacant Land &amp; Government Services</b></li> </ul>	<p style="text-align: center;">✓</p> <ul style="list-style-type: none"> <li>• Mixed-use area</li> <li>• Conversion of <b>16</b> downtown parking spaces for transit terminal</li> <li>• <b>Upper level Residential Units</b></li> <li>• <b>Businesses not in support</b></li> </ul>
<b>Ability to accommodate passenger amenities</b>	<p style="text-align: center;">✓✓</p> <ul style="list-style-type: none"> <li>• Sufficient room to provide benches and shelters on Town-owned land</li> <li>• <b>Room to provide bathroom facilities and heated waiting areas</b></li> </ul>	<p style="text-align: center;">✓</p> <ul style="list-style-type: none"> <li>• Sufficient room to provide benches and shelters on Town-owned land</li> <li>• <b>Sidewalk Congestion will cause accessibility issues</b></li> <li>• <b>Cannot accommodate other transit services</b></li> <li>• <b>No room to provide bathroom facilities or heated waiting areas</b></li> </ul>
<b>Connections to GO Transit</b>	<p style="text-align: center;">✓✓</p> <ul style="list-style-type: none"> <li>• <b>Direct Connection with proposed County/ Go Transit Hub</b></li> </ul>	<p style="text-align: center;">✓</p> <ul style="list-style-type: none"> <li>• <b>Walking connection</b></li> </ul>
<b>Relative cost</b>	<p style="text-align: center;">✓</p> <ul style="list-style-type: none"> <li>• MEDIUM</li> <li>• Utilities (storm drains and fire hydrant) to be relocated</li> <li>• Pedestrian sidewalk to be built</li> <li>• Bus lay-by curb lane to be built</li> <li>• Passenger amenities to be provided</li> </ul>	<p style="text-align: center;">✓✓</p> <ul style="list-style-type: none"> <li>• LOW</li> <li>• Existing parking spots to be re-striped to indicate bus loading areas</li> <li>• Passenger amenities to be provided</li> <li>• <b>Requires increased cost for underground conduits for digital mapping</b></li> </ul>
<b>Overall Score (out of 16)</b>	<b>14 (8)</b>	<b>12 (15)</b>
<b>Consultation with local businesses for transit location on Broadway v. Edelbrock Centre</b>	✓✓	x
<b>Room for transit expansion without impact on existing parking</b>	✓✓	x
<b>Safety and human health considerations</b>	✓✓	x
<b>Revised Overall Score (out of 22)</b>	<b>20 (8)</b>	<b>12 (15)</b>

**Subject: Orangeville Transit Point Update and Safety Study**

**Department: Infrastructure Services**

**Division: Transportation**

**Report #: INS-2020-004**

**Meeting Date: 2020-11-23**

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## **Recommendations**

**That Report IS-TD-2020-004, Orangeville Transit Point Update and Safety Study, be received.**

## **Background**

In March of 2019, Council formed by resolution the Orangeville Transit Task Force (OTTF). As part of its mandate, OTTF was to make recommendations on transit matters, one being to identify the location of a new transfer terminal. In March of 2020, OTTF's recommendations were presented to Council in Staff Report No. IS-TD-2020-007. Amongst the recommendations was to locate the transit transfer point on Broadway between First Street & John Street. Council endorsed this recommendation.

The decision to locate the transit transfer point on Broadway was met with opposition from the BIA. Following delegations to Council by the BIA and its members expressing various concerns including safety, Council directed Staff in May 2020 (Resolution 2020-176) to undertake a safety study for the proposed transfer point on Broadway between First Street and John Street. This report highlights the findings of that study.

At its meeting on October 19, 2020, Council also directed Staff to consult with the County of Dufferin on the feasibility and costs associated with the Orangeville transit transfer point being located at the Edelbrock Centre, on Centre Street. The purpose of this report is to also report back to Council on those discussions.



## **Analysis**

### **Safety Study**

In August of 2020 IBI Group was engaged to undertake a safety study of the proposed transfer point on Broadway. The safety study evaluated the operation of the transit transfer point with an emphasis on the safe movement of transit riders and vulnerable road users. The Downtown Orangeville Transit Transfer Station Safety Study, November 5, 2020 is found as Attachment No. 3. Based on field investigations, background documents review and stakeholder consultation, issues related to road user safety were identified and several recommendations were proposed to mitigate observed risks. In summary the following conclusions and recommendations have been proposed:

- i) Locate bus stop on south side of Broadway, thus eliminating the need for passenger transfers to cross Broadway;
- ii) Introduce transit signal priority solutions at First Street and John Street to create gaps in traffic allowing transit vehicles to merge into travel lanes, this may result in traffic delays along Broadway;
- iii) Add high-visibility markings and tactile plates at curb cuts and pedestrian crossings;
- iv) Increase pedestrian clearance times at intersections, may result in longer vehicle queues and traffic delays on Broadway;
- v) Remove traffic lane and create a back-to-back east and westbound left turn lanes providing reduced crossing distances, improved lane alignments and sightlines;
- vi) Improve pedestrian level lighting, signage and cycling facilities.

In concluding the Safety Study, the consultant stated that its study team did not observe or identify any road user safety risks that would preclude the transfer point from being located on Broadway between First Street and John Street.

### **Edelbrock Centre Option**

In determining the location for a new transit transfer point, the Edelbrock Centre was amongst an early list of several potential candidate sites. In March of 2018 Orangeville Council received report PW-2018-08 and approved in principle a transit transfer point on the Edelbrock Centre Property. Specifically, this option included a dedicated through road from Centre Street westerly and connecting with Dawson Road. The option of a dedicated through road considered two scenarios with a slightly different horizontal alignment. Both options are found in Attachment No. 1, Option 1A and 1B to this report. The through road option was presented to the County of Dufferin's Community Services / Dufferin Oaks Committee (the Committee) where the Committee rejected the proposal. The Committee felt that the proposed route option dissected the Edelbrock property and severely restricted the County's ability to fully develop the lands north of the Edelbrock

Centre and south of the railway lands in the future. The proposal came to County Council on May 10, 2018 and the motion was deferred.

Subsequent to this, a revised alternative was proposed, that being a layby option on Centre Street. The layby option is shown as Attachment No. 2. The layby option was supported by the Committee and a motion to seek authorization to work with the Town staff towards a final approved plan was tabled at County Council on September 23, 2018.

Staff brought forward report IS-TD-2019-003 on February 11, 2019 seeking Council direction on resurrecting the previously tabled motion to approve the layby at County Council. Instead, Council asked staff to provide them with additional information in a subsequent report. Report IS-TD-2019-005 was considered by Council on March 18, 2019, at which time Council voted to form the OTTF as described above.

As directed by Council at its October 19, 2020 meeting, staff has contacted County Staff to revisit the possibility of a transfer point at the Edelbrock Centre. County staff reiterated that their preference would be for any transfer point proximate to the Edelbrock Centre to be configured in a manner that would allow the County to fully develop the property in the future. County staff indicated that the path forward with the County would be to present options to County Committees for their consideration prior to a motion being brought to County Council.

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## **Strategic Alignment**

### **Orangeville Forward – Strategic Plan**

Priority Area: Sustainable Infrastructure

Objective: Provide Systems That Keep People Moving

### **Sustainable Neighbourhood Action Plan**

Theme: Transportation System

Strategy: Promote More Sustainable & Efficient Transportation Systems

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**Financial Impact**

Were Council to direct staff to proceed with the Broadway transfer point, the cost of implementation would be nominal. The drive through option through the Edelbrock Centre property has been estimated to cost in the order of \$378,000. The layby option on Centre Street is estimated to cost in the order of \$125,000 to construct.

Respectfully submitted

Douglas G. Jones, P. Eng.  
General Manager,  
Infrastructure Services

Prepared by

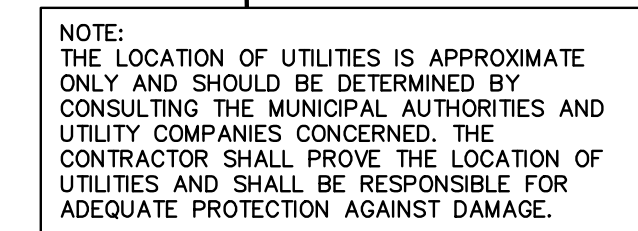
R. John Lackey, P. Eng.,  
Manager,  
Transportation & Development


**Attachment(s):**

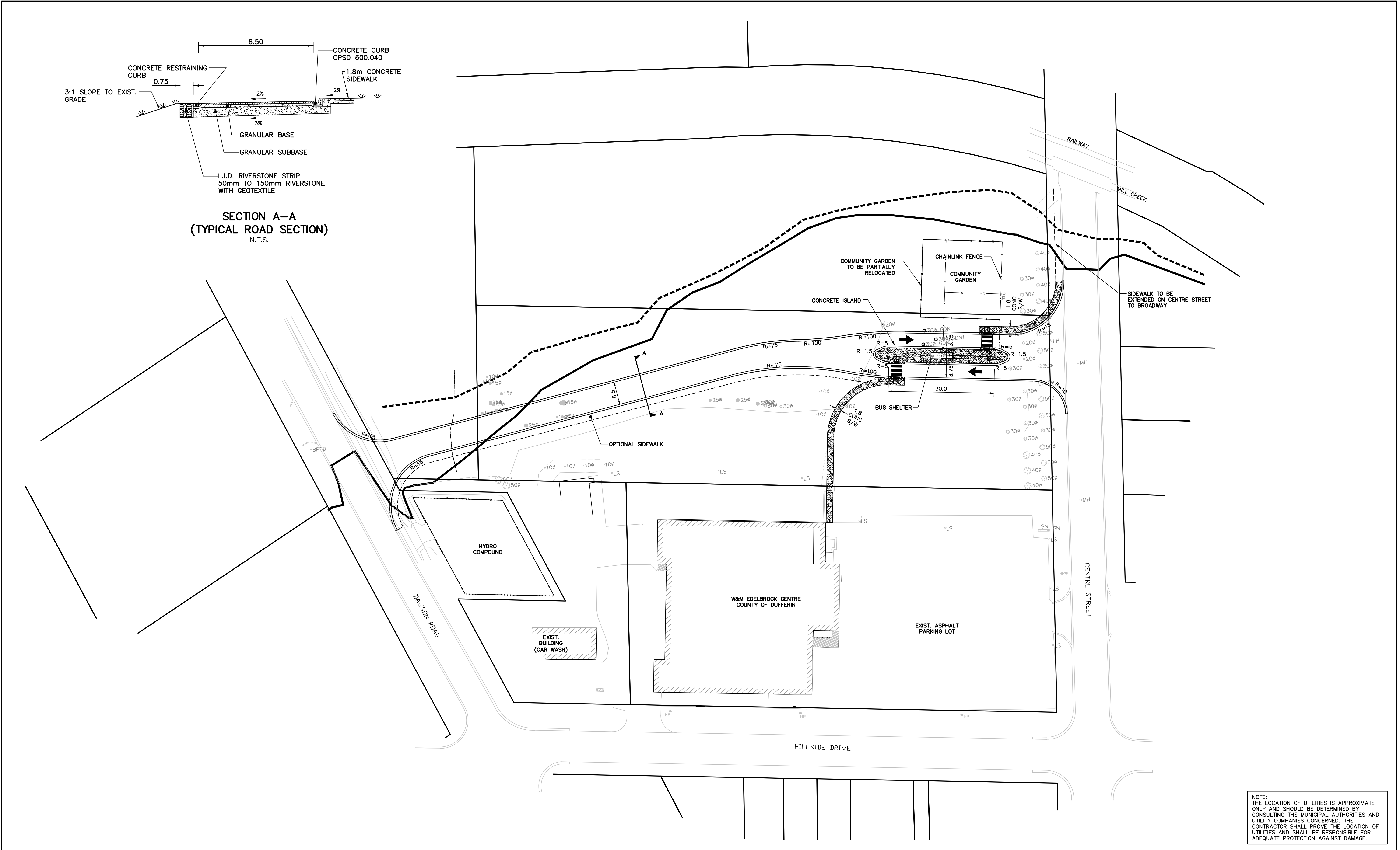
Attachment No. 1 – Concept Plans - Options A & B, Edelbrock Centre

Attachment No. 2 – Centre Street Layby Option

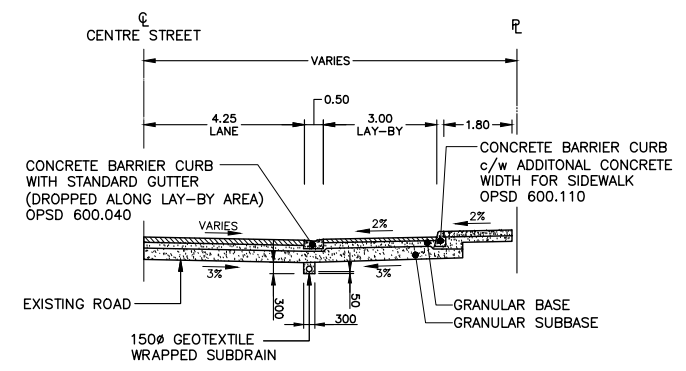
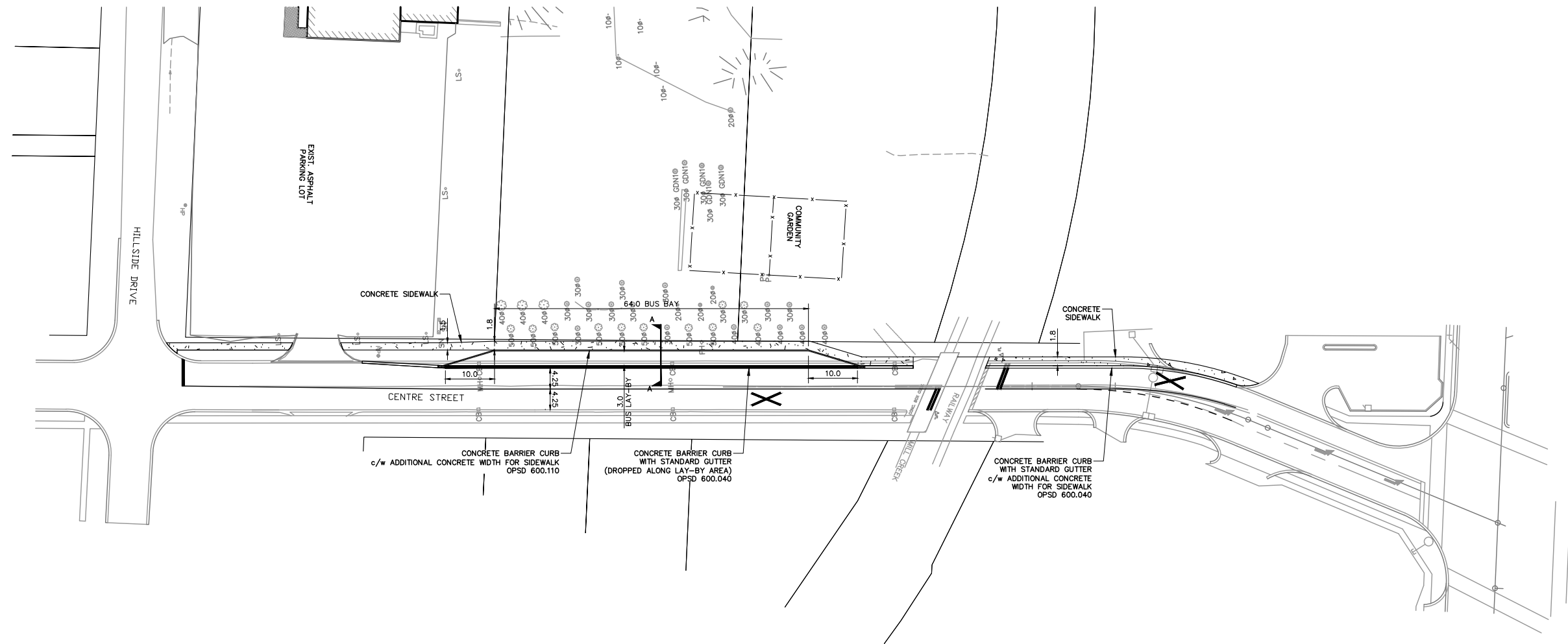
Attachment No. 3 – Downtown Orangeville Transit Transfer Station Safety Study –  
November 5, 2020



NOTES					CONSTRUCTION OF TRANSIT TERMINAL	TOWN OF ORANGEVILLE 87 BROADWAY ORANGEVILLE, ON L9W 1K1	PROJECT No: M5771	 TRITON ENGINEERING SERVICES LIMITED Consulting Engineers	SCALES			
									TRITON FILE No:	1:500	HORIZONTAL	VERTICAL
									DRAWN BY: R. W.S.			
									CHECKED BY: H. W.W.			
									APPROVED BY: H. W.W.			
									DATE: JANUARY 2018			
	No	DATE	REVISION	INITIAL		CONCEPT PLAN			DRAWING NUMBER	01		




<div>NOTES</div> <div>----- 100 YEAR FLOODLINE</div> <div>— REGULATORY FLOODLINE</div> <div>SOURCE: CREDIT VALLEY CONSERVATION SUB--WATERSHED 19 FLOODLINE MAPPING</div>									CONSTRUCTION OF TRANSIT TERMINAL																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
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SECTION A-A  
(TYPICAL LAY-BY SECTION)  
N.T.S.

NOTE:  
THE LOCATION OF UTILITIES IS APPROXIMATE  
ONLY AND SHOULD BE DETERMINED BY  
CONSULTING THE MUNICIPAL AUTHORITIES AND  
UTILITY COMPANIES CONCERNED. THE  
CONTRACTOR SHALL PROVE THE LOCATION OF  
UTILITIES AND SHALL BE RESPONSIBLE FOR  
ADEQUATE PROTECTION AGAINST DAMAGE.

NOTES					CONSTRUCTION OF TRANSIT TERMINAL	TOWN OF ORANGEVILLE 87 BROADWAY ORANGEVILLE, ON L9W 1K1  CONCEPT PLAN	PROJECT No M5777 DRAWN BY: R.W.S. CHECKED BY: H.W.W. APPROVED BY: H.W.W. DATE: JUNE 2018	 TRITON ENGINEERING SERVICES LIMITED Consulting Engineers	SCALES	
									HORIZONTAL	VERTICAL
									DRAWING NUMBER	01
	01	JULY	ISSUED FOR REVIEW	H.W.W.						
	No	DATE	REVISION	INITIAL						



Final Study Report

# Downtown Orangeville Transit Transfer Station Safety Study

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Prepared for Town of Orangeville  
by IBI Group  
November 5, 2020



## Document Control Page

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# 1 Introduction

The purpose of this road safety study is to provide an independent, proactive, and explicit safety review of the proposed Downtown Orangeville Transit Transfer Station (the “transfer point”). Since the road safety study is evaluating the safety operations of a transit transfer point, emphasis will be placed on the safe movement of transit riders and vulnerable road users (e.g., pedestrians, cyclists, users of other mobility devices). However, transit operations, traffic operations, and geometric road design will also be considered. The safety study will identify potential safety issues associated with the proposed transit transfer location and will identify measures that could be applied to mitigate the identified risks.

## 1.1 Study Background

In 2015, the Town of Orangeville retained Dillon Consulting Ltd. (Dillon) to prepare a Transit Optimization Study to assist in developing a five-year service plan. One of the recommendations from that study was to construct a centrally located transfer point to improve the efficiency of transit operations. In a 2017 update to the original study, Dillon conducted a preliminary assessment of five candidate locations for the transfer point, considering factors such as site constraints, compatibility with transit routes, adjacent land uses, and implementation cost, among others. Through their assessment, Dillon recommended the site on Broadway, between Frist Street and John Street as the preferred location for the transfer point.

In March 2019, the Town of Orangeville formed the Orangeville Transit Task Force (OTFF) with the objective of identifying a preferred location for the transfer point. The OTFF, in an endorsement of the 2017 Dillon findings, recommended to Council that the transfer point be located on Broadway, between First Street and John Street, based on its central location, proximity to key destinations, space for transit amenities, high population within the catchment areas, and low implementation costs. Many businesses and residents have voiced concerns related to road user safety along this section of Broadway that they feel would present risks and challenges for transit riders, businesses, and visitors to the area. In response to stakeholder concerns, Council requested that a formal safety review of the location (i.e., this study) be conducted.

## 1.2 Project Team

The project team consists of the following individuals who, collectively, have extensive experience in road user safety, traffic operations, transit operations, transit terminal design, and geometric design. The project team members and roles are presented below:

- Matt Colwill, B.A.Sc., P. Eng. – Project Manager/Road User Safety Specialist;
- Chris Prentice – Transit Systems and Facilities Planner; and
- Stefan Tsang, B.A.Sc., EIT, RSP1 – Traffic Operations and Road User Safety Analyst.

## 1.3 Site Context

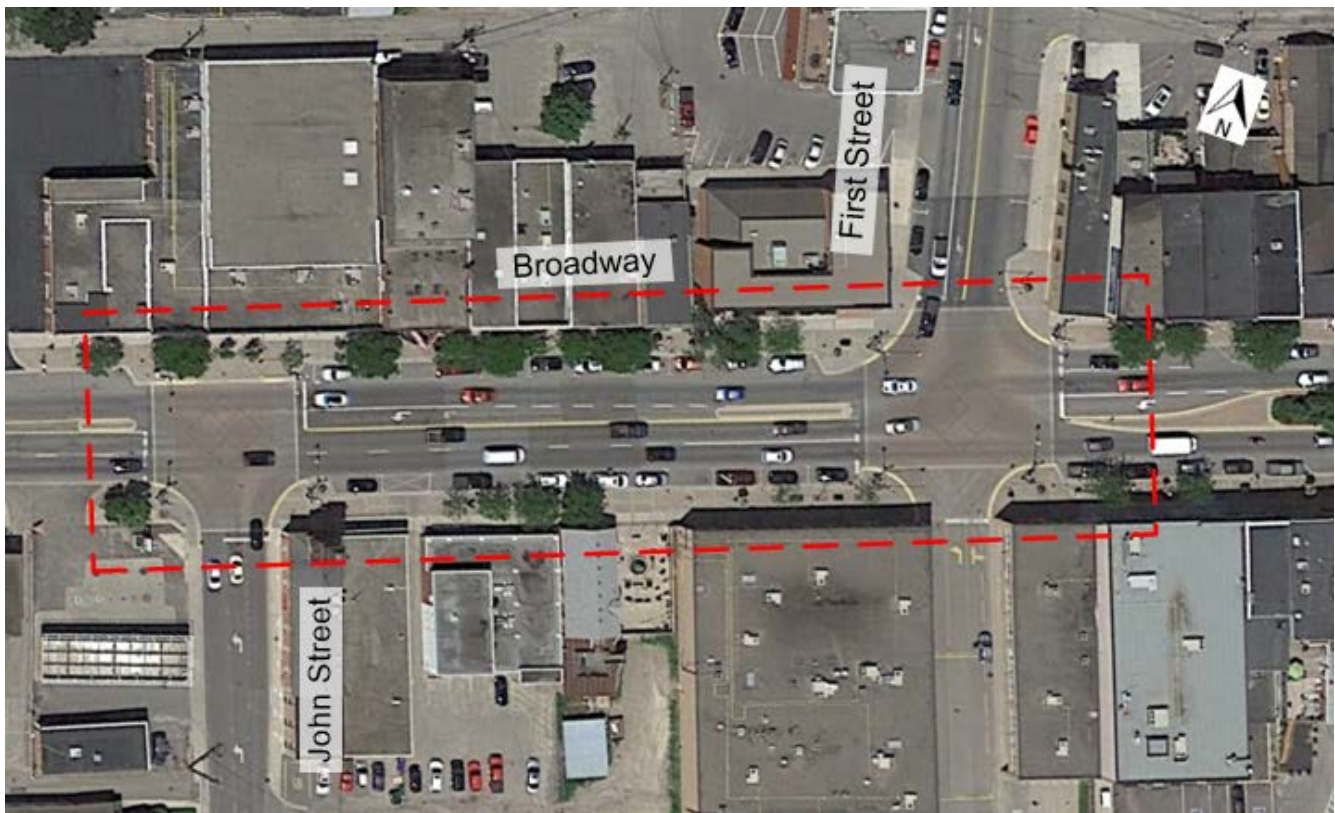
The site of the proposed transit transfer location is on Broadway, between First Street and John Street (Exhibit 2-1). This location is a short midblock segment approximately 90metres long, and is bookended by two signalized intersections. Within the study area, Broadway has a four-lane configuration consisting of one a dedicated left-turn lane and a through lane in each direction. There is also a curbside parking lay-by on each side of the street. This portion of Broadway is

designated as a Community Safety Zone which allows for increased fines if drivers violate the statutory 50 km/h speed limit or other roadway regulations.

Broadway is the main commercial strip of downtown Orangeville and is home to a wide variety of retail, professional services, and retail service uses that attract employees and visitors to the area. Specific to the study area, notable destinations include a Canada Post office, financial institutions, law firms, and retail stores. Some of these retail establishments provide off-street parking for their customers while others rely on the available on-street parking on Broadway. Delivery vehicles and couriers that serve the businesses typically use the on-street parking for pick-up/drop-off activity. In addition, there is a soup kitchen that is operated on weekdays by the Good Friends Fellowship that provides lunches and support to vulnerable people in the community. This combination of land uses results in increased pedestrian demand through the study area particularly during the midday, typically between 11:00 AM to 1:30 PM.

There are a total of 20 on-street parking spaces along Broadway within the study area, 10 on each side of the street. On-street parking in Orangeville is free of charge but with a 2-hour maximum time limit. Parking time limits are generally used to promote turnover making parking available to more users throughout the day. Historically, parking restrictions have largely only been enforced in response to complaints received. However, the Town very recently hired on additional by-law enforcement staff, which will allow for a more proactive approach to parking enforcement.

Exhibit 1-1: Study Area



## 2 Office Review

This section presents an overview of the office review, which included a review of background documentation, traffic volumes, and collision data received from Town staff.

### 2.1 Background Document Review

Town of Orangeville staff provided relevant background information documents, which are briefly summarized in this section. The intent of this review is to help establish the context for this safety study by examining the site history and to allow the findings from previous studies to be considered and incorporated into the recommendations presented herein.

#### 2.1.1 Downtown Parking Master Plan Study (March 2017)

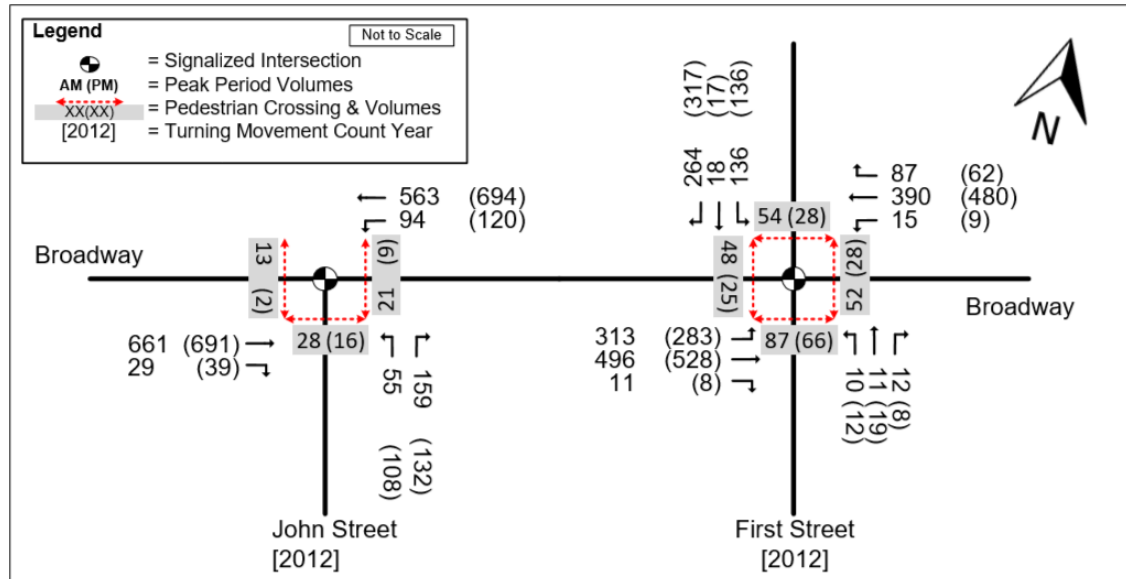
The consulting firm, Paradigm, was retained by the Town to assess the health of the parking system in the downtown area. As part of the study, existing parking operations were assessed through parking utilization surveys, and recommendations were proposed to address the existing and future needs of the downtown area parking system. A summary of relevant high-level findings is listed below:

- The survey consisted of on-street parking, municipal off-street, and privately owned, publicly accessible off-street parking facilities located in downtown Orangeville. Eight days of surveys were conducted on weekdays, weekends, and special events days to gain an understanding of typical and peak parking operations;
- Within two blocks of the proposed transit transfer point, there are more than 800 publicly available parking spaces (145 on-street, 117 municipal off-street, and 579 private off-street);
- 63% of vehicles parked on-street were parked for one hour or less, and 85% were parked for two hours or less. This suggests that a majority of drivers adhered to the maximum two-hour on-street parking duration, and that the on-street spaces are well utilized with relatively high turnover;
- Based on the utilization surveys, there were areas observed to have parking demand above the 90% parking utilization threshold during peak times, but it was concluded there were sufficient parking opportunities within walking distance. These peak times also occurred on special event days, which are not representative of typical operations. The study concluded that the current parking supply was sufficient to accommodate existing and future needs; and
- The study recommended additional measures to improve the downtown parking experience for visitors, including improving wayfinding for parking facilities so visitors are aware of alternative places to park near their destinations, and strategies to reduce parking demand through transportation demand management (TDM) measures such as promoting transit use and implementing paid parking to encourage visitors to park in off-street parking lots.

### 2.2 Traffic Volumes

Traffic volumes were provided by the Town for the intersections at John Street and First Street. Traffic volumes for the Broadway at John Street intersection were collected in 2012, and traffic volumes for Broadway at First Street were collected in 2012 and 2019. Based on a comparison of the 2019 and 2012 data at First Street, the 2012 data was found to have similar but higher vehicular volumes. As such, the 2012 traffic data has been used in this study. The AM and PM peak hours started at 10:45 AM and 4:15 PM, respectively. The turning movement counts and pedestrian volumes are shown in Exhibit 2-1.

Exhibit 2-1: Turning Movement Counts



Based on the turning movement counts shown in Exhibit 2-1, the following observations can be made:

- In general, eastbound traffic experiences higher demand for both the AM and PM peak hours;
- Both eastbound and westbound through volumes are quite high given that through traffic is accommodated in a single lane. This contributes to congestion during the peak periods, and is compounded by queue spillbacks at downstream intersections;
- The eastbound left-turn movement at First Street experiences high demand during peak periods, which is accommodated through an advance left-turn phase. Many drivers turn here to travel north towards Highway 10;
- The westbound left-turn movement at John Street experiences high demand during the peak periods, which is accommodated through an advance left-turn phase. Drivers turn here to access residential areas to the south.

## 2.3 Collision Data

Collision data was obtained from the Town's collision data management service provider (ASSI) to gain an understanding of the historical safety performance based on collisions that have occurred within the study area. The data received covered the period from August 2013 and September 2020. Often, historical collision analysis is limited to a five-year timeframe to ensure that associated operational and regulatory parameters are consistent across the analysis period. In this case, the study area operations are understood to have been relatively stable; therefore, the full seven-year collision dataset was used in the analysis.

Overall, there were a total of 90 collisions reported between August 2013 and September 2020. Of those, 45 collisions occurred at First Street, while 27 collisions occurred at John Street, and 22 collisions occurred on adjacent midblock segments (5 within 30m east of First Street, 17 between John and First Streets). With the exception of one vehicle-bicycle collision (2014, at First Street), all of the reported collisions during the analysis period were either vehicle-vehicle or single motor vehicle (SMV) collisions (i.e., no vehicle-pedestrian collisions were reported).

The most frequent impact type was rear-end collisions with a total of 35 (39% of all collisions). This proportion of rear-end collisions is common for an urban roadway where there is regular

congestion especially considering the close intersection spacing along Broadway. There were 24 rear-end collisions at First Street, and 10 at John Street. These collisions primarily occurred in, and were evenly distributed between, the eastbound and westbound directions. The collisions primarily occurred during the midday and PM peak period, which is consistent with traffic patterns in a mixed land-use environment. Only two rear-end collisions were specifically noted to have occurred when a driver was pulling into or out of an on-street parking space.

The second most frequent collision impact type was "SMV unattended". Typically, these collisions involve one vehicle colliding with another that is parked. There were a total of 19 SMV unattended collisions (21% of all collisions), which is quite high for an urban environment, even with the presence of on-street parking. A total of 12 SMV collisions involved the on-street parking spaces on the south side of Broadway and 7 involved the on-street parking on the north side of Broadway. These collisions were relatively evenly distributed throughout the day, but experienced peaks between 10:00 to 11:00 AM and 5:00 to 6:00 PM, which aligns very closely with the AM and PM peak hours, suggesting that traffic congestion played a role.

There were a total of 14 turning movement collisions (7 at First Street, and 7 at John Street). The collisions were evenly distributed throughout the day with a slight peak between 5:00 to 6:00 PM. There were no discernable trends related to the directionality of the observed collisions.

A total of 13 sideswipe collisions occurred (14% of all collisions). There were 6 sideswipe collisions that occurred at First Street, 5 at John Street, and 2 midblock. These collisions occurred in the east-west direction, with slightly more than half occurring in the eastbound direction. There were five collisions that involved vehicles pulling out of a parking space and colliding with a vehicle in the travel lane, this occurred three times on the south side of Broadway and twice on the north side. The parking related sideswipes occurred in the afternoon near the PM peak hour.

### 3 Transit Service Summary

The following section expands on the background information related to the recent transit study, and provides details about the planned operation of transit routes and the proposed downtown transfer point.

#### 3.1 Transit Study

As described in Section 1.1, the Town recently completed a transit study to identify ways to improve the transit service and increase transit ridership.

The transit study recommended the adoption of a four-route network, compared to the existing three-route network, to better and more reliably serve the town. In particular, the study recommended locating the main transfer point on Broadway between First Street and John Street. The transfer point is where the buses would meet at the same time so that transit users who need to take more than one route to reach their destination can conveniently transfer between routes. The Broadway/First-John location would also provide transit users with better access to the downtown area as it is operationally more central. Currently, the transfer point is on Fourth Street at Broadway on the eastern edge of the downtown area. This location is constrained with limited space for the current three-bus/three-route system. With the buses present there is no room for traffic to pass without encroaching on the opposing lane. Given the short block spacing and likely access conflicts, Town staff have indicated that it would not be feasible to operate the planned four-bus/four-route network using the current Fourth Street transfer location.

Buses on each of the existing three routes currently operate eastbound along Broadway through the downtown, between Clara and Fourth Streets. There are existing transit stops located just



west of John Street, at Mill Street, just east of Second Street, and on Fourth Street. Some of these locations result in a lengthy walk for transit users wishing to access businesses and destinations in the downtown area.

### 3.2 Route Schedules

Buses on each route are planned to operate every 30 minutes from approximately 7:15 AM to 8:45 PM, Monday to Friday, and 7:15 AM to 6:15 PM, on Saturdays. There is no service planned at this time on Sundays or statutory holidays.

### 3.3 Downtown Stop and Transfer Point

As noted, the selection of the transfer point location and stop on Broadway, between First and John Streets, is intended to provide transit users with improved access to the downtown area as well as provide a more convenient layby for the transit buses that will not impede general traffic operations. Similar to the existing location at Fourth and Broadway, the proposed transfer point on Broadway would be a time point, that is, where the buses would come together at the same time to allow passengers to transfer between routes, as necessary, to complete their trips. Based on the current and proposed route schedules, four buses would come together every 30 minutes and would likely stop for several minutes until all buses had arrived. Passengers then would transfer between buses as needed before the buses depart.

The proposed configuration of the transfer point consists of an area sufficient to accommodate two buses on the north side of Broadway and two buses on the south side. The Town plans to install amenities for transit users such as shelters, signage, benches and waste receptacles at the transfer point, similar to what is currently provided at Fourth and Broadway, to enhance the appeal of taking transit.

Other examples of transit transfer points located on a major downtown roadway can be seen in cities such as Sarnia and Tillsonburg. These transfer points occupy a curbside lane and are adjacent to one or two travel lanes which is similar to the proposed configuration on Broadway. Images of transfer points in Sarnia and Tillsonburg are shown in Exhibit 3-1 and Exhibit 3-2, respectively.

Exhibit 3-1: Sarnia Transfer Point



Exhibit 3-2: Tillsonburg Transfer Point



### 3.4 Transfer Point Ridership Activity

Orangeville's 2019 annual transit ridership was 104,000 passengers, indicating an average of approximately 340 trips per day or 110 per route. With buses operating every 30 minutes, 13 hours per day, this represents an average of 26 trips per day per route. As a result, the average number of passengers per trip is approximately 4. Four (4) riders per trip would be for the whole

route with people being picked up and dropped off at other locations along the way. Since the downtown area is an important destination, it is estimated that perhaps half of the trips on each route, or 2 riders per trip per route, can be expected to use the transfer point stop although this will vary by time of day and day of the week.

The transit study projects that ridership would increase by 80% over the next 5 years as a result of the improved route network and service reliability. On this basis, the number of users at the downtown transfer stop location might increase similarly to approximately 3 riders per trip per route.

Most riders will travel on foot to and from transit; however, some will use other mobility devices (e.g., scooters, bikes, strollers, wheelchairs, etc.) to access the service. The transfer point will need to accommodate all types of users and may include the provision of infrastructure to provide greater connectivity to transit for a variety of transportation modes (e.g., cyclist parking, roadway connections, etc.). In particular, this may increase cyclist demand through the area, and an increased number of conflicts between cyclists and general traffic. The design of the transfer point should consider providing cyclist infrastructure to facilitate the safe movement of cyclists through the area. Currently, there is limited cyclist infrastructure along Broadway, which presents challenges and risks for cyclists, and could result in conflicts with pedestrians if sidewalk riding increases. It is not within the scope of this study to propose new cycling routes or infrastructure to/from the transfer point.

### 3.5 Transit Buses

The buses being used by Orangeville Transit were purchased new by the Town within the past three years. They are 30 feet long, seat 24 people plus space for standees, and are accessible with a folding ramp at the front door and two securement areas inside for people with mobility devices. The buses are 'clean diesel' technology, fully compliant with all current emissions standards, which minimizes visible exhaust and related carbon. It should be noted that diesel engines produce very little harmful carbon dioxide gas compared to the gasoline engines found in most cars and light trucks.

### 3.6 Transit Contract

The transit service is operated under contract with the Town by a local private company, FirstGroup. FirstGroup is responsible for the full operation and maintenance of the buses.

## 4 Field Investigation

A field investigation was completed on Monday, September 21, 2020, between 11:00 AM and 3:30 PM. The purpose of the field investigation was to observe and document the existing traffic operations and road user behaviours, and record field conditions and measurements. During the field investigation, interactions were observed between road users (e.g., pedestrians crossing at midblock locations), impacts of parking on congestion, and conflicts with other road users. A review of pavement markings and geometric design features (e.g., sidewalk widths, lane widths, sightlines, etc.) was also undertaken.

Despite the fact that the field investigation was conducted with lower than normal traffic and pedestrian volumes due to the circumstances surrounding COVID-19, the volume of vehicles and pedestrians through the study area were sufficient to observe several interactions between vehicles and vulnerable road users. The site investigations were critical in helping to identify the key issues presented in Section 6.

## 5 Stakeholder Consultation

This section outlines the consultation that was conducted to gain an understanding of the existing road user safety concerns from the perspective of the key stakeholders. The stakeholders are composed of representatives of the Orangeville BIA, local businesses, transit operators (FirstGroup), and emergency service providers.

It should be noted that the design of the transfer point is in the preliminary stages and that the consultation conducted as part of this study was one occasion for stakeholders to provide input and have their concerns addressed as part of the overall design process.

### 5.1 Stakeholder Walkthrough

A stakeholder walk-through was conducted on Monday, September 21, 2020, between 10:00 AM and 11:00 AM. Through this exercise, valuable insight was gained into the existing traffic operations and issues related to road-user safety within the study area. A total of 16 stakeholders from the BIA and 2 representatives from FirstGroup attended. Issues and concerns related to road-user safety that were identified are presented in Exhibit 6-1.

During the walk-through, there were also comments and concerns raised by the stakeholders that were not directly related to road-user safety. Addressing such concerns is not within the scope of the study. To maintain a record of all input, the out-of-scope comments have been included as part of **Appendix A**. There may be an opportunity to consider related actions in response to them as part of the future design of the transfer point. In addition to attending the walkthrough, some stakeholders provided written accounts of their concerns which have been included with the input received during the in-person meeting.

### 5.2 Emergency Service Providers

Representatives from the Orangeville Fire Service and Dufferin County Paramedic Service were contacted to solicit feedback related to road user safety issues along Broadway within the project site. From that correspondence, the primary interest of both emergency service providers is ensuring that the live traffic lanes be kept free of buses waiting at the transfer point. Both emergency service providers indicated that they have no issue with the proposed addition of bus stops on the north and south side of Broadway, since the bus areas would be replacing existing parking spaces, the traffic operations in the travel lanes would be largely unaffected.




Through discussions with Paramedic Services, it was noted that when responding to calls along Broadway, at locations where there is only one travel lane, they will often stop in the live lane. This creates congestion along Broadway for the duration of the call. The potential removal of some on-street parking along Broadway, between First Street and John Street, may present opportunities for Emergency Service Providers to stop on the curbside without disrupting traffic.

Orangeville Police Services were also provided an opportunity to comment on the proposed transfer point, but, as of the time of writing, no response had been received. The concurrent transition of Orangeville Police Services to Ontario Provincial Police (OPP) command may have been a factor in the delayed response.


## 6 Identification of Issues

To assist in identifying a preferred option, from a road-user safety standpoint, a table has been prepared that outlines the identified issues and concerns. The issues have been grouped into sub-categories for ease of discussion. The table includes an issue identifier (number), location, description, image, source that identified the issue, and high-level potential actions for addressing each issue.

Exhibit 6-1: Road User Safety Issues

ISSUE #	LOCATION	DESCRIPTION	IMAGE	SOURCE	POTENTIAL ACTIONS
1.0 Pedestrian Crossing Movements and Facilities					
1.1	Midblock (between First Street and John Street)	<p>Pedestrians cross Broadway at midblock locations, which results in conflicts with vehicles. This issue is compounded by the fact that pedestrians will often enter the road from between parked vehicles, which can reduce their visibility to drivers.</p> <p>There may be risks of pedestrians entering the road from between stopped buses, which would reduce their visibility to drivers even more than a parked vehicle.</p> <p><i>Image Caption: pedestrian crossing at a midblock location (John Street, looking east)</i></p>		BIA Stakeholders and IBI Group	<p>Place transit shelters and amenities near signalized intersections to encourage transit passengers to use controlled crossings</p> <p>Removal of on-street parking may improve pedestrian visibility for drivers, since the curbside lane will not be occupied for a majority of the time. This requires proactive parking enforcement to prevent illegal parking/loading activity in the curbside lane or in the future bus stop area.</p> <p>Install a median treatment to prevent midblock crossings, similar features are present on adjacent sections of Broadway.</p>
1.2	First Street John Street	<p>Crosswalk markings are difficult to see, which may lead to lower visibility and of pedestrians for drivers. The existing crosswalks feature a different interlocking stone pattern compared to the middle of the intersection, but low contrast might not clearly delineate crosswalks from all angles and under all lighting conditions.</p> <p>Curb cuts follow the full length of the curb radius and have a non-tactile surface; additional, the yellow pavement markings are faded, all which may present challenges for pedestrians with low or no vision.</p> <p><i>Image Caption: low visibility of crosswalks and faded curb pavement markings (First Street, looking south)</i></p>		BIA Stakeholders and IBI Group	<p>Addition of tactile plates at intersection corners and ladder markings within crosswalks to improve crosswalk detection and conspicuity.</p>
1.3	First Street John Street	<p>Pedestrian clearance times are not sufficient for many users based on the crossing distances. This is compounded by the presence of seniors, children, and other vulnerable members of the community in the area that may not be able to safely cross the street in time.</p> <p><i>Image Caption: pedestrian with an accessibility device crossing Broadway (John Street, looking west)</i></p>		IBI Group	<p>Update pedestrian clearance times based on OTM standards (or user calibrated walking speeds) to better accommodate vulnerable road users.</p>



ISSUE #	LOCATION	DESCRIPTION	IMAGE	SOURCE	POTENTIAL ACTIONS
1.4	Study Area	Limited pedestrian level lighting along the study area, which results in limited pedestrian visibility under low-light conditions.	No Image Available	BIA Stakeholders and IBI Group	Town will be installing conduit along Broadway as part of a sidewalk reconstruction project. This will allow for the provision of additional pedestrian-level lighting and security cameras.
1.5	Study Area	Current snow clearing practices along Broadway are not sufficient and present risks of slips, trips, and falls for pedestrians, especially given the presence of seniors, children, and other vulnerable members of the community.	No Image Available	BIA Stakeholders	Revisit snow removal processes to ensure clear sidewalks and crosswalks to facilitate the safe movement of pedestrians in the area.  Enhanced winter maintenance practices will also need to be established to ensure that the transfer point and amenities are accessible to all users year-round. This would be consistent with current Town practices for all transit stops and the existing transfer point on Fourth Street.
1.6	Study Area	A lack of cyclist infrastructure and the presence of wide sidewalks may lead to cyclists riding on the sidewalk, possibly causing conflicts between cyclists and pedestrians. This may be compounded by an increased number of cyclists in the area accessing the transfer point.	No Image Available	BIA Stakeholders and IBI Group	Provide continuous cyclist facilities connecting the existing/planned cycling network to the transfer point.  Signage can direct cyclists to nearby cycling facilities, and reinforce that sidewalks are meant for pedestrians (e.g., “Cyclists Dismount” sidewalk decals).
2.0 Transit Operations					
2.1	Study Area	Proposed configuration of bus stop areas on both the north and south side of Broadway will result in some transit passengers, although limited in number, needing to cross the street to complete a transfer. This can lead to risk-taking behaviour by pedestrians (i.e. midblock crossings, disobeying pedestrian signals).	No Image Available	BIA Stakeholders and IBI Group	Consider transit routing alternatives to locate all bus stop areas on the south side of Broadway. This will reduce the potential number of transit users crossing Broadway to transfer between routes, and will consolidate the space needed for transit amenities to one side of the street.
2.2	Study Area	Transit vehicles may have challenges merging back into the live traffic lane after servicing the transfer point. Drivers parked in the existing parking lane were observed to have challenges merging back into the traffic lanes.	No Image Available	IBI Group	Transit priority measures (e.g., signal phasing) can be implemented at the First and John Street intersections to provide gaps in traffic for transit vehicles to enter the traffic lane with fewer conflicts.
3.0 Emergency Service Provider Operations					
3.1	Study Area	<p>There is limited space for general traffic to make way for emergency vehicles to travel along Broadway when responding to service calls. It should be noted that this is an existing issue along Broadway, and the provision of a transfer point is not anticipated to have a negative impact for Emergency Service Providers.</p> <p><i>Image Caption: cross-section of Broadway (approaching First Street, looking east)</i></p> <p><i>Image Source: Google Earth, retrieved October 22, 2020</i></p>		BIA Stakeholders	<p>Ensure that transfer point design and operation has minimal impacts to the live travel lane.</p> <p>The removal of on-street parking spaces may provide additional space for general traffic to make way for emergency vehicles.</p>

ISSUE #	LOCATION	DESCRIPTION	IMAGE	SOURCE	POTENTIAL ACTIONS
4.0 Intersection Geometry					
4.1	First Street	<p>The large curb radius for the southbound right-turn movement may result in high vehicle turning speeds, contributing to potential conflicts with crossing pedestrians.</p> <p>Members of the BIA have noted that there are often conflicts between crossing pedestrians and southbound right-turning vehicles.</p> <p><i>Image Caption: large turn radius on the northwest corner of First Street may result in high turn speeds (First Street, looking south)</i></p>		BIA Stakeholders and IBI Group	<p>Reduced turn radius for the northwest corner to lower turning speeds. This will also reduce pedestrian crossing distances.</p> <p>Implementation of a Leading Pedestrian Interval to increase pedestrian visibility and priority through the crosswalk.</p> <p>Addition of crosswalk markings to improve crosswalk and pedestrian visibility.</p>
4.2	First Street	<p>Negative offset for the eastbound and westbound left-turn lanes at First Street. The presence of negative offset left-turn lanes can result in opposing left-turning vehicles obstructing the view of oncoming opposing through traffic.</p> <p><i>Image Caption: diagram showing negative offset left-turn lanes for the eastbound and westbound approaches</i></p> <p><i>Image Source: Google Earth, retrieved October 26, 2020</i></p>		IBI Group	<p>Update geometry of the eastbound left-turn approach to better align with the westbound left-turn lane, thereby improving visibility of approaching traffic for turning vehicles.</p>

## 7 Recommendations

Exhibit 7-1 outlines a number of recommendations that could be incorporated into the design of the Broadway transit transfer point that would help to mitigate risks to road-user safety. Each recommendation includes the following details: the location, recommendation, implementation timeline, and cross-reference to issue(s) presented in Exhibit 6-1 that is being addressed.

For the implementation timeline, short-term recommendations should be implemented before the transfer point is operational, and long-term recommendations could be implemented before or after the initial opening of the transfer point.

A qualitative assessment of associated benefits and challenges has also been provided for each recommendation. It is generally recognized that there are design and/or construction costs associated with implementing each of the recommendations. While those costs have not been estimated, the implementation timelines have been suggested with the understanding that higher-cost items will require more time for funding to be programmed into the Town's budget.

Exhibit 7-1: Recommendations Table

LOCATION	RECOMMENDATION	BENEFITS	CHALLENGES	ISSUE(S) ADDRESSED
Midblock	Locate all four transit transfer point bus stop locations on the south side of Broadway. <b>Implementation timeline: short-term</b>	Eliminates the need for passenger transfers across Broadway; and  May reduce the total amount of curbside space that is occupied by transit amenities.	Will not fully eliminate midblock crossings by transit riders, since there are still origins/destinations on the north side of Broadway.	2.1
First Street John Street	Implement transit signal priority solutions at John Street and First Street to create gaps in traffic for transit vehicles to merge into the travel lanes after servicing the bus stops. <b>Implementation timeline: long-term (as required)</b>	Provides opportunities for transit vehicles to safely and efficiently merge into travel lanes, thereby reducing delays for transit passengers.	May result in additional delay to eastbound through traffic along Broadway.	2.2
First Street John Street	Addition of high-visibility ladder markings within the crosswalks and tactile plates at curb cuts. <b>Implementation timeline: short-term</b>	Increased visibility of pedestrians in crosswalks;  Increased crosswalk visibility may direct more pedestrians to cross at intersection locations; and  Improved accessibility for pedestrians with limited or no vision.	N/A	1.1 1.2
First Street John Street	Increase pedestrian clearance times at intersections. <b>Implementation timeline: short-term</b>	Provides greater opportunity for all pedestrians to safely cross the road within the pedestrian interval; and  Supports higher population of seniors and pedestrians with mobility challenges.	Increased pedestrian clearance times may lead to longer cycle lengths, longer vehicle queues and delays.	1.3



LOCATION	RECOMMENDATION	BENEFITS	CHALLENGES	ISSUE(S) ADDRESSED
First Street	<p>Reduce radius of northwest corner of Broadway at First Street.</p> <p><b>Implementation timeline: long-term (with option for short-term temporary treatment)</b></p>	<p>Reduced turning radius, thereby reducing southbound right-turn speeds; and</p> <p>Reduced pedestrian crossing distance.</p>	<p>May be difficult for larger vehicles to execute right-turn movements.</p> <p><i>Design and control vehicle analysis will need to be part of the redesign. If it is determined that reducing the corner radius is not feasible, the addition of a leading pedestrian interval with right-turn on red prohibition for the east and west crosswalks could be a suitable alternative mitigation.</i></p>	4.1
Study Area	<p>Removal of a traffic lane through the implementation of back-to-back eastbound and westbound left-turn lanes</p> <p><b>Implementation timeline: long-term</b></p>	<p>Reclaimed space can be used to provide increased public realm and accommodate transit amenities;</p> <p>Reduced crossing distances across Broadway for pedestrians;</p> <p>Improved alignment of the eastbound and westbound left-turn lanes at First Street reduced sightline obstructions for turning vehicles.</p> <p><i>Possible cross-section reconfiguration options are explored in Section 8.</i></p>	<p>Potential for increased delay for drivers along Broadway due to shorter left-turn storage lanes at First Street and John Street.</p> <p><i>This delay can be reduced by encouraging drivers to take alternate routes, allowing Broadway to serve local downtown visitors instead of pass-through trips. Improved transit service can help with transportation demand management.</i></p>	4.2
Study Area	<p>Improve pedestrian level lighting at midblock locations along Broadway.</p> <p><b>Implementation timeline: short-term (there is an ongoing project to install conduit along Broadway to facilitate the addition of lighting and security cameras)</b></p>	<p>Increased lighting improves pedestrian visibility during periods of low light.</p>	N/A	1.4

LOCATION	RECOMMENDATION	BENEFITS	CHALLENGES	ISSUE(S) ADDRESSED
Study Area	Deploy enhanced winter maintenance practices to facilitate the safe movement of pedestrians and year-round access to transit facilities for all users per Town policy for all transit facilities. <b>Implementation timeline: short-term</b>	Reduces risk of pedestrian slips, trips, and falls.	N/A	1.5
Study Area	Install signage to reinforce that sidewalks are meant for pedestrians (e.g., “Cyclists Dismount” sidewalk decals). <b>Implementation timeline: short-term</b>	Reduces the risk of bicycle-pedestrian conflicts.	N/A	1.6
Study Area	Provide continuous cyclist facilities between the existing/planned cycling network and the transfer point. <b>Implementation timeline: long-term</b>	Improved connections to transit facilities for non-auto transportation modes.	N/A	1.6

## 8 Potential Cross-section Reconfiguration

Based on the recommendations presented in Exhibit 7-1, conceptual cross-section designs have been prepared to compare the existing configuration to the potential changes at First Street and at John Street. For these cross-sections, it was assumed that the sidewalk and parking lane on the north side of Broadway would remain the same it is under existing conditions to minimize the costs associated with reconstruction. IBI Group staff have proposed two options for potential cross-section reconfigurations to manage road user safety risks with the operation of the transfer point. We recognize that the concepts would need to be further assessed (e.g., traffic analysis, design vehicles turning, impacts on adjacent blocks, etc.) before their feasibility could be determined, and it is assumed that further public and stakeholder consultation would be undertaken before moving forward with any significant reconstruction.

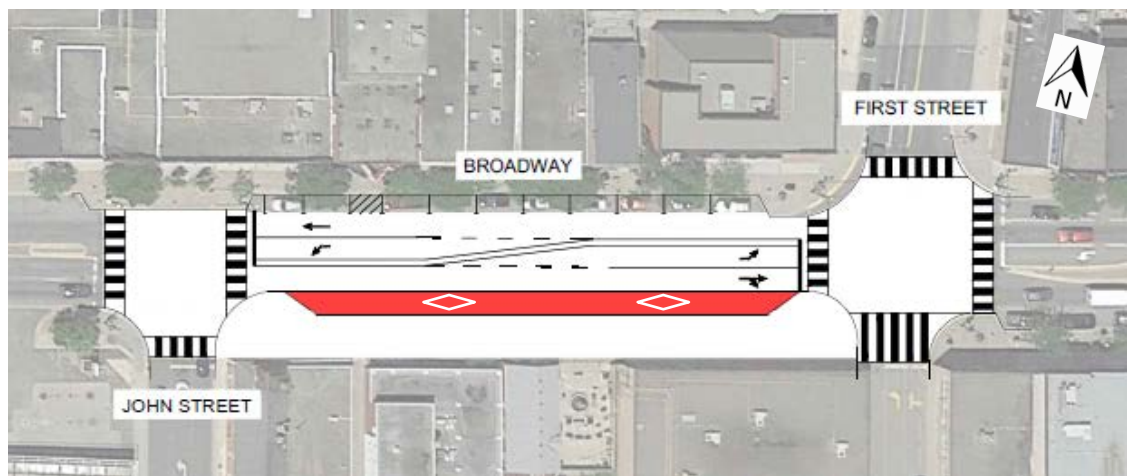
### **Potential Configuration 1: Implementation of Back-to-back Left-turn Lanes**

This option involves the removal of one traffic lane through the implementation of back-to-back left-turn lanes for the eastbound left-turn at First Street and the westbound left-turn at John Street. The single travel lanes in the eastbound and westbound direction would be maintained. The space gained from the removal of a traffic lane have been added to the south sidewalk on Broadway to provide additional space to accommodate transit amenities, passenger queueing areas, while still providing space on the sidewalk for pedestrians and mobility devices. This design results in the eastbound left-turn lane at First Street being shifted to the north, which removes the existing negative offset with the westbound through lane, improving visibility for left-turning drivers. The removal of a traffic lane would also result in a reduced road cross section, shortening the crossing distance for pedestrians in the west crosswalk. The addition of ladder markings in crosswalks will improve visibility of crossing pedestrians, and may attract more pedestrians to cross at the intersection.

A challenge associated with this design is that there is a significant lane shift in the eastbound through lane at First Street. This may result in drivers mistakenly driving onto the median on the east leg of First Street. Another challenge related to this design is that the left-turn lanes are shortened, which may result in queues blocking the through lane. However, due to the additional queues, drivers may find alternate routes to avoid turning left at First Street, resulting in Broadway serving downtown visitors instead of pass-through trips.

A conceptual drawing of this configuration is shown in Exhibit 8-1.

Exhibit 8-1: Option 1 Conceptual Drawing



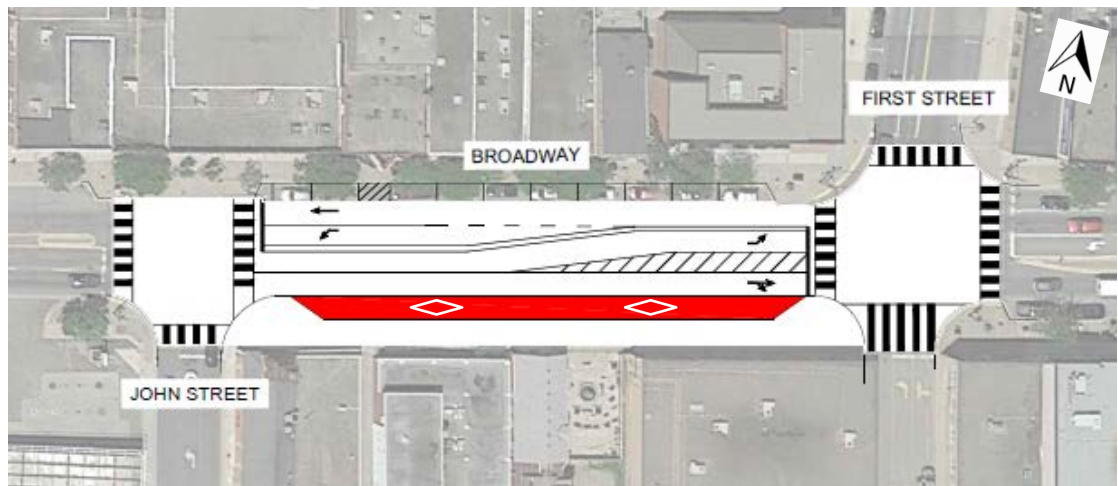
### **Potential Configuration 2: Realignment of the Eastbound Left-turn Lane at First Street**

This option involves the realignment of the eastbound left-turn lane at First Street through the implementation of a slot left-turn lane. There would be a painted or physical median replacing the existing left-turn lane, pushing the left-turn lane further north. This allows for improved visibility of opposing through vehicles for eastbound and westbound left-turning drivers at First Street. Compared to existing conditions, this potential configuration would require the removal of the median on the west leg of the intersection, but the curbs and roadway width would remain the same. Eastbound left-turn storage would also be largely unaffected. Similar to Configuration 1, the addition of ladder markings in crosswalks will help to increase pedestrian visibility in crosswalks.

A challenge associated with this configuration is that the westbound left-turn lane length would be reduced to accommodate the realigned eastbound left-turn lane. This may result in the queues associated with the westbound left-turn movement at John Street obstructing the westbound through lane.

A conceptual drawing of this configuration is shown in Exhibit 8-2.

Exhibit 8-2: Option 2 Conceptual Drawing



The existing and potential cross-sections at First Street are shown in Exhibit 8-3, Exhibit 8-4, and Exhibit 8-5. Note that the measurements shown in the cross-sections are approximate, and more detailed surveys will be conducted in the next phases of design.

Exhibit 8-3: Existing Cross-section at First Street, Looking East



Exhibit 8-4: Option 1 Cross-section at First Street, Looking East

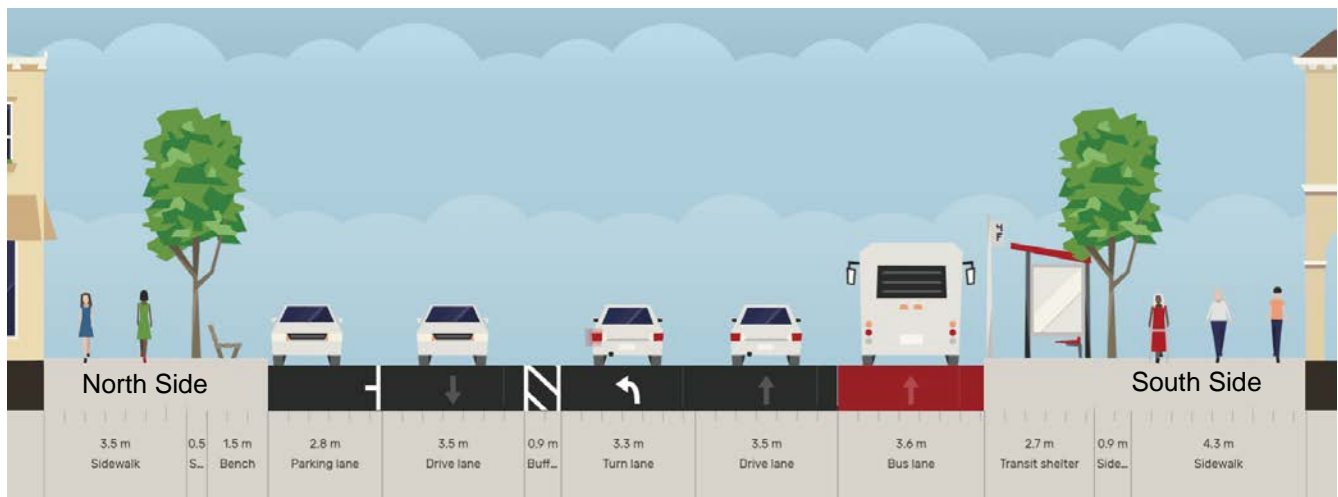
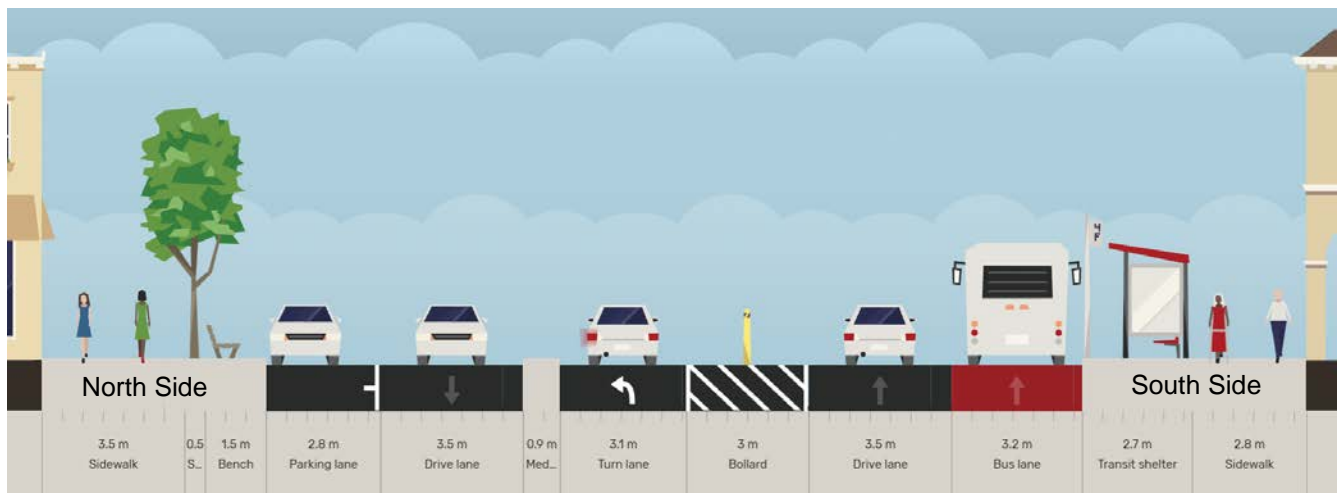


Exhibit 8-5: Option 2 Cross-section at First Street, Looking East





The existing and proposed cross-section for John Street, looking east, are shown in Exhibit 8-6, Exhibit 8-7, and Exhibit 8-8.

Exhibit 8-6: Existing Cross-section at John Street, Looking East



Exhibit 8-7: Option 1 Cross-section at John Street, Looking East

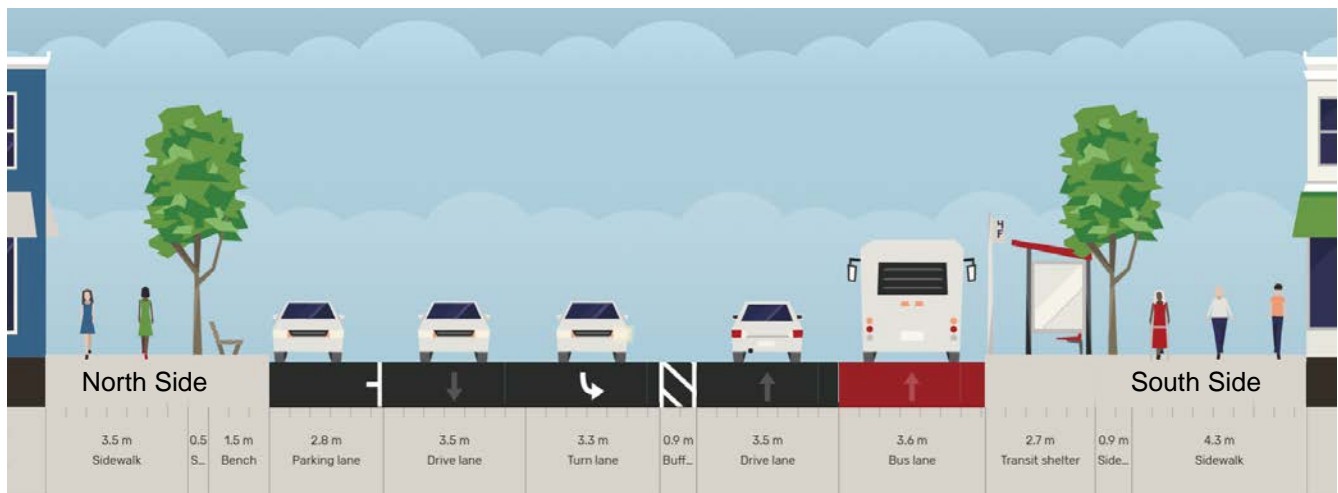
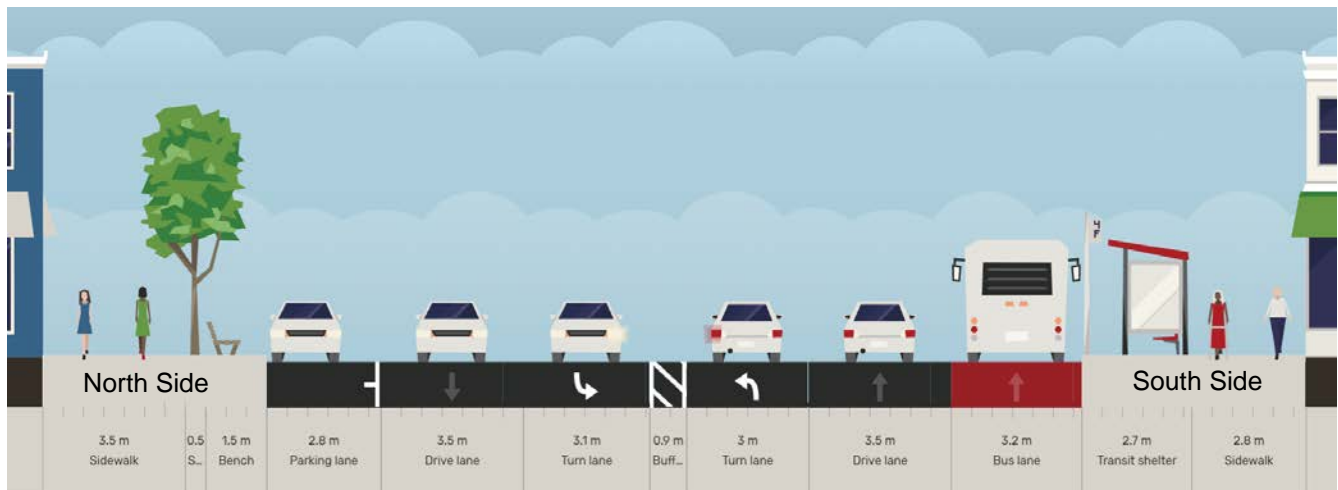


Exhibit 8-8: Option 2 Cross-section at John Street, Looking East



## 9 Conclusions

Based on the findings of the in-office review, stakeholder consultation involving local business owners, members of the BIA, and emergency service providers, and field investigations, a number of issues related to road-user safety were identified. Issues identified involved pedestrian crossing movements and facilities, future transit operations, emergency service provider operations, and intersection geometry. A number of recommendations were proposed to mitigate the observed risks. The benefits and challenges, from a road-user safety standpoint, of each recommendation were presented. Many of the recommendations could be implemented prior to the transfer point being opened, since they address safety risks that exist under current conditions.

Although there are road-user safety concerns related to pedestrians crossing outside of designated crosswalks and potential interactions between transit vehicles and general traffic, there are design elements and signal operation strategies that can be implemented to mitigate these issues. Compared to existing operations, the conversion of on-street parking spaces to transit bus areas isn't anticipated to lead to a disproportionate increase in road-user safety risk relative to existing operations. **Overall, the study team did not observe or identify any road-user safety risks that would preclude the transfer point from being located on Broadway between First Street and John Street.**



# Appendix A

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## Out-of-Scope Issues

LOCATION	DESCRIPTION	SUGGESTED ACTION
Study Area	Current bus operations result in long delays, queueing, and bunching for transit vehicles. This also results in congestion for general traffic behind transit vehicles.	The new bus route structure will be modified to reduce the amount of overlap between different routes, which should reduce queueing and bunching.
Study Area	<p>Walking distance for customers and visitors will be increased due to the removal of on-street parking. This presents accessibility challenges for seniors or individuals that require accessibility devices to walk between their parking space and destination.</p> <p>AODA compliance should be considered as part of the study.</p>	<p>Improve wayfinding for nearby parking facilities to raise awareness of nearby parking facilities.</p> <p>Reduce maximum parking duration for remaining on-street spaces to increase turnover and improve availability.</p> <p>Implement on-street paid parking to increase availability of highly desirable parking spaces.</p> <p>Remaining on-street parking spaces could be converted to accessible spaces and designated loading zones.</p> <p>Compliance with accessibility standards will be included as part of the design phase.</p>
Broadway between First Street and John Street	Presence of bus terminal may result in passengers waiting and loitering on the sidewalk. This could result in congestion on the sidewalks and challenges for seniors and accessibility.	<p>Sidewalks are approximately 5.5m-wide, which should provide ample space for a 2.0m pedestrian clearway, leaving 3.5m for street furniture and other amenities.</p> <p>Alternative configuration of having all bus stops on one side of the road may reduce the amount of transit amenities on both sides of Broadway</p>
Broadway between First Street and John Street	People will urinate in alleyways if there is a bus transfer point without public washrooms.	According to input from BIA stakeholders, this is an existing issue. Based on the short duration of transit transfer time, transit passengers are not anticipated to add to this behavior. The current transfer location at Broadway and Fourth Street does not have public washrooms, and public urination is not an issue at that location according to Town staff.
Study Area	It is alleged that some transit passengers waiting at the current Fourth Street transfer point use nearby businesses to stay warm while waiting for a bus during the winter months. There is a concern that transit passengers will do the same with businesses on Broadway.	<p>Provide transit shelters to keep passengers out of the cold while waiting for a bus.</p> <p>Additionally, more promotion of the bus locator app that shows transit users when the bus is to arrive could allow them to plan their trips to avoid long waits.</p>

LOCATION	DESCRIPTION	SUGGESTED ACTION
Broadway between First Street and John Street	Businesses along Broadway have deliveries, couriers, and pick-up/drop-off activity that would be competing for curbside use with bus spaces. Illegal stopping and/or loading activity will need to be managed	<p>Improve wayfinding for nearby parking facilities to raise awareness of nearby parking facilities.</p> <p>Reduce maximum parking duration for remaining on-street spaces to increase turnover and improve availability.</p> <p>Implement on-street paid parking to increase availability of highly desirable parking spaces.</p> <p>Remaining on-street parking spaces could be converted to accessible spaces and designated loading zones.</p> <p>Proactive parking enforcement to deter illegal stopping and/or loading activity.</p>
Study Area	Emissions from transit buses are harmful to nearby businesses and pedestrians. Emissions tests for buses should be considered as part of the evaluation.	<p>Conduct an air quality study to compare existing (baseline) emissions associated with general traffic and parking operations to what is generated under the proposed transit transfer point operations. The buses are 'clean diesel' technology, fully compliant with all current emissions standards, which minimizes visible exhaust and related carbon. Their diesel engines produce very little harmful carbon dioxide gas compared to the gasoline engines found in most cars and light trucks, which might result in a localized net reduction in that pollutant.</p>

**Subject: Electric Vehicle Fleet Transition**

**Department: Infrastructure Services**

**Division: Environment**

**Report #: INS-2020-005**

**Meeting Date: 2020-11-23**

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## Recommendations

**That report INS-2020-005, Electric Vehicle Fleet Transition be received.**

## Background

The Federal Government has identified the electrification of Canada's transportation sector as being a key step in transitioning to a low-carbon future. This has been demonstrated through the ambitious federal targets set for electric vehicle (EV) sales, reaching 10% of light-duty vehicle sales by 2025; 30% by 2030; and 100% by 2040 (NRCan, 2019).

At a provincial level, the transportation sector is the single-largest source of greenhouse gas (GHG) emissions in Ontario, representing 35% of total emissions (Ministry of the Environment, Conservation and Parks, 2019). Municipalities across the province have started to incorporate EVs into their municipal fleets to support provincial and federal targets, while reducing corporate emissions and saving on operating costs.

Earlier this year, the Town partnered with Dufferin County on a funding application for the installation of EV charging stations for fleet vehicle use through the Zero Emission Vehicle Infrastructure Program. The Town proposed three (3) dual Level-2 charging stations – six (6) total connectors for fleet vehicle usage. Two (2) dual Level-2 stations were proposed to be installed at the Operations Centre and one (1) dual Level-2 station was proposed to be installed at the staff parking lot at Town Hall. To make use of the EV charging stations, staff have included the purchase of EV's in the draft 2021 Capital Budget forecast. Specifically, the six cars that are used by Building, By-law and Transportation & Development staff are currently scheduled for replacement in 2022. The budget forecast has been modified to identified that these cars are to be replaced with EV's.

With the submission of the Town's grant application, some of the opportunities and potential challenges associated with transitioning the Town's fleet vehicles to electric were raised by staff and Council. In response to inquiries raised, this report includes an overview of the requirements, costs and potential benefits that would come with transitioning the Town's Corporate fleet to EVs (see Attachment No. 1 for details).

## **Analysis**

The Town of Orangeville relies on its fleet of vehicles to maintain roads and sidewalks, provide bylaw enforcement, manage water and wastewater services, keep park areas and facilities maintained and provide many other services across the community. These vehicles are essential; however, existing fleet operations generate GHG emissions and the Town has started to investigate options to minimize this source of corporate emissions.

The Town has recognized the importance of reducing local GHG emissions through its commitments to the Partners for Climate Protection (PCP) program and the Global Covenant of Mayors for Climate and Energy (GCoM). Additionally, the endorsement of the Town's Sustainable Neighbourhood Action Plan (SNAP) committed to encouraging emission reductions across the corporation and community. The Town's 2016 corporate GHG emission inventory reveals that fleet vehicles are responsible for 24% of the Town's total emissions. In order to reduce corporate GHG emissions and save on operating costs, it is recommended that the Town considers measures to begin transitioning its own fleet vehicles to electric alternatives, starting with light-duty vehicles.

In addition to the GHG reduction benefits of EVs, there are also cost-saving opportunities that come with transitioning fleet vehicles to electric. The cost to operate an EV is significantly less than a conventional internal combustion engine vehicle. An operating cost saving of approximately 70% through fuel and maintenance savings is expected for each fleet vehicle, considering the average mileage of Orangeville's light-duty vehicles. Operational cost impacts of EVs will be further minimized by charging vehicles overnight during off-peak time of use periods when electricity costs are lowest.

At this point the capital costs of purchasing an EV over a conventional internal combustion engine vehicle outweigh the savings in operating costs based on the mileage and life cycle of existing Town vehicles. However, it is expected that the cost of purchasing an EV will be comparable or even lower than a gasoline-fueled car by 2025 due to declining battery prices. Additionally, to meet provincial and federal targets, various incentives and grant programs currently exist to help cover the increased capital cost.

It is important to note that other benefits associated with EVs align with other corporate goals and priorities by contributing to cleaner air, reducing noise pollution, introducing resiliency into the Town's fleet and supporting local markets.

With prices becoming more comparable, along with the environmental and social benefits of EVs, projections indicate a rapid increase in EV sales in Ontario over the next decade. The Town should consider beginning to transition their fleet vehicles to electric in order to maintain and elevate the quality of fleet operations, reduce long-term fleet expenses and fulfill environmental commitments. Adopting a long-term approach that advances the Town towards a more efficient and resilient fleet begins with evaluating alternative options upon the replacement of existing fleet vehicles.

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## **Strategic Alignment**

### **Orangeville Forward – Strategic Plan**

Priority Area: Sustainable Infrastructure

Objective: Support Innovation

### **Sustainable Neighbourhood Action Plan**

Theme: Transportation System

Strategy: Promote a shift to more sustainable and efficient transportation options to move people and goods

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## **Notice Provisions**

None.

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## **Financial Impact**

The purchase and installation of three (3) dual Level-2 charging stations has been included in the draft 2021 Capital Budget. The total cost is anticipated to be \$60,000, of which \$30,000 may be funded by the Zero Emission Vehicle Infrastructure Program grant program. Additionally, the Divisions (Transportation and Development, Buildings and By-Law) that have increased the budget forecast for vehicle replacements in 2022 by approximately \$15,000 to cover the additional capital cost of EV's. A decline in operating and fuel costs has been carried in the draft Operating Budget forecast following the purchase of the EV's.

Respectfully submitted:  
Douglas G. Jones, M.E.Sc., P. Eng.  
General Manager of Infrastructure Services

Prepared by:  
Allison Myles  
Climate Change Co-ordinator





# EV Primer – Municipal Fleet Transition .docx

Town of Orangeville  
Fleet Transition Analysis

November 2020

## Introduction

The Town of Orangeville relies on its fleet of vehicles to maintain roads, provide bylaw enforcement, manage water and wastewater services, keep parks and facilities maintained and provide many other services throughout the community. These vehicles are essential; however, the Town recognizes that existing fleet operations generate greenhouse gas (GHG) emissions, contributing to climate change. In response, the Town has begun to investigate alternative options to increase the efficiency and reduce GHG emissions, energy consumption and costs associated with corporate fleet operations.

This document provides background information on the low-carbon technologies that are currently available for fleet vehicles and a financial overview, outlining how electric vehicles (EVs) can be integrated into the Town's fleet.

## Background

The Town of Orangeville is exploring the incorporation of EVs into its corporate fleet. EVs have been identified as a key component for decarbonizing both public and private fleets. The EV market is growing rapidly as costs have become more affordable. Various levels of governments across Canada have committed to increasing EV adoption through policy and management decisions. Increasingly, corporations are using EVs in their fleets to maintain the quality of fleet operations, build resilience, reduce fleet expenses and fulfill environmental commitments (CAP, 2018).

Management decisions associated with the Town's fleet and equipment offer a significant opportunity to reduce corporate GHG emissions. Many of the tasks performed by the Town's fleet vehicles could be accomplished by an electric alternative. As Town vehicles come to the end of their service life and are replaced, it is suggested by staff that electric alternatives should be considered moving forward.

## Electric Vehicle Trends

The Federal Government has identified the electrification of Canada's transportation sector as being a key step in transitioning to a low-carbon future. This has been demonstrated through the ambitious federal targets set for EV sales, reaching 10% of light-duty vehicles sales by 2025; 30% by 2030; and 100% by 2040 (NRCan, 2019). Municipalities across the country have started to incorporate EVs into their municipal fleets to support provincial and federal targets, while reducing corporate emissions and saving on operating costs.

Although EVs currently have higher capital costs compared to their gasoline-powered counterparts, they are more economical to operate and maintain. Battery prices have dropped significantly over last few years and are projected to continue, with multiple studies forecasting that EVs will cost the same or less than the equivalent internal combustion engine (ICE) vehicles by the mid-2020s (Bloomberg New Energy

Finance, 2020). As prices become more comparable, projections<sup>1</sup> show a rapid increase in EV sales within the next few years, which the Town should begin to prepare for.

### Types of EVs

EVs run partially or entirely by a rechargeable battery which powers an electric motor. EVs can be recharged by plugging into the electricity grid. Since they use no or minimal fossil fuel, EVs have extremely low tailpipe GHG emissions. There are two main types of EVs:

- **Battery Electric Vehicles (BEV)** are entirely powered by an electric battery and motor and must be plugged into the electricity grid to fully recharge.
- **Plug-In Hybrid Electric Vehicles (PHEV)** use an electric battery and motor which are recharged by plugging into the electricity grid, but also have the support of a small internal combustion engine when the battery is running low.

BEVs can typically travel between 200-400 kilometres between charges. PHEVs have a smaller battery pack than BEVs but can still travel on average 40-80 kilometres without any assistance from the ICE (Municipal Climate Change Action Centre, 2020). Therefore, a PHEV can be used for typical daily commutes without using any fuel, while still providing an extended range for longer trips if required. For fleet vehicle use in Orangeville, BEVs would cover the required range for daily usage. However, PHEVs may also be considered, especially as technology continues to develop for medium and heavy-duty vehicles.

The range of EVs available on the market is rapidly increasing. The number of light-duty passenger EV models available on the Canadian market increased from 10 in 2015 to 48 in 2019. (CAP, 2020). Many leading automotive manufacturers have plans to release more models, with some planning to entirely reposition themselves as EV-only producers (CAP, 2018). In Canada, 2017 saw a 68% increase in total EV sales nationally and a 120% increase in Ontario. The province held the highest rate of EV ownership in 2018 (CAP, 2018). Given the advantageous market conditions, falling battery costs and the plans of leading automobile manufacturers, transitioning corporate fleets to BEVs or PHEVs is becoming increasingly cost-effective and strategic for municipalities (NRCan, 2018).

### EV Charging Infrastructure

EV charging infrastructure is a fundamental step for fleet electrification and must be considered early on in the EV planning process. Strategic consideration must be given when determining the locations of charging stations, the electrical infrastructure required, and the type of chargers selected for fleet use.

There are three main types of EV chargers currently available in Ontario (see Figure 1). Level-2 chargers are recommended for corporate fleet use, as this will allow for fleet vehicles to be fully charged overnight but does not require additional electrical loading capacity or infrastructure, as most Level-3

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<sup>1</sup> The Bloomberg New Energy Finance [Electric Vehicle Outlook 2020](#) report considers the influence that COVID-19 has and will have on the EV market and continues to project increased sales of EVs by 2023, being less impacted than the combustion vehicle market.

chargers do. Additionally, some PHEV models are not yet compatible with Level-3 stations. Moving forward, the consideration for installing Level-3 chargers may become required as new technology emerges and heavy-duty vehicles are able to be transitioned to electric, requiring a greater voltage charging station.

Below is an overview of each station type:

#### Level-1:

A Level-1 charger is a regular 120-volt household plug that utilizes an adapter to charge an electric vehicle. Most PHEVs can be recharged overnight using a Level-1 charger. However, this is the slowest type of charger and can take upwards of 12 hours (or 5-8km/hour) to fully charge a battery.

#### Level-2:

A Level-2 charger uses a 240-volt plug to quickly charge an EV. The charging stations installed across from Town Hall are Level-2 chargers. These charging stations can fully charge an EV in 5-10 hours. This style of charger utilizes a standard connector adopted by Canadian and American electric vehicle manufacturers for cross-compatibility. This type of charger should be installed in areas that fleet vehicles would be parked overnight in order to ensure vehicles are fully charged each morning (i.e. the Operations Centre).

#### Level-3

Level-3 chargers, also referred to as DC Fast Chargers, are the fastest charging option for EVs, making long-distance commutes easier. Using high voltages to charge the batteries, EVs can be topped up to 80% battery life in as little as half an hour. Unfortunately, not every EV is compatible with the fast charging Level-3 infrastructure at this point. Level-3 chargers are the most expensive to purchase and install and often require additional electrical loading capacity infrastructure in many cases.

Figure 1: Types of EV Charging Stations



From left to right: Level-1 Charger; Level-2 Charger; Level-3 Charger  
Source: Municipal Climate Change Action Centre, 2020

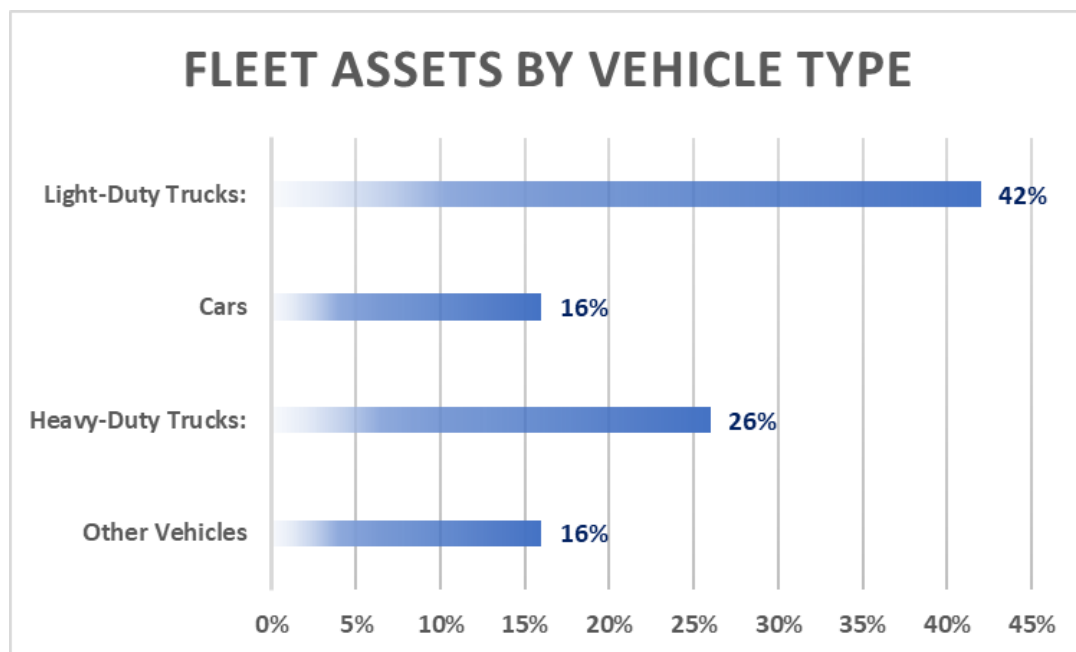
## Orangeville's Corporate Vehicle Fleet

Corporate fleet vehicles have defined service lives which creates a formal window of opportunity to consider new options. Orangeville purchases and maintains a wide range of fleet vehicles ranging in type and size. When looking at the Town's fleet (excluding Orangeville Police or Fire), 16% is made up of light-duty cars and 42% is light-duty trucks and vans. Another 26% are medium- and heavy-duty trucks (see Figure 2). The remaining fleet vehicles include the Town's street sweeper, snowplows and other types of specialized equipment.

Looking at the short-term forecast, focus will be placed only on the fleet vehicles where EV alternatives are readily available. The vehicles that are of particular interest for this analysis are light-duty passenger vehicles that current EV technology would be able to meet the usage requirements.

Options for electric medium- and heavy-duty vehicles are currently limited, however technology is rapidly developing, with several pick-up truck models to be on the Canadian market by 2021. Ongoing monitoring of these developments will identify opportunities to transition to EVs as the technology becomes accessible and reliable. Meanwhile, processes such as fleet utilization (tracking the usage and needs of a vehicle), and right-sizing would support the reduction of GHG emissions as well as save on both operating and capital costs.

Figure 2: Percentage of Fleet Assets by Vehicle Type



Further, the transition to EVs for the Town's light-duty passenger vehicles can be used as a pilot to determine the feasibility of deploying EVs across the Town's fleet and ensure compatible charging infrastructure is installed. Table 1 summarizes the vehicles that would be most appropriate for the short-term transition to EVs based on vehicle usage, type and mileage.

Table 1: Town Fleet Vehicles to Prioritize for EV Replacements (2019)

Vehicle	Division	Kilometers Travelled Annually	Replacement Year	Estimated Life Expectancy	Budgeted Replacement Cost
2015 Kia Rio Hatchback	Public Works	7,892	2022	5-10	\$15,000
2015 Nissan Micra	Bylaw	4,661	2022	5-10	\$25,000
2015 Nissan Micra	Bylaw	4,569	2022	5-10	\$25,000
2015 Nissan Micra	Buildings	1,543	2022	5-10	\$25,000
2015 Nissan Micra	Buildings	3,029	2022	5-10	\$25,000
2015 Nissan Micra	Buildings	1,818	2022	5-10	\$25,000

## Financial Analysis

Generally, EVs are associated with environmental benefits and GHG emissions reduction. However, there are also potential cost-saving opportunities that come with transitioning corporate fleet vehicles to electric alternatives.

In order to determine how EVs can be a cost-effective option for the Town's fleet, the lifecycle costs of applicable EVs have been compared with conventional fuel-use vehicles that are currently included in Orangeville's fleet. A lifecycle analysis includes the initial capital cost, the operating cost including fuel/energy and maintenance and any recovery or costs at end of service life<sup>2</sup>.

### Capital Costs:

Typically, EVs have higher upfront capital costs, but still can demonstrate cost savings over the lifecycle of the vehicle. The unit cost of both BEVs and PHEVs is approximately \$10,000-\$30,000 higher than comparable internal combustion engine alternatives. The higher unit costs of EVs is directly linked to the cost of the battery, which accounts for one third of the total cost (Bloomberg New Energy Finance, 2020). The cost of Lithium-ion batteries has declined exponentially in the last decade and are projected to continue to decline moving forward. Several studies have concluded that the cost of purchasing an EV will be at par or lower than an ICE vehicle by 2025 (Bloomberg New Energy Finance, 2020).

Both federal and provincial incentives are expected to continue to be released in order to meet EV targets, making the transition to EVs more attainable. Currently the Federal Government's Zero Emission Vehicle Infrastructure Program (iZEV) provides up to 50% of capital and installation costs for charging infrastructure<sup>3</sup> and incentives up to \$5,000<sup>4</sup> per EV purchased (Transport Canada, 2020)<sup>5</sup>. Tables 2 and 3

<sup>2</sup> This analysis is operating on the assumption that end of service life costs are comparable to those of an internal combustion vehicle, as dealerships now collect batteries for reuse in Canada.

<sup>3</sup> The Town applied in partnership with Dufferin County to the iZEV for 3 dual Level-2 charging stations for fleet vehicle use.

<sup>4</sup> Through the iZEV Program, BEVs and longer-range PHEVs are eligible for an incentive of \$5,000, and shorter-range PHEVs are eligible for an incentive of \$2,500.

<sup>5</sup> Municipal governments are currently limited to a maximum of 10 incentives in any calendar year during the Program.



summarize the difference in MSRP costs between BEV and PHEV models to their comparable conventional fuel-engine vehicles with the iZEV incentive included.

Table 2: 2019/2020 BEVs MSRP

Make	Model	MSRP (\$CAD)	Comparable Fuel Vehicle	MSRP (\$CAD)	Difference in Cost	Cost Difference with iZEV Incentive
Chevrolet	Bolt	\$44,998	Spark	\$14,298	\$30,700	\$25,700
Honda	Clarity	\$42,760	Fit	\$22,891	\$19,869	\$14,869
Hyundai	Ioniq E	\$41,499	Kona	\$21,249	\$20,250	\$15,250
Hyundai	Kona E	\$44,999	Kona	\$21,249	\$20,250	\$15,250
Kia	Niro	\$44,995	Niro	\$26,845	\$18,150	\$13,150
Kia	Soul EV	\$42,595	Soul	\$21,195	\$21,400	\$16,400
Nissan	Leaf SV	\$44,298	Micra	\$14,298	\$30,000	\$25,000

Source: plugndrive.ca

Table 3: 2019/2020 PHEVs MSRP

Make	Model	Typical MSRP (\$CAD)	Comparable Fuel Vehicle	MSRP (\$CAD)	Difference in Cost	Cost Difference with iZEV Incentive <sup>6</sup>
Chrysler	Pacifica	\$48,671	Pacifica	\$37,995	\$10,676	\$5,676
Ford	Fusion	\$33,693	Fusion	\$26,272	\$7,421	\$ 4,921
Ford	Escape PHEV	\$36,155	Escape	\$26,965	\$9,190	\$4,190
Honda	Clarity	\$46,306	Accord	\$30,506	\$15,800	\$13,300
Hyundai	Ioniq	\$33,749	Sonata	\$26,999	\$6,750	\$4,250
Kia	Niro	\$35,995	Niro	\$26,845	\$9,150	\$6,650
Kia	Optima	\$43,995	Optima	\$28,495	\$15,500	\$13,000
Toyota	Prius	\$28,650	Corolla	\$19,150	\$9,500	\$7,000

Source: plugndrive.ca

### Charging Station Costs:

Since Level 1 charging stations are slowest type of charger and can take upwards of 12 hours (or 5-8km/hour) to fully charge a battery, it is advised that Level 2 or 3 chargers are considered for the Town's fleet use. Level 2 charging stations are available in either wall-mounted or pedestal installations. Installing a wall mount charging station connected to the buildings' electrical system is the least expensive solution. Installing a pedestal charging station is slightly more expensive, but more convenient in most cases. The unit costs for each option typically ranges from \$3,000 to \$10,000 (FLO Incorporated, 2018). Level 2 charging stations are relatively simple pieces of equipment and generally do not require regular maintenance.

Level 3 charging stations typically cost between \$30,000-55,000 (FLO, 2018). As noted earlier, these stations are currently the fastest form of EV charging available, providing a full charge in about 30 minutes (Partners in Project Green, 2016). The installation costs associated with Level 3 chargers are also higher, as additional infrastructure is generally needed to support the electrical loading capacity

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<sup>6</sup> PHEVs with a battery capacity of at least 15 kWh or range of 50 km are eligible for the full \$5,000 incentive, PHEVs with lower battery capacity are eligible for a \$2,500 incentive.



required for the stations (Municipal Climate Change Action Centre, 2020). Table 6 outlines the charging capacities and typical costs associated with each type of station.

Table 6: Charging Station Details and Costs

Type of Infrastructure	Input Voltage	Typical Power Transfer	Charging Speed	Unit Cost	Installation Cost	Total Project Cost	Total Cost with iZEV Incentive <sup>7</sup>
<b>Level 2 Charger<sup>8</sup></b>	Split phase 240 VAC or three-wire 120/208 VAC	3.6 kW to 7.2 kW	18 - 36 km/h	\$10,000	\$10,000	\$20,000	\$10,000
<b>Level 3 Charger</b>	3P 208 VAC or 3P 480 VAC or Split phase 240 VAC	25 kW to 50 kW	126 - 250 km/h	\$55,000	\$50,000	\$105,000	\$55,000

Source: FLO, 2018

#### Operating Costs:

Despite the high upfront costs associated with transitioning to EVs, research shows that looking at the total cost of ownership, purchasing an EV can cost less than ICE vehicles. This is a result of lower fuel and maintenance costs and potentially longer lifespans of the vehicles. The expected maintenance cost reduction for each EV is due to the elimination of servicing needs for engine and transmission oils, coolant systems, ignition systems, oil filters, air filters and fuel filters (FLO Incorporated, 2018).

EVs are vastly more energy efficient than conventional gasoline-powered vehicles, being particularly efficient in stop-and-go driving in urban settings. EVs use approximately 77% of their supplied energy to propel the vehicle, whereas only 12-30% of the energy converted by a gasoline-powered vehicle is used to propel the vehicle (City of Edmonton, 2018).

To add, the cost of electricity per kilometre is much lower than litre of gasoline used per kilometre. An EV costs approximately 2-3¢/km (assuming rate of 13¢/kWh), compared to a typical 4-cylinder ICE vehicle at 7-8¢/km (assuming rate of \$1.00/L) (NRCan, 2018). Based on usage statistics from existing Level 2 charger installations, 8 hours of charging uses approximately 50kWh of energy, for a cost of \$6.40 per full charge when the electricity price is 12.8¢/kWh<sup>9</sup> (FLO Incorporated, 2018). By choosing locations that the EVs can be parked at overnight, fleet vehicles will be charged overnight during off-peak time of use periods when electricity costs are lowest.

Additionally, with projections of fuel prices and the federal carbon tax projected to increase over the next few years, the cost savings potential will also increase by transitioning to EVs moving forward. Considering the average annual mileage of the selected light-duty vehicles, it can be estimated that replacing each vehicle would result in an annual cost savings of 70% from fuel use reduction. Table 4 and

<sup>7</sup> NRCan's contribution through this [Zero Emission Vehicle Infrastructure Program](#) covers up to fifty percent (50%) of total project costs, with limitations of \$10,000 per Level 2 charger and \$50,000 per Level 3 charger.

<sup>8</sup> It is common that a Level-2 charging station is one unit with two connectors available for two parking spots.

<sup>9</sup> Used current fixed rate of 12.8¢/kWh from [Orangeville Hydro](#)

5 summarize the general cost savings and GHG emissions reduction associated with each BEV and PHEV model.

Table 4: 2019/2020 BEVs

Make	Model	kWh/100 km	Range (km)	Level 2 Charge Time (hrs)	Energy Cost Annually	Fuel Cost Equivalent	Average Annual GHG Emissions (CO <sub>2e</sub> )	Gas Car Emissions Equivalent (CO <sub>2e</sub> )
Chevrolet	Bolt	18.0	417	9	\$365	\$2,245	145kg	4,400kg
Hyundai	Ioniq E	15.5	274	4	\$315	\$2,480	125kg	4,860kg
Hyundai	Kona	16.8	415	9	\$340	\$2,490	135kg	4,880kg
Kia	Niro	18.6	385	9	\$380	\$2,490	150kg	4,880kg
Kia	Soul	18.6	391	10.5	\$380	\$2,245	150kg	4,400kg
Nissan	Leaf	18.7	363	8	\$395	\$2,480	125kg	4,860kg

Source: plugndrive.ca

Table 5: 2019/2020 PHEVs

Make	Model	kWh/100km	L/100 km	Range (km) Electric /Combined	Level 2 Charge Time (hrs)	Energy Cost Annually	Fuel Cost Equivalent	Average Annual Emissions (CO <sub>2e</sub> )	Gas Car Emissions Equivalent (CO <sub>2e</sub> )
Chrysler	Pacifica	25.8	8.0	51/835	2	\$640	\$2,970	740kg	5,780kg
Ford	Fusion	20.5	5.6	42/940	2.6	\$636	\$2,480	737kg	4,860kg
Ford	Escape	19	5.6	77/475	2.5	\$385	\$2,480	155kg	4,860kg
Honda	Clarity	17.7	4.5	47/961	2.3	\$460	\$2,480	425kg	4,860kg
Hyundai	Ioniq	19.7	5.1	42/853	2.25	\$600	\$2,480	680kg	4,860kg
Kia	Niro	20.3	5.9	47/937	2.7	\$600	\$2,480	680kg	4,860kg
Kia	Optima	15.8	4.3	40/995	2	\$515	\$2,490	635kg	4,860kg

Source: plugndrive.ca

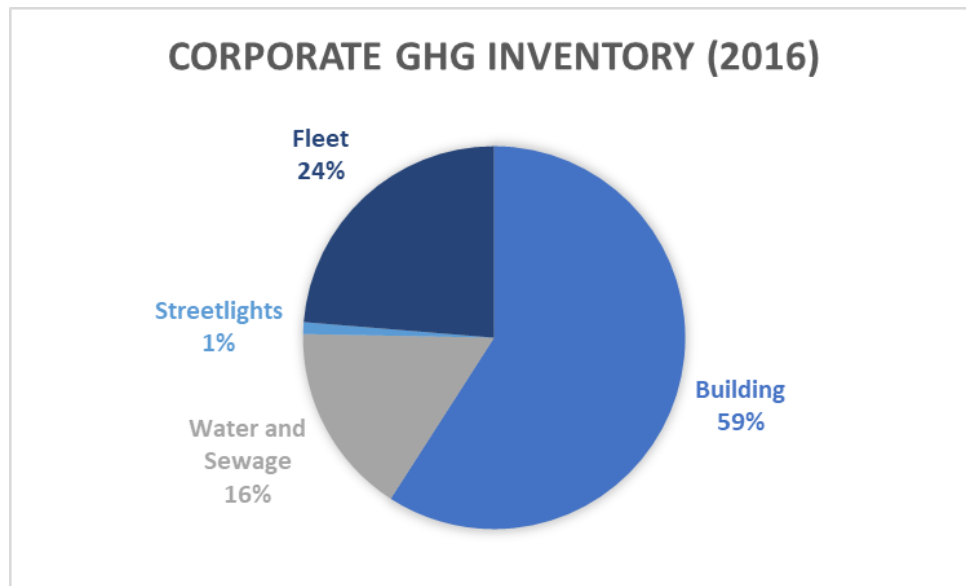
## Environmental and Social Benefits

### Reducing Corporate Greenhouse Gas (GHG) Emissions:

The Town has recognized the importance of reducing local GHG emissions through its commitments to the Partners for Climate Protection (PCP) program and the Global Covenant of Mayors for Climate and Energy (GCoM). Each program requires the Town to develop ambitious GHG emission reduction targets and action plans to reduce both community and corporate emissions. In order to meet these commitments and limit local contributions to climate change, decision-making processes at the Town should consider low carbon alternatives across the corporation.

Additionally, the endorsement of the Town's Sustainable Neighbourhood Action Plan (SNAP) committed to encouraging emission reductions across the corporation and community. The Town of Orangeville's 2016 corporate GHG emission inventory reveals that fleet vehicles are responsible for 24% of the Town's total emissions, with a total of 674 tCO<sub>2e</sub>/yr (see Figure 3).

In 2019, light-duty fleet vehicles accounted for 14% of total vehicle fleet emissions (101 tCO<sub>2e</sub>), offering a feasible opportunity to reduce corporate emissions through the transition of fleet vehicles to low-carbon options. Converting fleet vehicles to EVs is expected to reduce the GHG lifecycle emissions from each replaced vehicle by up to 80% (Pembina Institute, 2019).

Figure 3: Greenhouse Gas Emissions (tCO<sub>2e</sub>) by Sector

### Air Quality

Traditional ICE vehicles emit various air pollutants including carbon monoxide, black carbon, nitrogen oxides, volatile organic compounds and particulate matter. A study out of the University of Toronto found that air pollution is much higher surrounding urban roads, with over 80% of nitrogen monoxide and 60% of black carbon found to be coming from local traffic at near-road sites (University of Toronto, 2019). These tailpipe emissions have been found to have considerable health impacts in urban areas, adversely affecting human lung and cardiac health. Research also shows that children, senior residents and individuals with pre-existing health conditions are all particularly vulnerable to health impacts resulting from traffic-related air pollution (University of Toronto, 2019).

Among the many benefits associated with EVs, improved air quality resulting from the reduction of tailpipe emissions is one that is particularly motivating for urban areas. While Orangeville does not experience the same magnitude of vehicle traffic as the City of Toronto does, the areas surrounding downtown roads and major roadways have been found to have reduced air quality in comparison to its surrounding rural areas (MOECP, 2020).

### Other Considerations

#### Energy Resiliency

Studies and historical events have found that EVs can help to build community resiliency and assist with recovery during emergency situations. For instance, in times of extreme weather events, blackouts, or technology failure, EVs have been utilized to provide electricity to homes, elevators and even to charge various types of technology for communication (Nissan, 2019). By taking advantage of electricity as a fuel source, Orangeville can build resiliency into its fleet system by decreasing reliance on one form of vehicle fuel. Emerging technologies including solar-powered charging stations, diversifying energy supply and increased battery storage will further support the resiliency of fleet vehicles.

## Reduce Noise Pollution

In residential areas, engines tend to be the primary contributors to traffic noise levels. With EVs creating virtually no engine noise, the reduction of noise pollution from vehicles in urban and residential settings can be significantly reduced.

## Right-Sizing

Recently, new technologies have been used by Canadian municipalities to gain more detailed and robust data on their fleet usage. Historically, municipalities tend to use manual logbooks and tracking sheets for mileage and fuel consumption for each vehicle. However, since these methods are reliant on the consistency of the operator, data gaps are to be expected. Telematics is a new method being used to track fleet data, usually provided through third party arrangement. Telematics tracks a variety of data inputs, directly from the vehicles on-board diagnostics systems. The advantage of these systems is that they can track vehicle and fuel usage in real-time providing up to date information for fleet managers, removing the human error factor (NRCan, 2018).

By gaining more information on the Town's fleet vehicles, fleet management could more efficiently right-size the number and type of vehicle required to provide the set level of services. Additionally, by determining the utilization of all fleet vehicles using telematics, the capital investments needed for transitioning to EVs and the required infrastructure could be better understood.

## Leadership and Recovery

The Town has an opportunity to demonstrate how successful deployment of EVs can be achieved in Orangeville while supporting corporate goals and values. By integrating EVs into visible roles throughout the fleet and establishing reliant charging infrastructure, the Town will not only reduce corporate emissions but also increase exposure and awareness of emerging EV technology across the community.

Additionally, when planning for economic recovery from the COVID-19 pandemic, returning to 'business as usual' will not result in long-term corporate resilience. Taking a 'build-back-better' approach by focusing on community well-being, will not only minimize the likelihood of future risks, but also increase the Town's ability to cope and respond. Recovery policies that have been developed in response to COVID-19 impacts have included investing in low-carbon and decentralised electricity systems (OECD, 2020). By investing in low-carbon alternatives, starting with light-duty fleet vehicles, the Town can build corporate resiliency, while showcasing corporate values and goals for a more sustainable and resilient future.

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**Subject:** 99 Mill Street, Recommendation Report, OPZ 2/20

**Department:** Infrastructure Services

**Division:** Planning

**Report #:** INS-2020-002

**Meeting Date:** 2020-11-23

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### **Recommendations**

That report INS-2020-002, 99 Mill Street, Recommendation Report, OPZ 2/20, be received;

And that the Official Plan Amendment and Zoning By-law Amendment Applications (OPZ 2/20) be approved;

And that the By-law included as Attachment No. 2 to this Report, be enacted to adopt site-specific Official Plan Amendment No. 125 to re-designate the subject lands from “Neighbourhood Commercial” to “Residential” on Schedule ‘A’ and “Low Density Multiple” on Schedule ‘C’ to permit a fourplex;

And that the amending Zoning By-law included as attachment No. 3 to this report be enacted to rezone the subject lands from “Neighbourhood Commercial (C2) Zone” to “Multiple Residential Medium Density (RM1) Zone with Special Provision (24.219)” to permit a fourplex.

### **By-laws:**

That a By-law to adopt Amendment No. 125 to the Official Plan for the Town of Orangeville be read a first, second and third time and finally passed;

And that a By-law to amend Zoning By-law No. 22-90, as amended, be enacted to permit the use of Lot 23, Block 7, Plan 138, Town of Orangeville, County of Dufferin, municipally known as 99 Mill Street, as a fourplex.

### **Background and Analysis**

The subject property is located on the east side of Mill Street, between Mary Street and South Wellington Street. The property is legally described as Lot 23, Block 7 on

Registered Plan 138, and is municipally known as 99 Mill Street. The subject land has a lot area of approximately 0.063 hectares (0.16 acres), with approximately 15.6 metres (51.3 feet) of frontage along Mill Street. Attachment No. 1 includes a location map of the subject land.

The subject land is presently developed with a two-storey building, which previously contained a ground-level convenience store fronting onto Mill Street, with residential units above and to the rear. Over time, the convenience store use has vacated from the premises and four (4) dwelling units now occupy the building. The building is included on the Municipal Register of Cultural Heritage Properties as non-designated.

### **Development Proposal**

On, April 15, 2020, Pedro Pimentel Architect Inc. submitted applications on behalf of Clover Tuah to amend the Town's Official Plan and Zoning By-law. The applications propose to legalize the conversion of the existing building from a mixed-use commercial and residential building, to a multiple-residential building containing four (4) units. Five (5) parking spaces can be accommodated in the driveway at the rear of the property, accessed by Peavoy Lane.

### **Analysis**

Subsection 3(5) of the Planning Act states that where a municipality is exercising its decision-making authority affecting a planning matter, such decisions "shall be consistent with" policy statements issued under the Act and "shall conform to", or "shall not conflict with" the provincial plans that are in effect on that date. The following sections provide an analysis of the proposal's adherence to provincial, County and Town planning policy in support of the recommendation for Council's decision concerning these applications.

### **Provincial Policy Statement (2020)**

The Provincial Policy Statement (PPS) provides policy direction on matters of provincial interest related to land use planning and development. The new 2020 PPS came into effect on May 1, 2020, replacing the former PPS of 2014. PPS policies require municipalities to facilitate the development of compact, complete communities in a manner that encourages efficient use of existing infrastructure and public service facilities while protecting public health and safety and the natural environment.

The Official Plan and Zoning By-law amendment applications are consistent with the policies of the PPS because the approval of these amendments would assist in:

- promoting efficient development and land use patterns, avoiding development patterns which may cause environmental or public health safety concerns, and promoting cost-effective development to minimize land consumption and servicing costs (Section 1.1.1); and



- facilitating growth within an existing built-up area that promotes compact form and a mix of uses and densities (Section 1.1.3.6).

### **Growth Plan for the Greater Golden Horseshoe (2019)**

The current provincial Growth Plan (A Place to Grow: Growth Plan for the Greater Golden Horseshoe, 2019) came into effect on May 16, 2019 and was most recently updated as of August 28, 2020. The Growth Plan provides an overall growth strategy for the Greater Golden Horseshoe region aiming to create compact, vibrant and complete communities by directing new growth and development (i.e. residential and employment) to occur within settlement areas, with a focus on providing a diverse range of housing and employment, high quality public open spaces, easy access to local amenities and protection of cultural heritage resources.

The Official Plan and Zoning By-law amendment applications conform to the policies of the Growth Plan because the amendments would facilitate:

- directing growth to a settlement area with full municipal services (Section 2.2.1);
- supporting the achievement of a complete community through providing a diverse range and mix of housing options (Section 2.2.1.4);
- efficient development and land use patterns, which avoid development patterns that may cause environmental or public health safety concerns, and promote cost-effective development to minimize land consumption and servicing costs (Section 1.1.1); and
- growth within an existing built-up area that promotes compact form and a mix of uses and densities (Section 1.1.3.6).

### **County of Dufferin Official Plan**

The subject lands are designated “Urban Settlement Area” on Schedule ‘B1’ in the County of Dufferin Official Plan (County OP).

The County Official Plan identifies urban settlement areas as focal points for growth, which are intended to accommodate a broad range of uses. These areas are comprised of lands that provide full municipal services (i.e. sewage, water and stormwater management) and support a broad range of land uses and densities, including a mix of housing types. Urban settlement areas are to be designed to support walkable communities with opportunities for public transit use. The range of permitted uses and associated land use policies are to be prescribed in municipal official plans.

The Official Plan and Zoning By-law amendment applications are consistent with the policies of the Dufferin County Official Plan.

### **Town of Orangeville Official Plan**

The subject land is designated “Neighbourhood Commercial” on Schedule ‘A’ (Land Use Plan) in the Town of Orangeville Official Plan (“OP”). Neighbourhood Commercial

areas are distributed in various parts of Orangeville, primarily in response to the location of residential uses. They are intended accommodate smaller scale retail uses that serve the immediate residential area, including: supermarkets, drug stores, hardware stores, service establishments, small retail outlets, recreational establishments, nursery schools, business or professional offices, and veterinarian clinics. Residential uses are permitted within upper floors of buildings containing other permitted uses. The existing Neighbourhood Commercial designation reflects the previous mixed-use building on the property, which included a convenience store on the ground floor with residential units above and to the rear of the retail store. The convenience retail use vacated the site many years ago and there is no intent to revive a commercial retail use at this location.

In order to permit the intended use of the existing building for four (4) residential dwelling units, and Official Plan Amendment is required to re-designate the subject lands to “Residential” (Schedule A – ‘Land Use Plan’) with a “Low Density Multiple” (Schedule C – ‘Residential Density Plan’) overlay.

The Low Density Multiple designation permits a range of residential uses including single detached, 2 to 4 unit dwellings, and row/townhouses with a maximum permitted density of up to 49 units per net residential hectare. With four (4) units proposed for the existing building and a site area of approximately 643.5 square metres, this calculates to a density of approximately 63 units per (net) hectare. Therefore, a site-specific policy (E.8.79) is proposed to permit a maximum density of up to 65 units per hectare in order to legalize the 4 units at this location.

The Official Plan and Zoning By-law amendment applications are in keeping with the policies of the Town OP because the amendments would:

- increases supply of good quality living accommodations with a full range of types, densities and architectural forms (Section B2.2);
- promote logical infilling of existing residential neighbourhoods in order to improve the neighbourhood quality (Section B2.13);
- provide a balanced range of housing that meets a variety of needs in terms of size, type, ownership status and location (Section E1.2.3); and
- consider converted dwelling units where appropriate, ensuring surrounding areas are not detrimentally affected (Section E1.5.1).

The proposed Official Plan Amendment (OPA No. 125) is included as Attachment No. 2.

### **Town of Orangeville Zoning By-law No. 22-90**

The subject land is zoned “Neighbourhood Commercial” (C2 Zone) with Special Provision 24.58 on Schedule ‘A’ (Map No. C4) to Zoning By-law No. 22-90, as amended. The ‘C2’ zone permits the following uses:

- Converted Dwelling House
- Multiple Dwelling
- Townhouse Dwelling
- Home Occupation
- Public Park or Playground
- Crisis Care Facility

- Group Home
- Retirement Home
- Nursing Home

Notwithstanding the range of permitted uses of the applicable C2 zone, the site-specific Special Provision limits the use of the subject land to convenience retail on the ground floor with dwelling units on the upper floors.

The Zoning By-law Amendment application proposes to rezone the subject lands to Multiple Residential Medium Density” (RM1 Zone) to legalize the conversion of the existing building to a residential building containing four (4) units. The RM1 zone permits a townhouse, a converted dwelling house (containing four or more units) and a multiple dwelling (i.e. with units accessed through a common area). Although the RM1 zone permits a “converted dwelling house”, the proposal does not technically meet this definition, which requires that the building be enlarged, altered or changed to provide additional units after the passing of the by-law. Given that the units already exist, the use would constitute a “fourplex”, which is defined as “a free standing building containing four dwelling units which may be divided vertically or horizontally with each unit having an independent entrance”. A fourplex is therefore being added is a permitted use through site-specific special provisions (SP 24.219) proposed for this property.

Site-specific provisions are also proposed to recognize the existing building location on the subject land and rectify those regulations of the RM1 zone that the current site conditions would not comply with. The following table outlines the site-specific provisions proposed in comparison to the “Multiple Residential Medium Density” Zone (Section 12) standards of the by-law:

Regulation (RM1 Zone)	Requirement	Site Specific (SP.24.219)
Lot Area (min)	500 sq. m.	-
Lot Frontage (min)	20 m	15.63
Front yard	6 m	0.62
Interior side yard (min)	½ height of the building	north – nil; south – 0.96 m
Rear yard	10 m	-
Building height (max)	14 m	-
Density	99 units per hectare	4 units (65 units per hectare)

In addition, the following site-specific provisions to the General Provisions (Section 5.17.1) are required to recognize existing parking conditions for the site:

Regulation (General Provisions)	Requirement	Site Specific (SP.24.219)
Parking Space Requirements (min)	2 spaces per unit = 8 spaces	1.25 spaces per unit = 5 spaces

The existing site parking configuration has been increased to accommodate five (5) spaces but is physically unable to accommodate eight (8) full size parking spaces as required by the By-law. The requested reduction of this requirement to 1.25 spaces per unit (5 spaces) is similar to the parking requirements for multi-dwelling units, which require 1.5 spaces per unit.

The proposed Zoning By-law Amendment is included as Attachment No. 3.

### **Additional Applications Required**

In addition to the Official Plan Amendment and Zoning By-law Amendment approvals for the subject lands, Site Plan Approval will also be required to facilitate the proposed development. The site plan review and approval process will address the exterior elements of the development in detail, including site servicing, drainage and stormwater management, architectural design, lighting, and landscaping, as applicable. These site design measures can also be used to mitigate any potential impacts and assist in ensuring compatibility with surrounding uses.

### **Review and Consultation**

#### **Internal Departments and External Agencies**

The applications and supporting documentation were circulated to internal departments and external agencies for comment, pursuant to the mandate and technical area of expertise of each reviewing department/agency.

The following agencies and Town departments have expressed no concerns with the application:

- Infrastructure Services, Building
- Infrastructure Services, Transportation and Development
- Infrastructure Services, Environment
- Community Services, Orangeville Fire
- Heritage Orangeville
- County of Dufferin – Planning
- Rogers Communications
- Enbridge Gas Inc.
- Canada Post

No additional comments have been received from internal departments or external public agencies with respect to this application.

### **Public Consultation**

A public information meeting was held in accordance with the Planning Act requirements on September 23, 2020. The purpose of this public meeting was to provide an opportunity for the applicant to present their application to the public and

Council, to receive comments, and answer any questions raised about the proposed development.

Comments and questions were expressed at the public meeting seeking clarification on certain aspects of the proposal and responses were provided by Planning division staff and the applicant's representative in attendance at the meeting. There were no questions or comments raised at the meeting which required further exploration as part of the application review process.

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## **Strategic Alignment**

### **Orangeville Forward – Strategic Plan**

Priority Area: Sustainable Infrastructure

Objective: Plan for Growth

### **Sustainable Neighbourhood Action Plan**

Theme: Land Use and Planning

Strategy: Co-ordinate land use and infrastructure planning to promote healthy, liveable and safe communities.

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## **Notice Provisions**

The applications were received on April 15, 2020 and deemed incomplete by Planning Division staff on April 21, 2020 due to certain required supporting information not being included with the application submission. The applications were subsequently deemed complete on May 8, 2020 upon receipt of the outstanding submission material.

In accordance with the requirements of the Planning Act, on May 21, 2020, a Notice of Complete Application was:

- i. circulated to all property owners within 120 metres of the subject property;
- ii. advertised in the Orangeville Citizen;
- iii. published to the Town website; and
- iv. posted via signage on the subject property.

A public information meeting was held in accordance with the Planning Act requirements on September 23, 2020. A Notice of Public Meeting was provided on September 3, 2020, in the same manner as described above.

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**Financial Impact**

No financial impact is anticipated as a result of the recommendations of this report.

Respectfully submitted

Reviewed by

Douglas G. Jones, M.E.Sc., P.Eng.  
General Manager, Infrastructure Services

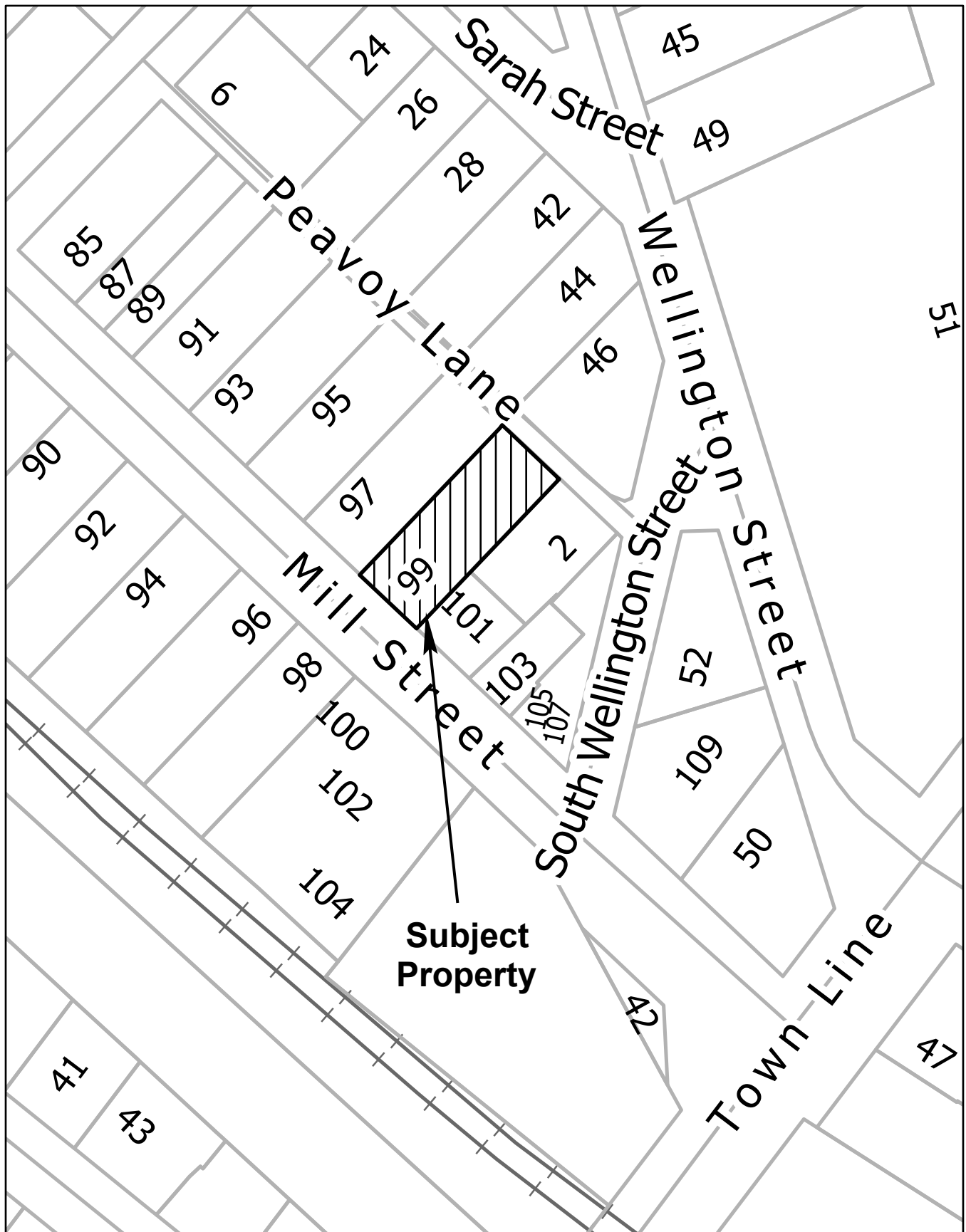
Brandon Ward, MCIP, RPP  
Manager, Infrastructure Services

Prepared by

Larysa Russell, MCIP, RPP  
Senior Planner, Infrastructure Services

**Attachment(s):**

1. Location Map
2. Official Plan Amendment No. 125
3. Zoning By-law Amendment
4. Conceptual Site Plan







## **The Corporation of the Town of Orangeville**

### **By-law Number \_\_\_\_\_**

#### **A By-law to Adopt Amendment No. 125 to the Official Plan (Clover Tuah: 99 Mill Street; OPZ 2/20).**

The Council of the Corporation of The Town of Orangeville, in accordance with the provisions of Section 22 of the Planning Act, R.S.O. 1990, c.P.13 and amendments thereto, hereby enacts as follows:

1. Amendment No. 125 to the Official Plan for The Town of Orangeville, consisting of the attached explanatory text and map is hereby adopted.

Passed in open Council this 23<sup>rd</sup> day of November, 2020.

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Sandy Brown, Mayor

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Karen Landry, Clerk

**The Official Plan  
for the  
Town of Orangeville  
Amendment No. 125**

The attached explanatory text and map, constituting Amendment Number 125 to the Official Plan for the Town of Orangeville, was adopted by the Council of the Corporation of the Town of Orangeville, under the provisions of Section 22 of the Planning Act, R.S.O., 1999, C. P.13 on November 23, 2020.

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Sandy Brown, Mayor

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Karen Landry, Clerk

**The Official Plan  
for The Town of Orangeville  
Amendment No. 125**

**Part A – The Preamble**

**1. Purpose of the Amendment**

The purpose of the amendment is to re-designate the subject lands from “Neighbourhood Commercial” to “Low Density Multiple” and to add a special policy to permit a maximum density and/or total number of dwelling units in order to allow 4-units within the existing detached dwelling on the subject lands.

**2. Location**

This amendment applies to the lands described as Lot 23, Block 7, Plan 138, Town of Orangeville, County of Dufferin and municipally known as 99 Mill Street. The lands comprise a single parcel of approximately 0.063 hectares (0.16 acres) in area, with approximately 15.63 metres of frontage along Mill Street. The subject lands are located on the east side of Mill Street, between Mary Street and South Wellington Street.

**3. Basis of the Amendment**

The subject lands are predominantly surrounded by residential land uses consisting of single detached, semi-detached, townhouse and multiple-dwelling units. A public school is located to the east, and a parkette is located to the south, with commercial and industrial uses on the south side of Town Line.

On September 23, 2020, a statutory public meeting was held for public review and comment.

The subject lands are designated “Neighbourhood Commercial” on Schedule ‘A’ “Land Use Plan” in the Town of Orangeville Official Plan. An Official Plan Amendment is required to re-designate the subject lands as “Residential” on Schedule ‘A’ and “Low Density Multiple” on Schedule ‘C’ in order to permit 4 units within the existing dwelling. The proposed multi-unit dwelling will make efficient use of an existing building that has access to full municipal services and is located an area of the Town characterized by a broad range of low-density residential uses.

The basis for this amendment is as follows:

1. The proposed development is consistent with the Provincial Policy Statement.
2. The proposed development conforms to the Growth Plan for the Greater Golden Horseshoe.

3. The proposed development conforms to the Dufferin County Official Plan.
4. The proposed development conforms to the general intent and purpose of the Town of Orangeville Official Plan.
5. The proposed Official Plan and Zoning By-law Amendments provide for the reuse of an existing building on lands within the Town's Built Boundary.
6. The proposed development provides an additional type of housing in accordance with the Residential policies of the Official Plan, which aim to provide a balanced range of housing types that meets a variety of needs in terms of size, type, ownership status and location; and
7. The proposed redevelopment will optimize the use of an existing building which has access to full municipal services.

## **Part B – The Amendment**

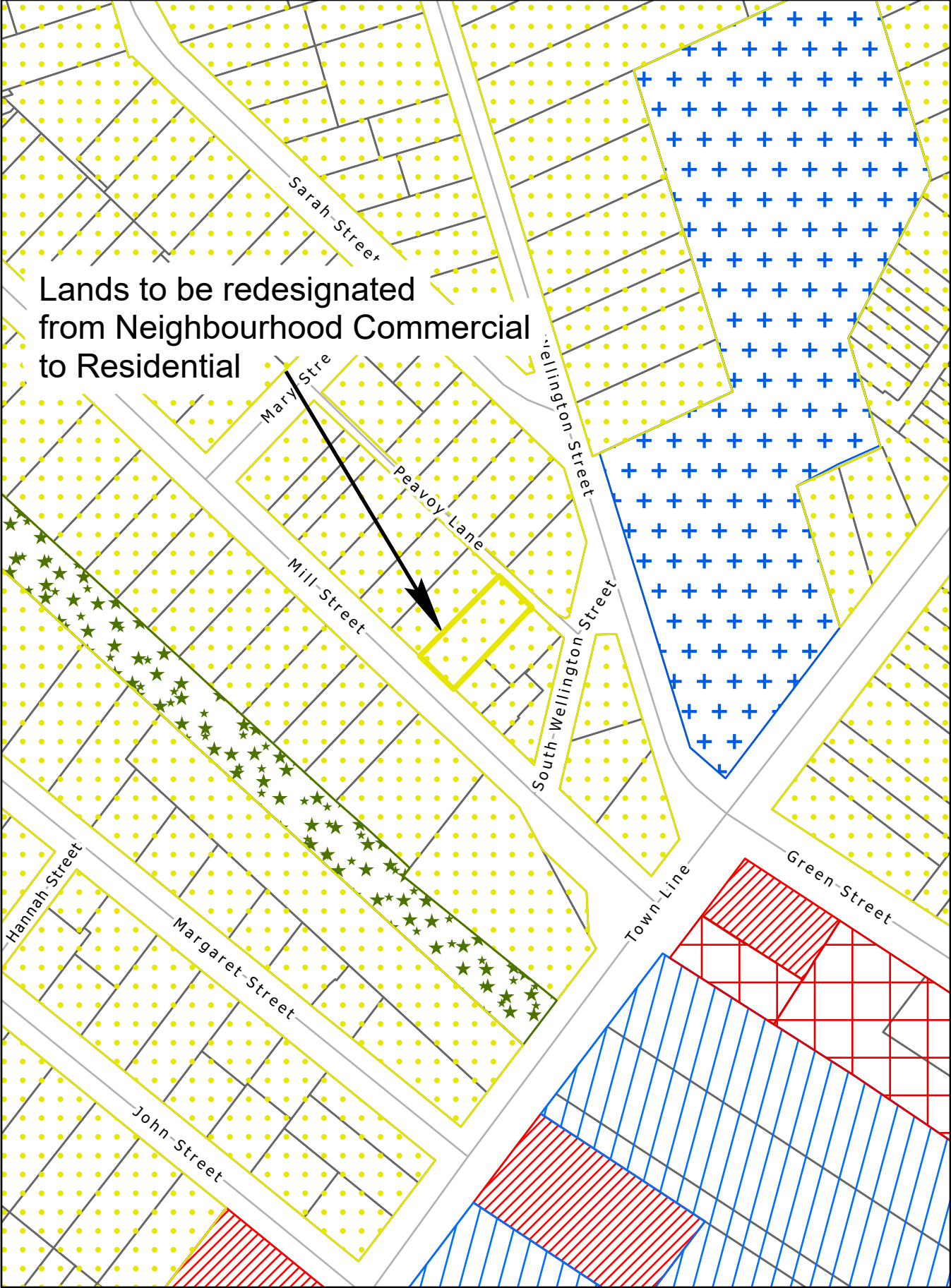
The Official Plan for the Town of Orangeville is amended as follows:

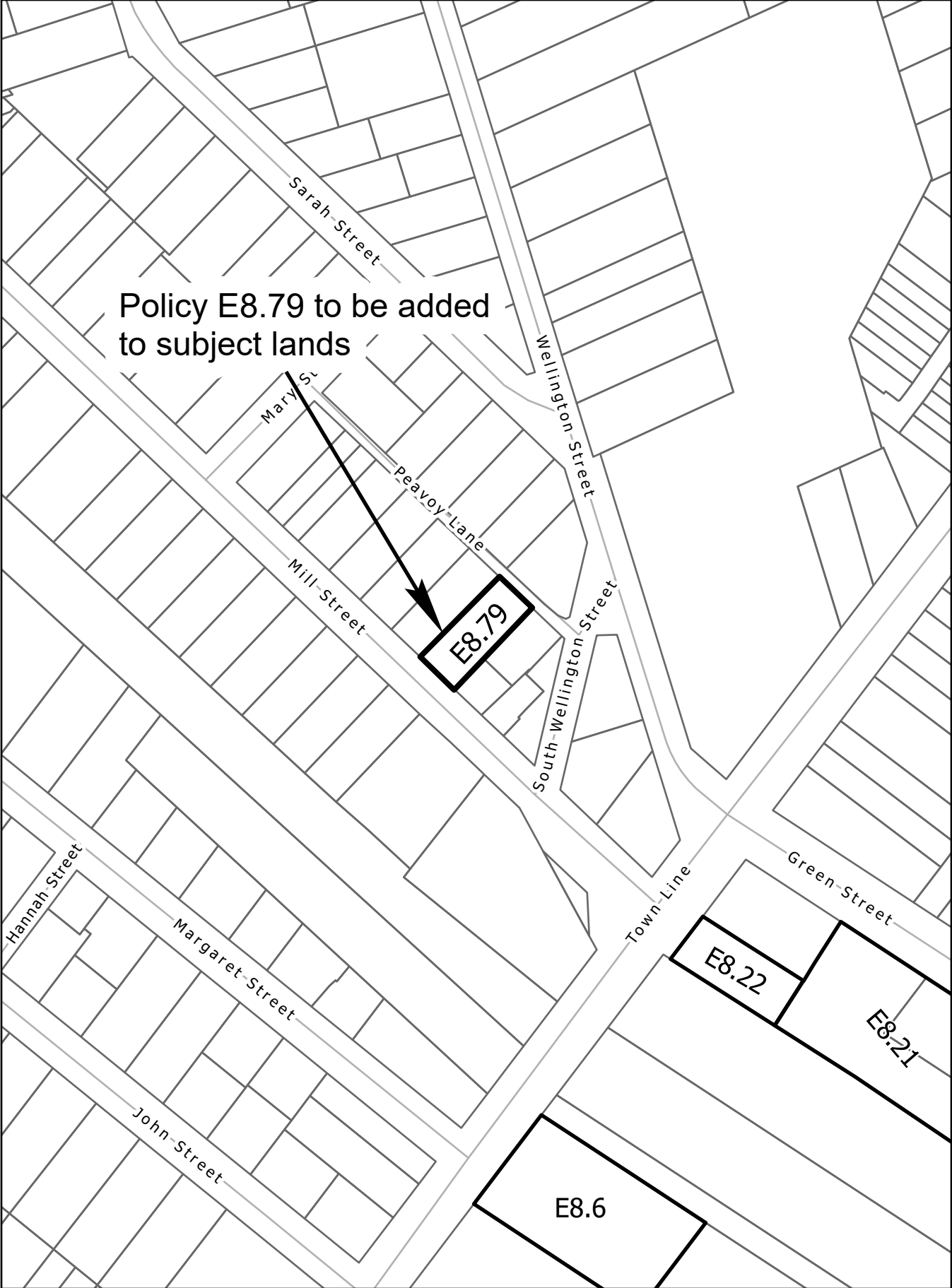
1. Section E8 “Policies for Specific Areas” is hereby amended by adding the following policy:

“E8.79 Notwithstanding the Low Density Multiple designation, a maximum density of 65 units per net residential hectare or 4 units is permitted, whichever is less.”

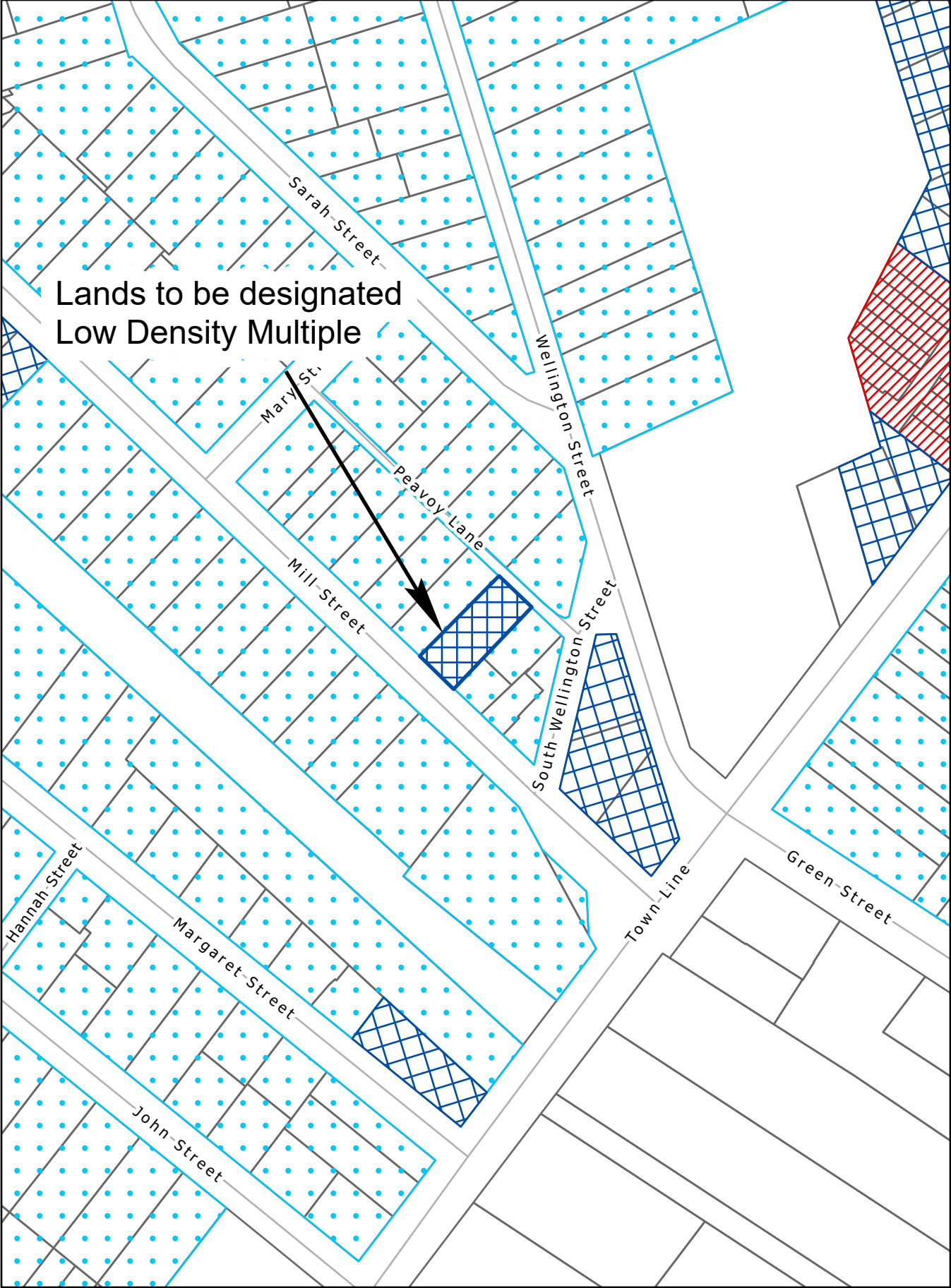
2. Schedule “A” “Land Use Plan” is hereby amended by designating the lands to “Residential” as shown on the attached Schedule “A” to this amendment.
3. Schedule “B” “Policies for Specific Areas” is hereby amended by showing the lands subject to “Policies for Specific Areas” and adding reference to Policy E8.79 as shown on the attached Schedule “B” to this amendment.
4. Schedule “C” “Residential Density Plan” is hereby amended by designating the lands to “Low Density Multiple” as shown on Schedule “C” attached to this amendment.

Schedule 'A' to Official Plan Amendment No. 125





Schedule 'C' to Official Plan Amendment No. 125







## **The Corporation of the Town of Orangeville**

**By-law Number \_\_\_\_\_**

**A By-law to amend Zoning By-law No. 22-90 as amended,  
with respect to Lot 23, Block 7, Plan 138, municipally known as  
99 Mill Street  
Clover Tuah, OPZ 2/20**

Whereas the Council of the Corporation of the Town of Orangeville is empowered to pass By-laws to permit the use of land pursuant to Sections 34 and 36 of the Planning Act, RSO 1990, as amended;

And whereas Council considers it desirable to pass a By-law to amend Zoning By-law No. 22-90, as amended, to permit a fourplex dwelling on Lot 23, Block 7, Plan 138, municipally known as 99 Mill Street.

Be it therefore enacted by the municipal Council of The Corporation of the Town of Orangeville as follows:

1. That Schedule "A", Map D5 to Zoning By-law No. 22-90, as amended, is hereby further amended by rezoning the lands as depicted on Schedule "A" attached to this By-law.
2. That Section 24 of By-law 22-90, as amended, is hereby further amended by deleting S.P. 24.58 in its entirety.
3. That Section 24 of By-law 22-90, as amended, is hereby further amended by adding the following thereto:  
  
"24.219 Notwithstanding the provisions of Section 12.1 (Permitted Uses), a fourplex dwelling shall be permitted.

The following definition shall apply only to the lands that are subject to Special Provision 24.219:

**“DWELLING, FOURPLEX”** means a free standing building containing four dwelling units which may be divided vertically or horizontally with each unit having an independent entrance.

Notwithstanding the provisions of Sections 12.3 (2), (3) and (5) of By-law 22-90, as amended, the following provisions shall apply to the lands zoned as Multiple Residential Medium Density (RM1) Zone, Special Provision 24.219:

Lot frontage (minimum)	15.63 metres
Front yard (minimum)	0.62 metres
Interior side yard (minimum)	
- north side	0.0 metres
- south side	0.96 metres
Number of units (maximum)	4

Notwithstanding the provisions of Section 5.17 1(a) of By-law 22-90, as amended, a minimum of 5 parking spaces shall be provided.”

Passed in open Council this 23<sup>rd</sup> day of November, 2020.

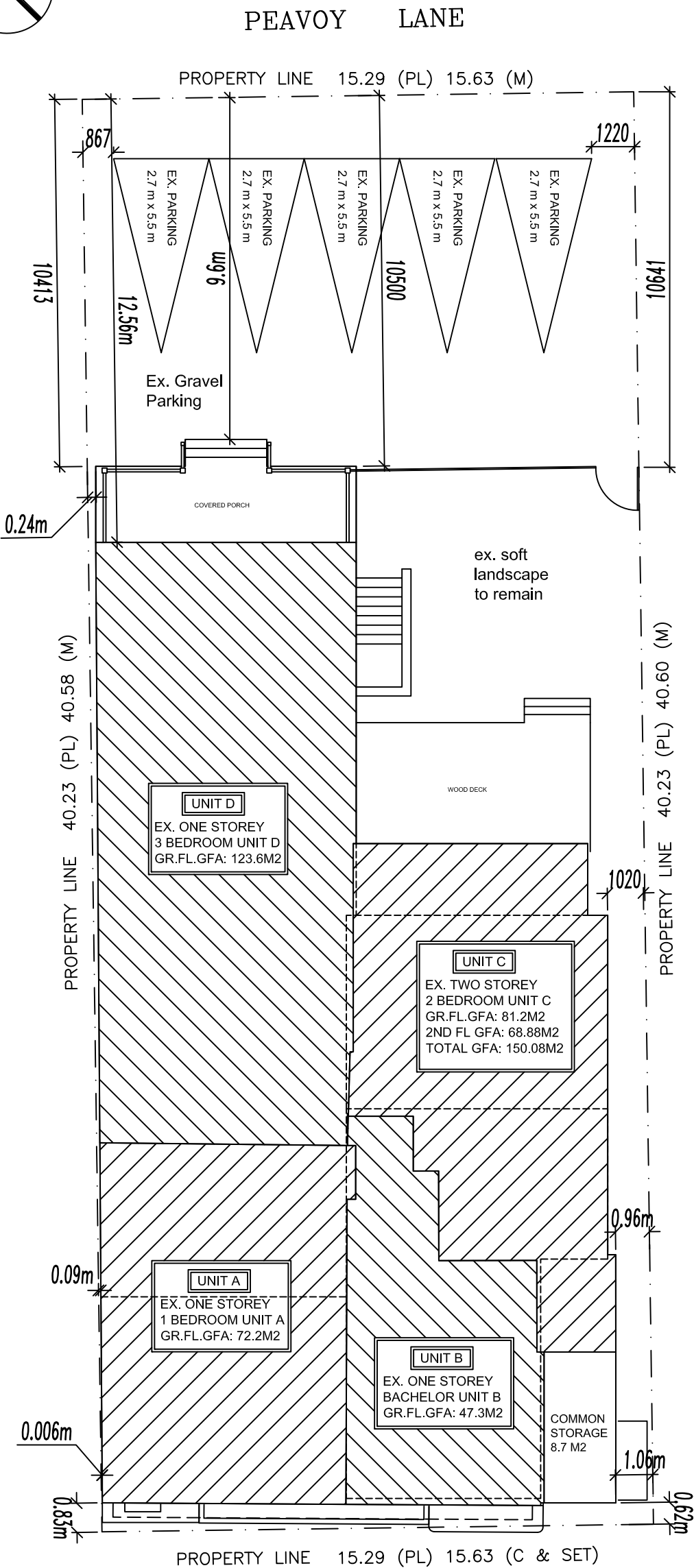
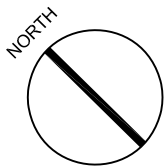
\_\_\_\_\_  
Sandy Brown, Mayor

\_\_\_\_\_  
Karen Landry, Clerk

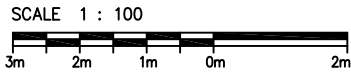
Passed the \_\_\_\_\_ day of \_\_\_\_\_

Clerk

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INFORMATION TAKEN FROM  
PLAN OF SURVEY OF  
LOT 23, BLOCK 7  
REGISTERED PLAN 138  
TOWN OF ORANGEVILLE  
COUNTY OF DUFFERIN



SITE STATISTICS :

ZONE :  
LOT AREA = 6,829.4 SQ. FT. ( 634.45 M2)

TOTAL EX. GFA AREA = 4,326 S.F. (401.88 m2)

EXISTING FRONT YARD SETBACK = 0.62 M  
(EX. CONDITIONS TO REMAIN )

EXISTING SOUTH SIDE YARD SETBACK = 0.96 M  
(EX. CONDITIONS TO REMAIN )

EXISTING NORTH SIDE YARD SETBACK = 0.006 M and 0.09 M  
(EX. CONDITIONS TO REMAIN )

EXISTING REAR YARD SETBACK = 12.56 M  
(EX. CONDITIONS TO REMAIN )

EX. HEIGHT TO TOP OF RIFGE ROOF = 7.26 M

( GFA ):  
EX. GROUND FL. AREA = 3,584.5 SQ.FT. (333 m2)  
EX. SECOND FL. AREA = 741.44 SQ.FT. (68.88 m2)

TOTAL EXISTING FLOOR GFA AREA = 4,326 S.F. (401.88 m2)

EX. UNITS GFA STATISTICS

UNIT A EX. ONE STOREY 1 BEDROOM GR.FL.GFA: 72.2 M2

UNIT B EX. ONE STOREY BACHELOR GR.FL.GFA: 47.3 M2

UNIT C EX. TWO STOREY 2 BEDROOM GR.FL. + 2ND FL. GFA: 150.08 M2

UNIT D EX. ONE STOREY 3 BEDROOM GR.FL.GFA: 123.6 M2

COMMON GROUND FLOOR STORAGE GFA: 8.7 M2

EX. BUI;DING AREA: 333 M2

EXISTING 5 PARKING SPACES TO REMAIN (2.7 M X 5.5M) EACH

EX. GRAVEL PARKING AREA AT REAR TO REMAIN

EX. SOFT LANDSCAPE AT REAR TO REMAIN

9	
8	
7	
6	REV#1 DRAFT ZONING BYLAW AMENDMENT JUL.22.20
5	REV#1 DRAFT OFICIAL BYLAW AMENDMENT JUL.22.20
4	DRAFT ZONING BYLAW AMENDMENT APR. 03, 2020
3	DRAFT OFFICIAL PLAN AMENDMENT APR. 03, 2020
2	APPROVED BY CLIENT MAR 5, 2020
1	SITE MEASURE EX. LAYOUT MAR 3, 2020
No Revisions	Ch'd Date

PEDRO  
PIMENTEL  
ARCHITECT INC.



111 FLORADALE DRIVE, MISSISSAUGA, ONTARIO  
TEL: (905) 277 9054 CELL: (416) 464 3975

PROJECT

MAINTAIN EXISTING FOUR  
RESIDENTIAL UNITS  
AT EXISTING 2 STOREY  
MASONRY/SIDING BUILDING

99 MILL STREET, ORAMGEVILLE, ONTARIO

Title

SITE PLAN  
SITE STATISTICS

Scale 1 : 150

Date MAR, 2020

Drawn

Checked P P

Revised

Printed

Project No/Drawing No

202011

A1

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**Subject:** 515 Broadway, Recommendation Report, OPZ 3/18

**Department:** Infrastructure Services

**Division:** Planning

**Report #:** INS-2020-003

**Meeting Date:** 2020-11-23

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### Recommendations

That report INS-2020-003, 515 Broadway, Recommendation Report, OPZ 3/18, be received;

And that the Official Plan Amendment and Zoning By-law Amendment Applications (OPZ 3/18) be approved;

And that the By-law included as Attachment No. 2 to this Report, be enacted to adopt site-specific Official Plan Amendment No. 126 to re-designate the subject lands from “Residential” and “Open Space Conservation” to “Residential” and “Open Space Conservation” on Schedule ‘A’ and a portion of the lands from “Low Density Residential” to “High Density Residential” on Schedule ‘C’ to permit a retirement home and residential uses.

And that the amending Zoning By-law included as attachment No. 3 to this report be enacted to rezone the subject lands from “Development (D) Zone” to “Multiple Residential High Density (RM2) with Holding (H) Symbol and Special Provision (24.224)” and “Open Space Conservation (OS2) Zone” to permit a retirement home and residential uses.

### By-laws:

That a By-law to adopt Amendment No. 126 to the Official Plan for the Town of Orangeville be read a first, second and third time and finally passed;

And that a By-law to amend Zoning By-law No. 22-90, as amended, be enacted to permit the use of Part of Lot 1, Concession C, Town of Orangeville, County of Dufferin, municipally known as 515 Broadway, as a retirement home and residential uses.

## **Background and Analysis**

The land subject to these applications is located on the north side of Broadway, east of Veterans Way (County Road 16), south of the Orangeville Railway Development Corporation (ORDC) Line, and west of an existing neighbourhood plaza. The subject land is legally described as Part of Lot 1, Concession C, and is municipally known as 515 Broadway. The land is approximately 3.65 hectares (9.04 acres) in size and has approximately 182.14 metres (597 feet) of frontage on Broadway, a Major Collector Road. Attachment No. 1 includes a location map of the subject land.

The subject land is currently developed with a two-storey detached dwelling, located in the northern portion of the property. In addition, there are a number of environmentally significant features including a woodlot, wetland, watercourse, and man-made pond along the south and western property lines.

## **Development Proposal**

On, August 16, 2018, MHBC submitted applications on behalf of 714415 Ontario Limited to facilitate the proposed development of a six-storey, 161-unit retirement residence and 18 two-storey townhouse dwellings within the northeast portion of the site. The remainder of the property containing the natural heritage features described above is proposed to be kept in a preserved and enhanced natural state.

Through the review and commenting process, the applicant has made revisions to the composition and layout of the proposal, which now involves two (2) development concept options under consideration. Although there are general similarities between the two concepts in terms of their building and development footprints, as well as servicing and access arrangements, the main differences pertain to the retirement residential formats and layout configurations. Below is a high-level summary of the two proposed concepts under consideration.

### **Concept 1 – Retirement Residence and Townhouses**

This was the primary concept reviewed by staff throughout the application process. It includes 161 retirement units and 17 three-storey townhouse units, which results in a density of 143 units per net residential hectare (upnha). Access to the site is proposed to be consolidated with the existing access for the commercial plaza at 489 Broadway located on the north side of the C Line and Broadway intersection. From this intersection, the site access would cross the southwest part of the 489 Broadway commercial property as well as the adjacent laneway corridor serving 493 Broadway and enter into the development area of the site via a private roadway. A total of 124 parking spaces are proposed, consisting of 90 surface parking spaces, including 6 accessible spaces, for the retirement home, and 34 parking spaces for the townhouses at a rate of 2 spaces per unit. A total of 14 bicycle parking spaces are also proposed. The retirement residence would be owned and operated by an institutional entity while

the proposed townhouses would be developed independently and sold to the general market. This conceptual plan ("Concept 1") is included as Attachment No. 4.

### **Concept 2 – Butterfly Model Facility**

This concept was provided as a high-level alternative to Concept 1 in order to develop a "butterfly model" retirement facility on the subject lands. The "butterfly model" retirement facility concept involves an integrated health hub, which is proposed to contain centralized amenities for the residents and their visitors including: administrative offices, dining facilities, doctors' offices, nursing stations, activity rooms, coffee shops and restaurants, banks and hair salons. Retirement residences would be oriented within a series of "neighbourhood blocks" surrounding the integrated health hub. A seniors' rental building would also be included with this facility and would be situated generally within the area proposed for the townhouse units in Concept 1.

This concept is also based on a single private road, accessing the signalized intersection at Broadway and C Line as described above. A total of 151 units are proposed for this concept, which results in a density of 125upnha. A total of 131 surface parking spaces are proposed. This conceptual plan ("Concept 2") is included as Attachment No. 5.

Although the specific development concept has not yet been confirmed, the similarities between the two with respect to land use, site layout and building locations present enough certainty to move forward with considering appropriate Official Plan and Zoning By-law Amendment approvals at this time. While the proposed amendments are flexible enough to accommodate both of the development concepts described above, the specific details of the development remaining to be confirmed through refining the final development concept are matters that can be reviewed within the additional approval processes (i.e. site plan approval) that will be required for the development to proceed.

### **Analysis**

Subsection 3(5) of the Planning Act states that where a municipality is exercising its decision-making authority affecting a planning matter, such decisions "shall be consistent with" policy statements issued under the Act and "shall conform to", or "shall not conflict with" the provincial plans that are in effect on that date. The following sections provide an analysis of the proposal's adherence to provincial, County and Town planning policy in support of the recommendation for Council's decision concerning these applications.

### **Provincial Policy Statement (2020)**

The Provincial Policy Statement (PPS) provides policy direction on matters of provincial interest related to land use planning and development. The new 2020 PPS came into effect on May 1, 2020, replacing the former PPS of 2014. PPS policies require municipalities to facilitate the development of compact, complete communities in a

manner that encourages efficient use of existing infrastructure and public service facilities while protecting public health and safety and the natural environment.

The Official Plan and Zoning By-law amendment applications are consistent with the policies of the PPS because the approval of these amendments would assist in:

- promoting efficient development and land use patterns, avoiding development patterns which may cause environmental or public health safety concerns, and promoting cost-effective development to minimize land consumption and servicing costs (Section 1.1.1);
- achieving growth within an existing built-up area that promotes compact form and a mix of uses and densities (Section 1.1.3.6);
- permitting and facilitating all housing options required to meet the social, health, economic and well-being requirements of current and future residents, including special needs requirements and needs arising from demographic changes (Section 1.4.3 b.);
- protecting natural open space areas while encouraging accessible parks, trails and open spaces to promote active communities and foster social interaction (Section 1.5.1 & Section 2.1); and
- utilizing existing municipal infrastructure and promoting low impact development (Section 1.6).

### **Growth Plan for the Greater Golden Horseshoe (2019)**

The current provincial Growth Plan (A Place to Grow: Growth Plan for the Greater Golden Horseshoe, 2019) came into effect on May 16, 2019 and was most recently updated as of August 28, 2020. The Growth Plan provides an overall growth strategy for the Greater Golden Horseshoe region aiming to create compact, vibrant and complete communities by directing new growth and development (i.e. residential and employment) to occur within settlement areas, with a focus on providing a diverse range of housing and employment, high quality public open spaces, easy access to local amenities and protection of cultural heritage resources.

The Official Plan and Zoning By-law amendment applications conform to the policies of the Growth Plan because the amendments would facilitate:

- directing development to a settlement area (Section 2.2.1);
- supporting the achievement of a complete community that includes a diverse mix and range of housing options to accommodate people at all stages of life (Section 2.2.1.4);
- efficient development and land use patterns, avoiding development patterns which may cause environmental or public health safety concerns, and promoting cost-effective development to minimize land consumption and servicing costs (Section 1.1.1); and
- growth within an existing built-up area that promotes compact form and a mix of uses and densities (Section 1.1.3.6).



### **County of Dufferin Official Plan**

The subject lands are designated “Urban Settlement Area” on Schedule ‘B1’ in the County of Dufferin Official Plan (County OP).

The County Official Plan identifies urban settlement areas as focal points for growth, which are intended to accommodate a broad range of uses. These areas are comprised of lands that provide full municipal services (i.e. sewage, water and stormwater management) and support a broad range of land uses and densities, including a mix of housing types. Urban settlement areas are to be designed to support walkable communities with opportunities for public transit use. The range of permitted uses and associated land use policies are to be prescribed in municipal official plans.

The policies of the County Official Plan are supportive of promoting a good quality of life and ensuring an adequate supply of housing is provided for the needs of socio-economic groups such as seniors. They encourage local municipalities to include provisions for aging-in-place for seniors so that:

- a. “Individuals living in a non-healthcare environment will have access to municipal services and amenities so that they may carry out their daily life without having to relocate as their circumstances change; and,
- b. Where the above is not suitable due to the physical or mental condition of the individual, independent living, assisted living and skilled nursing is to be encouraged in residences for seniors, such as in a continuing care retirement community.” (Section 3.7.3).

Section 3.7.2 of County Official Plan encourages the proponents of development to ensure that a portion of new housing is affordable, and available and accessible to a broader range of demographics in the population, including seniors, and that an adequate supply is maintained.

The Natural Heritage and Water Resource policies (Section 5) of the County Official Plan seek to protect, restore and, where possible, enhance natural resources, including surface and groundwater resources to provide safe drinking water, promote water conservation, and recognize the importance of the County as an important headwater area. These policies also aim to direct development and site alteration away from significant natural heritage features to protect them for the long-term.

The Official Plan and Zoning By-law amendment applications are consistent with the policies of the Dufferin County Official Plan.

### **Town of Orangeville Official Plan**

The subject land is designated “Residential” and “Open Space Conservation” on Schedule ‘A’ (Land Use Plan) in the Town of Orangeville Official Plan (“OP”), and a portion of the land is designated “Low Density Residential” on Schedule ‘C’ (Residential Density Plan).

Residential areas are intended to provide an adequate supply of good quality living accommodations with a full range of sizes, types, densities, architectural forms, ownership, and rental options to accommodate the population regardless of age, household composition or income. Low Density Residential areas permit single detached and two-unit dwellings up to a maximum density of 25upnha.

The Open Space Conservation designation represents areas where the land is protected for natural features, and development is prohibited. Permitted uses are limited to public works associated with watercourses (i.e. bridges, wells and sewage treatment facilities), outdoor recreational uses, and accessory uses, subject to approvals by all appropriate agencies.

In order to implement the development as proposed, an Official Plan Amendment is required to adjust the boundaries of the “Residential” and “Open Space Conservation” designations on Schedule ‘A’ (Land Use Plan) and re-designate a portion of the land as “High Density Residential” on Schedule ‘C’ (Residential Density Plan), in accordance with the development limits of the property.

The High Density Residential designation permits apartments at a maximum density of 124upnha. It also states that consideration may be given to permit densities as high as 148upnha for multiple residential housing to accommodate elderly persons. As such, a Site Specific policy (E8.80) is proposed to permit townhouses and a seniors’ residence as additional built forms, and enable a permitted density of 148upnha for developments that include a seniors’ establishment.

The Official Plan and Zoning By-law amendment applications are in keeping with the policies of the Town OP because the amendments would:

- increases supply of good quality living accommodations with a full range of types, densities and architectural forms (Section B2.2);
- promote logical infilling of existing residential neighbourhoods in order to improve the neighbourhood quality (Section B2.13);
- provide a balanced range of housing that meets a variety of needs in terms of size, type, ownership status and location (Section E1.2.3);
- provide additional supply of alternative housing such as seniors’ residences or retirement houses (Section E1.7.6); and
- protecting sourcewater, ecologically significant areas and the natural environment, while directing growth away from hazardous areas (Section B2.7).

The proposed Official Plan Amendment (OPA No. 126) is included as Attachment No. 2.

### **Town of Orangeville Zoning By-law No. 22-90**

The subject land is zoned “Development” (D Zone) on Schedule ‘A’ to Zoning By-law No. 22-90, as amended. Uses permitted in the Development zone include existing

uses, buildings and structures. It is intended that appropriate zoning be determined at the time of major development.

The Zoning By-law Amendment application proposes to rezone the subject lands to Multiple Residential High Density” (RM2 Zone) to permit a seniors’ community. The ‘RM2’ zone permits the following uses:

- Converted Dwelling House
- Multiple Dwelling
- Townhouse Dwelling
- Home Occupation
- Public Park or Playground
- Crisis Care Facility
- Group Home
- Long-Term Care Facility
- Retirement Home

As discussed in this report, the final composition of the development is still unknown. As such, the Zoning By-law Amendment is proposed to be flexible enough to accommodate the concepts proposed in Attachments 4 & 5 while remaining grounded to the overall use and layout commonalities between the two concepts. The following table outlines the site-specific provisions (SP.24.224) proposed to accommodate these concepts, in comparison to the “Multiple Residential High Density” Zone (Section 13) standards of the by-law:

Regulation (RM2 Zone)	Requirement	Site Specific (SP.24.224)
Lot Area (min)	500 sq. m.	-
Lot Frontage (min)	20 m	n/a, Broadway deemed as front lot line
Front yard	6 m	-
Interior side yard (min)	½ height of the building	5.5 m
Rear yard	10 m	-
Building height (max)	14 m	23 m - for retirement home, long-term care facility, or home for special care
Density	124 units per hectare	148 units per hectare - for retirement home, long-term care facility, or home for special care

In addition, the following site-specific provisions to the General Provisions (Section 5.17.1a) are required:

Regulation (General Provisions)	Requirement	Site Specific (SP.24.224)
Parking Space Requirements (min)	-	home for special care - 1 parking space per three beds

Lastly, in keeping with the existing permitted uses which include retirement home and long-term care home, a “home for special care” defined as “an establishment for the care of persons requiring nursing, residential or sheltered care, or as defined by the

Homes for Special Care Act or subsequent legislation” is being added as a permitted use. This type of home would be geared specifically to seniors that require specialized dementia or memory care, which is slightly different than a “long-term care home” defined as “a building used for the care of elderly or chronically ill persons as defined by The Long-Term Care Homes Act or subsequent legislation.”

The proposed Zoning By-law Amendment is included as Attachment No. 3.

### **Additional Applications Required**

In addition to the Official Plan Amendment and Zoning By-law Amendment approvals for the subject lands, the following applications will be required:

1. **Residential Demolition Permit** to facilitate the demolition of the existing dwelling on the subject land prior to development. A Residential Demolition Application has not been submitted to date in conjunction with these applications.
2. **Site Plan Approval** to facilitate the proposed development. The site plan review and approval process will address the exterior elements of the development in detail, including site servicing, drainage and stormwater management, architectural design, lighting, and landscaping, as applicable. These site design measures can also be used to mitigate any potential impacts and assist in ensuring compatibility with surrounding uses. An executed Site Plan Agreement between the Town and the applicant will be required prior to the commencement of construction. A Site Plan Application has not been submitted to date in conjunction with this development proposal.
3. **Lifting of the Holding (H) Symbol** to facilitate the removal of the Holding (H) Symbol that is placed on the land as part of the Zoning By-law Amendment. The purpose of the (H) symbol is to ensure the appropriate servicing capacity needed to accommodate the proposed development is formally allocated to the development before it proceeds. In this case, additional holding provisions have been added and are explained in the later portion of this report. An application to remove the Holding (H) Symbol will be required after Site Plan approval has been granted.

As discussed in this report, the applicant has not established a final concept for the subject lands. Based on the composition of the final concept, the following application approvals may also be required:

1. **Plan of Subdivision** to facilitate the creation of the various blocks (i.e. residential, open space, etc.). A Plan of Subdivision application was submitted in November 2018 (File No. S 3/18) and is currently on hold until such a time when the ultimate concept is confirmed, and it can then be determined whether subsequent lot/block creation needs to be facilitated through continuing this application process as a result.

2. **Plan of Condominium (exemption)** to establish any common elements (i.e. internal roadway, parking and landscaping areas, etc.) that will form part of a condominium. A Plan of Condominium application has not been submitted to date in conjunction with these applications.
3. **Part Lot Control (exemption)** to establish the parcel boundaries for any individual townhouse units as discussed as part of the first concept under consideration. A Part Lot Control application has not been submitted to date in conjunction with these applications.

## Review and Consultation

### Internal Departments and External Agencies

The applications and supporting documentation were circulated to internal departments and external agencies for comment, pursuant to the mandate and technical area of expertise of each reviewing department/agency.

As a result of ongoing discussions between Planning, Transportation and Development, Environment, Fire, and Credit Valley Conservation, the following high level comments and concerns have been raised:

- The proposed development has access to existing private services (sanitary and water) located within the Shoppers Plaza (489 Broadway). However, it would be in the best interest of all land owners and the Town for the services to be transferred into public ownership.
- The proposed development is dependent upon one access via the existing signalized intersection located at Broadway and C Line. Through review of the technical studies submitted to-date, it has been determined that the intersection is located within the floodplain. An alternative safe access to the proposed development is required in order to ensure the property is accessible in the event of an emergency.
- There are existing vehicular conflicts between the private driveway for 439 Broadway and the shared intersection at Broadway and C Line. The proposed development would rely on the shared intersection accessed via a private road as the primary means of access. The applicant must demonstrate that the intersection can operate safely and in a configuration that is acceptable to the Town.
- There are opportunities to enhance and naturalize the man-made pond feature ("Monk's Pond") that currently exists on the subject lands. The applicant must submit additional studies that evaluate these options and re-confirm the development limits.

Details to address the outstanding concerns noted in the comments above can be submitted and reviewed through the Site Plan approval process. As such, staff find it appropriate to move forward with a land use decision, conditional on the inclusion of five

(5) holding provisions that have been applied to the Zoning By-law Amendment. The Holding (H) Symbol is an appropriate tool to utilize in circumstances such as this, where the appropriateness of certain uses or a proposed development has been confirmed, but there are certain matters needing to be satisfied before the permitted uses/development can proceed.

The following table lists the holding provisions to be applied to this application and provides a rationale for their inclusion. Some of these conditions require arrangements to be facilitated with the neighbouring commercial plaza property at 489 Broadway. These holding provisions have been therefore been developed and agreed upon in consultation with the applicant and the owners of the adjacent plaza property.

Holding Provision	Rationale
1. That there is sufficient water supply and sewage treatment capacity to service the development or portion thereof as the case may be.	This is a standard provision that is used to ensure the appropriate servicing capacity needed to accommodate the proposed development is formally allocated to the development before it proceeds to construction.
2. That servicing easements to facilitate the transfer of the sanitary and water sewers be established in favour of the Town over 489 Broadway and 493 Broadway, and that those services are deemed to be in a condition that is satisfactory to the Town.	There are currently private services within the property limit of 489 Broadway, with stubs available to service 493 and 515 Broadway. Consent applications B-1/06 & B-2/06 established easements for servicing over the lands in order to permit the current configuration. Given that the proposed development will connect to these services, they will no longer be private. As such, the Town will be assuming these services to make them public. This holding provision ensures that the services are in good condition and the appropriate easements are established for the Town to assume the services.
3. That emergency access easements be established in favour of 515 Broadway over 489 Broadway.	The proposed development will utilize the existing signalized intersection at Broadway and C Line. However, that intersection is within the floodplain and would not provide a viable means of access in an emergency situation. As such, the CVC required the applicant to demonstrate that a safe alternative access is available for emergency vehicles if the signalized intersection is flooded. The applicant has submitted an emergency access plan over 489 Broadway that is outside of the floodplain to the satisfaction of CVC and the Town. This holding provision ensures that the appropriate easements will be established to secure the proposed arrangement between the subject lands and 489 Broadway.

<p>4. That a satisfactory access configuration is established among 515 Broadway, 489 Broadway and 493 Broadway to the C Line and Broadway intersection.</p>	<p>Consent applications B-1/06 &amp; B-2/06 established easements for access to the signalized intersection at Broadway and C Line over the lands in order to permit the current configuration. However, there is an existing private driveway, west of the signalized intersection, leading to 493 Broadway. This creates problems with patrons of the Plaza (489 Broadway) using the private driveway to circumvent the signalized intersection and creating traffic conflicts. As such, this holding provision will enable the Town to ensure that an appropriate configuration is established in order to prevent conflicts at the intersection (i.e. through signage, barriers, curbing, etc.), to be reviewed through the Site Plan process.</p>
<p>5. That an Environmental Restoration and Enhancement Study is submitted to the satisfaction of the Credit Valley Conservation and the Town, based on Terms of Reference approved by the Credit Valley Conservation and the Town. The Environmental Restoration and Enhancement Study shall facilitate the restoration and enhancement of a section of the Natural Heritage system along Mill Creek within Subwatershed 19 through the removal of an online pond (Monk's Pond) in conjunction with eliminating water contributions from Town Well 5B, while maintaining the integrity of downstream ecological features.</p>	<p>There is a man-made pond, referred to as Monk's Pond, located on the subject property that is fed untreated water by Town Well 5B. There are ongoing discussions between the Town, CVC and the applicant, in terms of opportunities for enhancing and restoring the natural heritage features on the subject lands, while reducing or eliminating water contribution from Town Well 5B. An Environmental Restoration and Enhancement Study is needed to evaluate the opportunities for natural enhancement and to ensure that the integrity of downstream ecological features is maintained. The CVC and Town are currently working with the applicant to finalize and approve a Terms of Reference for the required study. The Terms of Reference will also speak to the many other reports (hydrogeological, environmental impact study, etc.) that will need to be updated and submitted as part of the Site Plan process. This holding provision will ensure that the appropriate studies are completed to the satisfaction of the CVC and Town.</p>

Development of the subject lands would not proceed until the Holding (H) symbol restriction has been removed. This will require a subsequent application submission which demonstrates that all of the provisions have been fulfilled to the satisfaction of the Town (and CVC where applicable).

Comments from the following agencies and Town departments have expressed no concerns with the application, or have provided standard conditions to be included in future Agreements:

- Infrastructure Services, Building

- County of Dufferin
- Upper Grand District School Board
- Conseil Scolaire Viamonde
- Rogers Communications
- Enbridge Gas Inc.
- Canada Post
- Hydro One

No additional comments have been received from internal departments or external public agencies with respect to this application.

### Public Consultation

A public information meeting was held in accordance with the Planning Act requirements on March 18, 2019. The purpose of this public meeting was to provide an opportunity for the applicant to present their application to the public and Council, to receive comments, and answer any questions raised about the proposed development.

Comments and questions were expressed at the public meeting seeking clarification on certain aspects of the proposal and responses were provided by Planning division staff and the applicant's representative in attendance at the meeting. The questions and comments raised at the meeting which required further exploration as part of the application review process, as well as staff responses, are summarized in the following table:

Question/Comment	Response
Council and public concerns were raised regarding increased traffic, and access to the development and the conflicts between the existing private driveway and intersection.	A Traffic Impact Study submitted by the applicant concluded that the proposed development can be fully accommodated on the existing road network without any upgrades. The proposed development will consist of a private road that connects to the shared signalized intersection at Broadway and C Line. In order to further ensure that there is co-operation between land owners for access to the shared intersection, holding provision #4 has been included to confirm there are satisfactory arrangements in place for the development to proceed.
Council requested clarification on the density being sought (from 99upnha to 148upnha at the time) and requested that the applicant consider reducing the height and density.	The applicant has advised that the proposed unit count and density is required in order to maintain housing affordability (i.e. for seniors' accommodation) based on the scale of development proposed and the net developable area. Per the Official Plan, the high density designation permits developments with a density of up to 124upnha, with added consideration of 148upnha for development catering to "elderly persons". The density calculation is based on net developable area. In this case, approximately 66% of the subject lands are undevelopable and will be protected for



	<p>open space conservation purposes. As an example, the proposed 178 units (per Concept 1) results in a density of 143 upnha based on the developable area; however, the same number of units would result in a density of 49 units per hectare if the calculation was based on the entire property area. It should also be noted that the increase in density to 148upnha is only for seniors' related uses. Should the land be developed for non-seniors' related uses, the maximum density would be 124upnha.</p>
<p>Council requested that the applicant and staff give consideration to transit opportunities within the property.</p>	<p>There is an existing transit stop (orange route – stop #50) within the Shoppers/Springbrook Plaza (489 Broadway), that is located adjacent to the proposed development. Staff will need to have further discussion internally and with the applicant through the Site Plan process to determine the feasibility of adding a transit stop on public property near the private entrance to the proposed development.</p>
<p>Council requested that the applicant consider underground parking.</p>	<p>The applicant has advised that the construction of underground parking would not be feasible while maintaining housing affordability (i.e. for seniors' accommodation) based on the scale of development proposed and the net developable area.</p>
<p>Public concerns were raised regarding potential negative impacts on privacy (i.e. building height).</p>	<p>The proposed 6-storey building has been placed as far away from the property lines as possible, abutting the open space zone, while 3-storey townhouses have been placed along the periphery. This will assist in mitigating height related impacts on privacy for adjacent land uses. Since the final concept has not yet been determined, staff will review the building height and placement in conjunction with more detailed architectural drawing (i.e. elevations, floor plans, etc.) at the Site Plan stage. This will allow staff to consider architectural design options to address potential impacts that may result from a taller building on the property. It should be noted that the maximum height for only seniors' related uses is 23m, while other residential uses (i.e. townhouses) is 14m.</p>
<p>Public concerns were raised regarding tree removal along property lines or on adjacent properties.</p>	<p>The applicant will be required to submit a Landscape Plan as well as a Tree Preservation &amp; Removal Plan or Arborist Report at the Site Plan stage. These plans provide an inventory of the existing trees (including location, species, size/age), trees proposed to be preserved or removed, as well as new proposed plantings. Staff will review the location of trees and plantings in areas that assist in mitigating land use impacts, such as grading and aesthetic impacts posed by the proposed development to adjacent properties.</p>

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## Strategic Alignment

### Orangeville Forward – Strategic Plan

Priority Area: Sustainable Infrastructure

Objective: Plan for Growth

### Sustainable Neighbourhood Action Plan

Theme: Land Use and Planning

Strategy: Co-ordinate land use and infrastructure planning to promote healthy, liveable and safe communities.

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## Notice Provisions

The applications were received on August 16, 2018 and deemed complete by Planning Division staff on August 28, 2018.

In accordance with the requirements of the Planning Act, on September 6, 2018, a Notice of Complete Application was:

- i. circulated to all property owners within 120 metres of the subject property;
- ii. advertised in the Orangeville Citizen;
- iii. published to the Town website; and
- iv. posted via signage on the subject property.

A public information meeting was held in accordance with the Planning Act requirements on March 18, 2019. A Notice of Public Meeting was provided on February 21, 2019, in the same manner as described above.

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## Financial Impact

There is no direct or immediate financial impact to the Town anticipated from the recommendations of this report.

Respectfully submitted

Douglas G. Jones, M.E.Sc., P.Eng.  
General Manager, Infrastructure Services

Reviewed by

Brandon Ward, MCIP, RPP  
Manager, Infrastructure Services

Prepared by

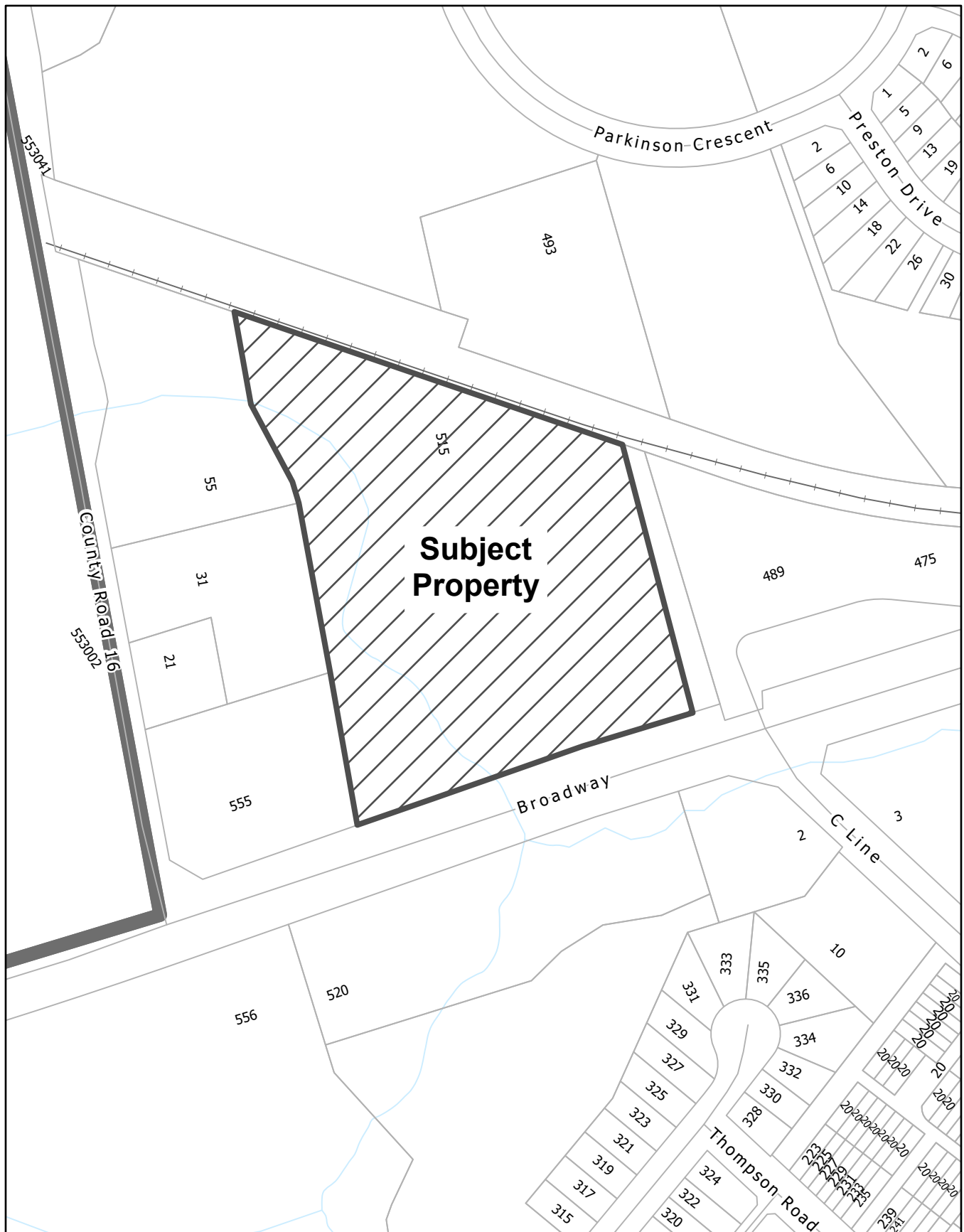
Larysa Russell, MCIP, RPP  
Senior Planner, Infrastructure Services

**Attachment(s):**

1. Location Map
2. Official Plan Amendment No. 126
3. Zoning By-law Amendment
4. Concept 1 – Retirement Residence & Townhouses
5. Concept 2 – Butterfly Model Facility

Location Map

Applicant: 714415 Ontario Limited





## **The Corporation of the Town of Orangeville**

### **By-law Number \_\_\_\_\_**

#### **A By-law to Adopt Amendment No. 126 to the Official Plan**

(714415 Ontario Limited: 515 Broadway; OPZ 3/18).

The Council of the Corporation of The Town of Orangeville, in accordance with the provisions of Section 22 of the Planning Act, R.S.O. 1990, c.P.13 and amendments thereto, hereby enacts as follows:

1. Amendment No. 126 to the Official Plan for The Town of Orangeville, consisting of the attached explanatory text and map is hereby adopted.

Passed in open Council this 23<sup>rd</sup> day of November, 2020.

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Sandy Brown, Mayor

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Karen Landry, Clerk

**The Official Plan  
for the  
Town of Orangeville  
Amendment No. 126**

The attached explanatory text and map, constituting Amendment Number 126 to the Official Plan for the Town of Orangeville, was adopted by the Council of the Corporation of the Town of Orangeville, under the provisions of Section 22 of the Planning Act, R.S.O., 1999, C. P.13 on November 23, 2020.

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Sandy Brown, Mayor

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Karen Landry, Clerk

**The Official Plan  
for The Town of Orangeville  
Amendment No. 126**

**Part A – The Preamble**

**1. Purpose of the Amendment**

The purpose of the amendment is to re-designate the subject lands from “Low Density Residential” and “Open Space Conservation” to “High Density Residential” and “Open Space Conservation” and to add a special policy to permit townhouses and a seniors’ residence as additional built forms, with a maximum permitted density of 148 units per net hectare for developments that include a seniors’ establishment on the subject lands.

**2. Location**

This amendment applies to the lands described as Lot 23, Block 7, Plan 138 Part of Lot 1, Concession C, Town of Orangeville, County of Dufferin and municipally known as 515 Broadway. The lands comprise of a single parcel of approximately 3.66 hectares (9.04 acres) in lot area and approximately 182.14 metres of lot frontage onto Broadway. The subject lands are located on the north side of Broadway, east of Veterans’ Way (County Road No. 16) and south of the Orangeville-Brampton Railway line.

**3. Basis of the Amendment**

The subject lands located in an area comprised of several uses. To the east is a commercial plaza and residential uses. To the north, beyond the railway, are vacant employment lands and residential uses. To the west are residential uses and a cemetery. Lastly to the south is a place of worship and residential uses.

On March 18, 2019, a statutory public meeting was held for public review and comment.

The subject lands are designated “Residential” and “Open Space Conservation” on Schedule ‘A’ “Land Use Plan” and “Low Density Residential” on Schedule “C” “Residential Density Plan” in the Town of Orangeville Official Plan. An Official Plan Amendment is required to re-designate the subject lands as “Residential” and “Open Space Conservation” on Schedule ‘A’ “Land Use Plan” and a portion of the lands as “High Density Residential” on Schedule “C” “Residential Density Plan” in order to permit a seniors’ community.

The basis for this amendment is as follows:

1. The proposed development is consistent with the Provincial Policy Statement.

2. The proposed development conforms to the Growth Plan for the Greater Golden Horseshoe.
3. The proposed development conforms to the Dufferin County Official Plan.
4. The proposed development conforms to the general intent and purpose of the Town of Orangeville Official Plan.
5. The proposed development provides an additional type of housing in accordance with the Residential policies of the Official Plan, which aim to provide a balanced range of housing types that meets a variety of needs in terms of size, type, ownership status and location;
6. The proposed development includes housing oriented towards an ageing population, as well as an increased residential density, which are encouraged by the Residential policy objectives of the Official Plan; and
7. The proposed redevelopment will connect to full municipal services.



## **Part B – The Amendment**

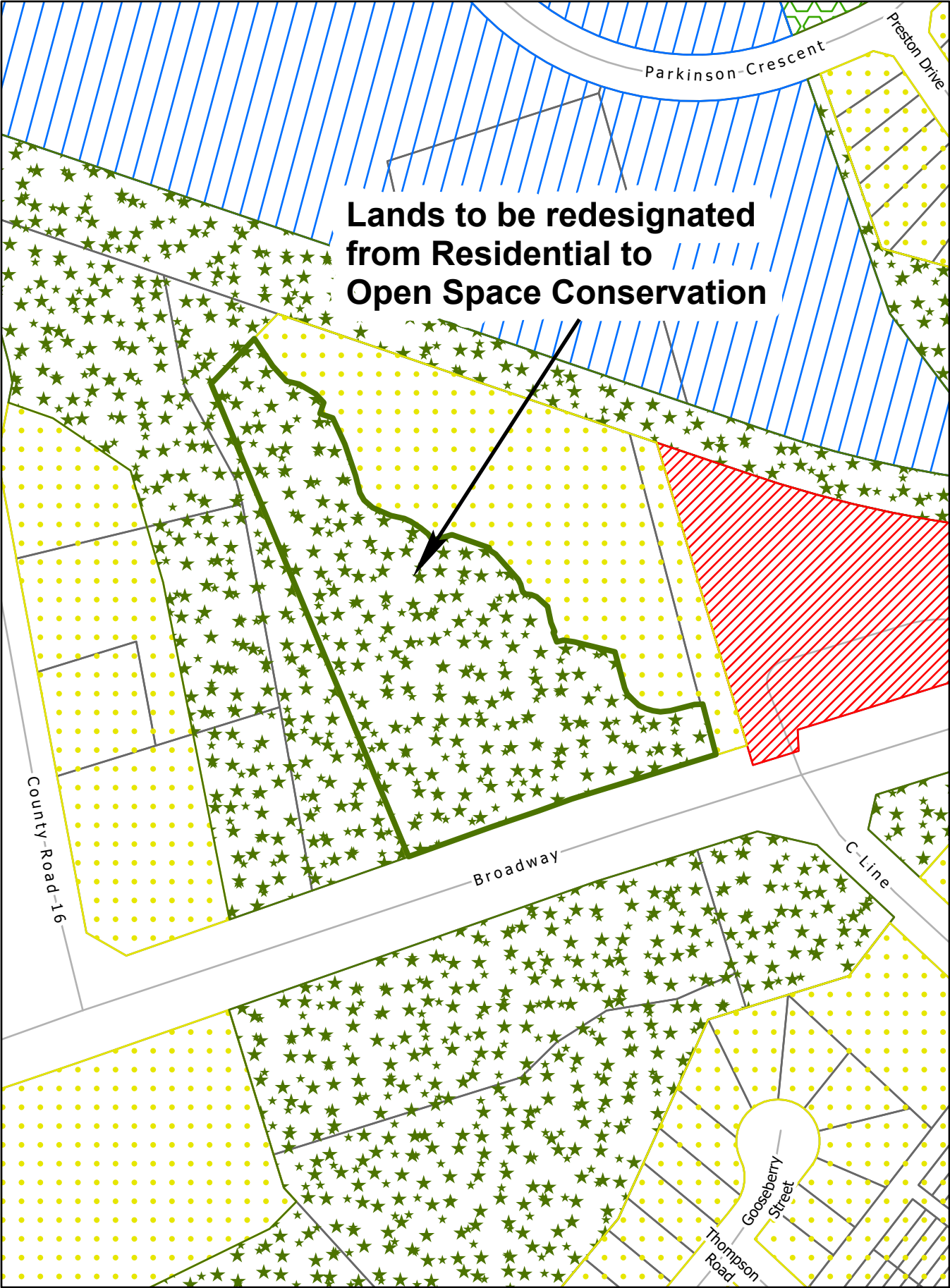
The Official Plan for the Town of Orangeville is amended as follows:

1. Section E8 “Policies for Specific Areas” is hereby amended by adding the following policy:

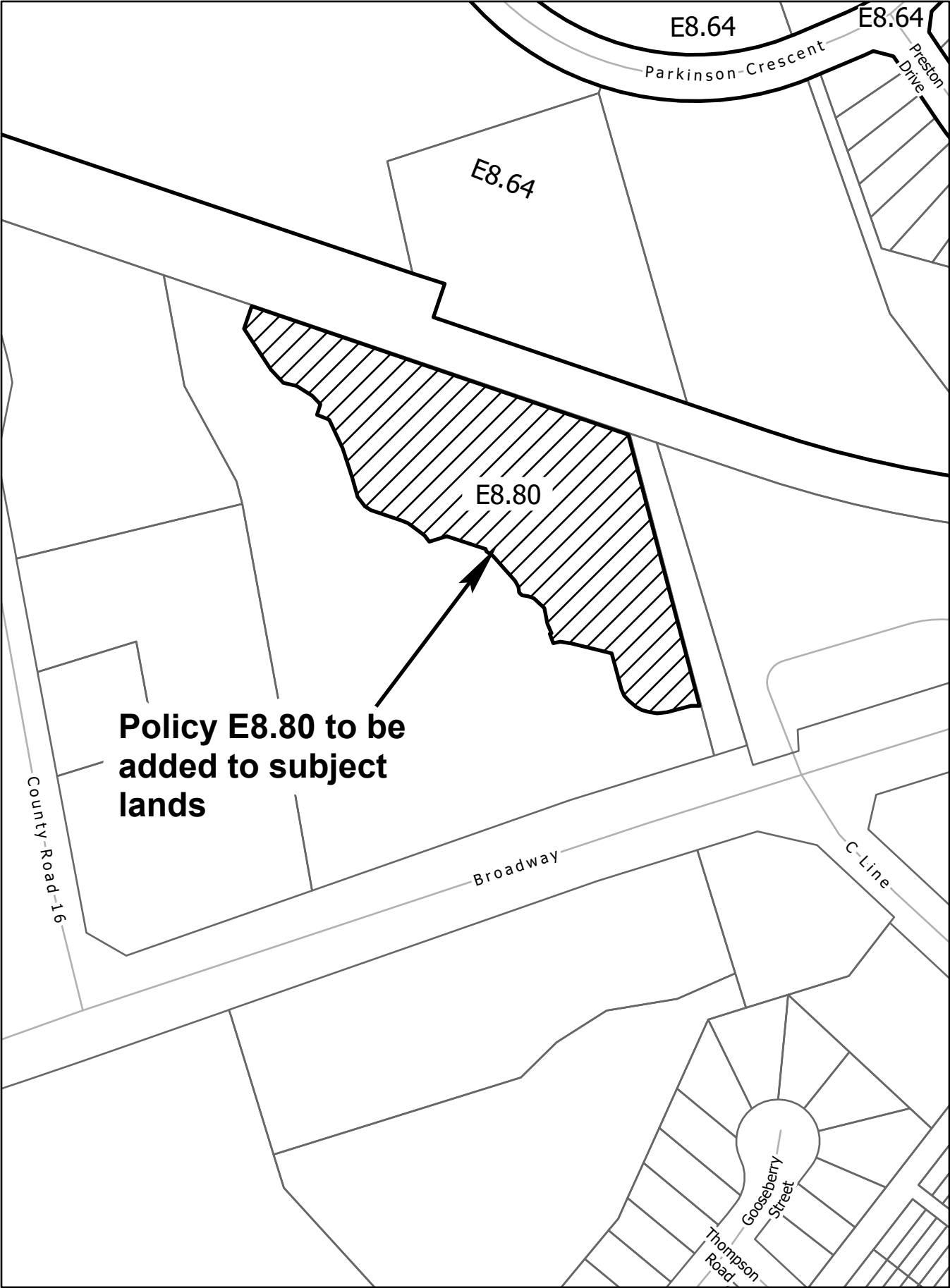
“E8.80 Notwithstanding the High Density Residential designation, permitted uses include row/townhouses and a seniors’ residence. In addition to Policy 1.4.5, the maximum density for a development including a seniors’ residence is 148 units per net residential hectare.”

2. Schedule “A” “Land Use Plan” is hereby amended by designating the lands to “Residential” and “Open Space Conservation” as shown on the attached Schedule “A” to this amendment.
3. Schedule “B” “Policies for Specific Areas” is hereby amended by showing the lands subject to “Policies for Specific Areas” and adding reference to Policy E8.80 as shown on the attached Schedule “B” to this amendment.
4. Schedule “C” “Residential Density Plan” is hereby amended by designating a portion of the lands to “High Density Residential” as shown on Schedule “C” attached to this amendment.

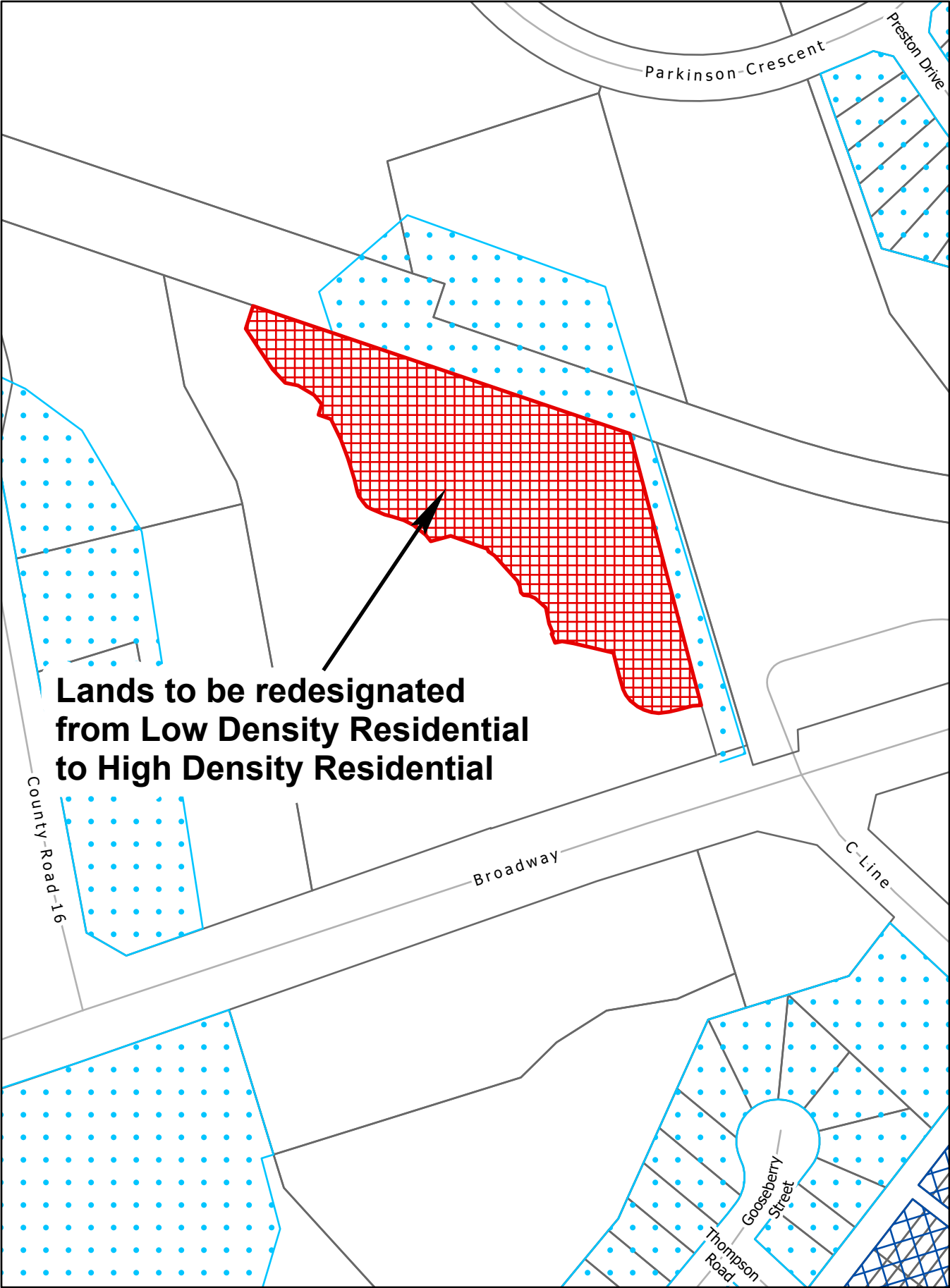
Schedule 'A' to Official Plan Amendment No. 126



Schedule 'B' to Official Plan Amendment No. 126



Schedule 'C' to Official Plan Amendment No. 126





## **The Corporation of the Town of Orangeville**

### **By-law Number \_\_\_\_\_**

#### **A By-law to amend Zoning By-law No. 22-90 as amended, with respect to Part of Lot 1, Concession C, municipally known as 515 Broadway**

#### **714415 Ontario Limited, OPZ 3/18**

Whereas the Council of the Corporation of the Town of Orangeville is empowered to pass By-laws to permit the use of land pursuant to Sections 34 and 36 of the Planning Act, RSO 1990, as amended;

And whereas Council considers it desirable to pass a By-law to amend Zoning By-law No. 22-90, as amended, to permit a retirement home and residential uses on Part of Lot 1, Concession C municipally known as 515 Broadway.

Be it therefore enacted by the municipal Council of The Corporation of the Town of Orangeville as follows:

1. That Schedule "A", Map C2 to Zoning By-law No. 22-90, as amended, is hereby further amended by rezoning the lands as depicted on Schedule "A" attached to this By-law.
2. That Section 24 of By-law 22-90, as amended, is hereby further amended by adding the following thereto:

"24.224 Notwithstanding any zone boundaries or future land divisions, the lands shown as "RM2, S.P. 24.224" and "OS2" on the attached Schedule "A" shall be treated as one property, only for the purpose of regulating setbacks and lot frontage.

Notwithstanding any zone boundaries or future land divisions, the lands shown as "RM2, S.P. 24.224" on the attached Schedule "A" shall be treated as one property, only for the purpose of regulating density.

Section 5.12 (Frontage on a Street) is not applicable, and the front lot line shall be deemed the lot line abutting Broadway.

Notwithstanding the provisions of Section 13.1 (Permitted Uses), a home for special care shall be permitted.

The following definition shall apply only to the lands that are subject to Special Provision 24.224:

**“HOME FOR SPECIAL CARE”** means an establishment for the care of persons requiring nursing, residential or sheltered care, or as defined by the Homes for Special Care Act or subsequent legislation.

Notwithstanding the provisions of Sections 13.3 (5), (7) and (8) of By-law 22-90, as amended, the following provisions shall apply to the lands zoned as Multiple Residential High Density (RM2) Zone, Special Provision 24.224:

Interior side yard (minimum)	5.5 metres
Building height (maximum)	
- for a retirement home, long term care facility, or home for special care	23.0 metres
Maximum density	
- for a retirement home, long term care facility, or home for special care	148 units per hectare

Notwithstanding the provisions of Section 5.17 1(a) (Parking Space Requirements), a parking rate of 1 parking space per three beds for a home for special care, shall be provided.”

### **Holding Symbol**

The Holding Symbol (H) shall only be removed from all or a portion of the lands when the Town is satisfied:

- 1) that there is sufficient water supply and sewage treatment capacity to service the development or portion thereof as the case may be;
- 2) that servicing easements to facilitate the transfer of the sanitary and water sewers be established in favour of the Town over 489 Broadway and 493 Broadway, and that those services are deemed to be in a condition that is satisfactory to the Town;
- 3) that emergency access easements be established in favour of 515 Broadway over 489 Broadway;

- 4) that a satisfactory access configuration is established among 515 Broadway, 489 Broadway and 493 Broadway to the C Line and Broadway intersection; and
- 5) that an Environmental Restoration and Enhancement Study is submitted to the satisfaction of the Credit Valley Conservation and the Town, based on Terms of Reference approved by the Credit Valley Conservation and the Town. The Environmental Restoration and Enhancement Study shall facilitate the restoration and enhancement of a section of the Natural Heritage system along Mill Creek within Subwatershed 19 through the removal of an online pond (Monk's Pond) in conjunction with eliminating water contributions from Town Well 5B, while maintaining the integrity of downstream ecological features.

Passed in open Council this 23<sup>rd</sup> day of November, 2020.

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Sandy Brown, Mayor

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Karen Landry, Clerk





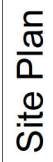


## SITE STATISTICS

[illegible]

DRAWING LEGEND	<p>PRINCIPLE ENTRANCE / EXIT</p> <p>CONVENIENCE DOORS</p> <p>DIRECTION OF VEHICULAR TRAFFIC</p> <p>DENOTES SIAMESE CONNECTION</p> <p>DECORATIVE FENCING - SEE LANDSCAPE</p> <p>EXISTING FIRE HYDRANT</p> <p>PRIVATE PROPOSED FIRE HYDRANT</p> <p>FIRE ROUTE</p>
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RAM Land Developments  
515 Broadway Ave, Orangeville, On

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**Subject: 2020 Third Quarter Operating Fund Variance**

**Department: Corporate Services**

**Division: Finance**

**Report #: CPS-2020-018**

**Meeting Date: 2020-11-23**

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### **Recommendations**

**That report CPS-2020-018 regarding the 2020 Third Quarter Operating Fund Variance be received.**

### **Background and Analysis**

The purpose of this report is to provide Council with a corporate summary of the Operating Fund performance for the period ending September 30, 2020 and to summarize significant variances that have been identified during the third quarter.

This report and the explanations provided are intended to highlight trends being monitored for Council's information and to address year-to-date variances.

Appendix 1 – 2020 Third Quarter Operating Fund Variance provides a comparison of the actual operating results to the operating allotment as of September 30, 2020 by division. Table 1 below summarizes the third quarter operating fund results by source.

The consolidated revenues to date show an unfavourable variance of \$(2,712,767) or 5% lower than the third quarter budget allotment. Revenues to date represent approximately 82% of the annual budget and are 5% lower than the third quarter for 2019. Significant divisional variances are highlighted below.

The consolidated expenditures to date show a favourable variance of \$4,157,852 or 11% lower than the third quarter budget allotment. Expenditures to date represent approximately 65% of the annual budget and are 2% higher than the third quarter of 2019. The main drivers of this favourable variance are a result of the measures taken to minimize the impacts and spread of COVID-19 including; closure of facilities, service delivery changes, modified working environment for employees, redirected resources and casual and seasonal part-time layoffs.

The consolidated internal transfers to date show a favourable variance of \$1,967,202 or 30% lower than the third quarter budget allotment. Main drivers of this variance are the annual transfer to Insurance Reserve that is \$64,935 lower than anticipated budget; transfer to reserve funds and transfers to capital have been lower than budgeted in Corporate Allocations and Water; and the unbudgeted transfer of \$100,000 from the Rate Stabilization Reserve approved by Council on March 23.

**Table 1 – 2020 Third Quarter Operating Fund Variance by Source**

	YTD Actuals	YTD Budget	YTD Variance in dollars	YTD Variance %	Annual Budget
	Millions		(Unfavourable)		Millions
<b>Revenues</b>	\$(49.1)	\$(51.8)	\$(2,712,767)	5%	\$(60.2)
<b>Expenses</b>	32.7	36.9	4,157,852	11%	50.7
<b>Internal Transfers</b>	4.5	6.5	1,967,202	30%	9.5
<b>Total Operations</b>	<b>\$(11.9)</b>	<b>\$(8.5)</b>	<b>\$3,412,287</b>	<b>40%</b>	

Overall the operating fund operations resulted in a favourable variance of \$3,412,287 from the third quarter budget allotment, which equates to a 40% variance. Approximately 86% of this favourable variance is due to gapping within the compensation envelope, which is approximately 13% lower than the third quarter allotment.

Significant divisional variances that are greater than 15% are highlighted below:

- \$50,790**      **Committees** – this favourable variance stems from reduced expenditures compared to the prior year and budget. Lower sustainability plan revenues resulted in lower expenditures
- \$758,555**      **Corporate Allocations** – while this favourable variance is minor at 2.3%, it is worth noting the following significant variances: favourable variances include interest income that is \$149K above the year-to-date budget, cost recoveries, which were not budgeted for, are \$102K and the unbudgeted transfer from the Rate Stabilization Reserve of \$100,000 authorized by Council on March 23<sup>rd</sup>. Unfavourable variances include Penalties and Interest on Taxes revenue that is \$150K below the year-to-date budget, Insurance expenses that are \$79K above the third quarter allotment, tax write-offs that are \$242K above the year-to-date budget, and Community Grants are \$27K greater than the annual budget.
- \$39,119**      **By-Law Enforcement** – approximately 96% of this favourable variance is due to gapping within the compensation envelope, the balance of variances is due to timing issues.



\$93,661	<b>Clerks</b> – approximately 77% of this favourable variance is due to gapping within the compensation envelope. Another significant variance is Wedding Ceremony revenues which are tracking \$11.5K or 97% below year-to-date budget. Equipment repairs are also \$6K below year-to-date budget.
\$280,576	<b>Finance</b> – gapping within the compensation envelope resulted in a \$308K favourable variance. Unfavourable variances include \$17K in professional fees for assessment appeal management and overall revenues are tracking slightly below budget by \$25K.
\$51,757	<b>Information Technology</b> – approximately \$115,796 of this favourable variance is due to gapping in the compensation envelope. An unfavourable variance is \$45k related to COVID-19 expenditures which will be covered through SRF Phase 1 funding.
\$191,646	<b>Crossing Guards</b> – this favourable variance is due to gapping in the compensation envelope.
\$100,045	<b>Parks</b> – approximately 52% of this favourable variance is due to gapping in compensation. Overall revenues are tracking \$56K below year-to-date budget.
\$62,999	<b>Recreation &amp; Events</b> – while this favourable variance is minor at 6.6%, it is worth noting the following significant variances. Gapping within the compensation envelope resulted in a \$666K favourable variance. Overall aquatics revenues resulted in an unfavourable variance of \$387K. Recreation Programming revenues resulted in an unfavourable variance of \$32K Summer Camp revenues are below budget by \$266K and Lifestyle revenues resulted in an unfavourable variance of \$46K. Non-compensation related expenses show a \$73K favourable variance.
\$(105,303)	<b>Transit</b> – this unfavourable variance is primarily due to transit revenues tracking below year-to-date budget by 40% or \$139K.
\$(124,330)	<b>Building</b> – this unfavourable variance is primarily due to Building Permit revenues tracking below year-to-date budget by 40% or \$154K and a favourable variance of \$21K within the compensation envelope.
\$142,680	<b>Economic Development &amp; Culture</b> – This favourable budget is due to favourable variances in grants received \$137k above the year-to-date budget, and advertising and promotion costs \$13k below the year-to-date budget. An unfavourable variance in partner contributions \$45k lower than the third quarter budget allotment.

\$10,108	<b>Cemetery</b> – Favourable variances include revenues \$4.7K over the third quarter budget, outside services expenses \$13K below the year-to-date budget. There is a \$15K unfavourable variance in compensation.
\$276,733	<b>Water</b> – approximately 60% of this favourable variance is due to a gap in compensation. Overall revenues are tracking \$836K or 17% lower than the year-to-date budget.
\$267,744	<b>Wastewater</b> – approximately 66% of this favourable variance is due to a gap in compensation. Overall revenues are tracking \$135K or 3.6% lower than the year-to-date budget.
\$224,014	<b>Library Services</b> – Overall revenues are down \$44k or 29% from year-to-date budget. 63% of this variance is due to a gap in compensation. In addition, maintenance expenses are approximately \$50k below the third quarter budget allotment.

Overall, the 2020 third quarter operating fund favourable variance of 40% is stable given the measures taken to reduce the impact and spread of COVID-19. The third quarter variance is not indicative of a trend and is subject to change, especially given the unprecedented current pandemic. The financial position of the Town will continue to change throughout the balance of the year due to factors such as the impacts of COVID-19, weather related activity, utility and fuel usage and rates, tax write-offs, position vacancies and development activity.

Reporting quarterly on the operating fund variance supports Council in achieving its fiduciary responsibilities and the Strategic Plan's Strong Governance pillar and financial responsibility to balance the need for service and investment with fiscal restraint.

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## Strategic Alignment

### Orangeville Forward – Strategic Plan

Priority Area: Strong Governance

Objective: This report supports the Town's objective of financial responsibility

### Sustainable Neighbourhood Action Plan

Theme: Corporate and Fiscal

Strategy: Encourage and support inter-departmental collaboration and communication to facilitate the adoption of sustainable practices in the municipality

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**Notice Provisions**

Not applicable

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**Financial Impact**

There is no immediate impact as a result of the third quarter operating variance analysis.

Respectfully submitted

Nandini Syed, CMM III, CPA, CMA  
Treasurer, Corporate Services

Reviewed by

Faye West, CPA, CGA  
Deputy Treasurer, Corporate Services

Prepared by

Rebecca Medeiros, CPA, CA  
Financial Analyst - Operations, Corporate Services

**Attachment(s):** Not Applicable

**Subject: 2020 Third Quarter Capital Progress**

**Department: Corporate Services**

**Division: Finance**

**Report #: CPS-2020-020**

**Meeting Date: 2020-11-23**

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## Recommendations

**That report CPS-2020-020 regarding the 2020 Third Quarter Capital Progress be received.**

## Background and Analysis

This progress report will provide Council with a summary of all capital projects outstanding as of September 30, 2020. This report provides a snapshot in time that compares actual expenditures to date with the approved budget per project. The analysis below was completed by Finance with input from Divisional project managers. As many capital projects span more than one year, all outstanding projects, regardless of the year approved, have been organized into three categories, either – Completed, In Progress or To Be Initiated.

The Tables in the Attachment to follow, list outstanding capital projects in chronological order by the year the project was approved. In addition, comments in the Authorization column have been provided by the project managers.

It is important to note that all figures are comprised of available information and do not include delayed invoices or other timing differences of that nature.

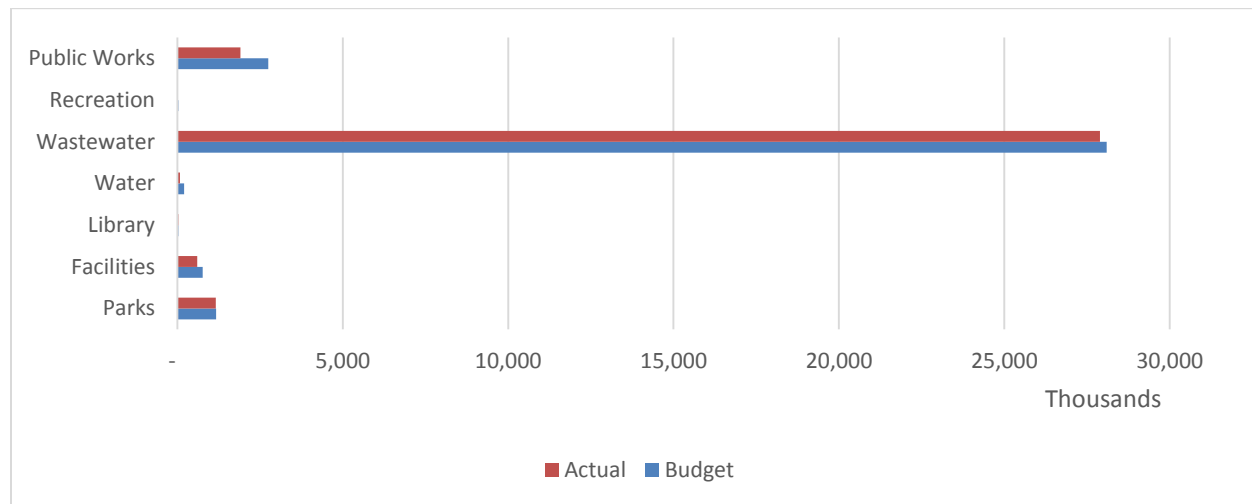
As of the third quarter of 2020, 51% of all approved outstanding capital projects were completed, 43% are in progress and 6% are yet to be initiated.

**Table 1: Capital Projects Completed as of September 30, 2020** located in Attachment 1 – Capital Progress. Table 1 provides the actual capital results by project, for those that were completed as of September 30, 2020, relative to the approved budget. Overall, the financial performance of these projects was favourable with



projects being completed under budget by 4% or \$1,365,342. This favourable variance is driven by projects in the Public Works, Parks, and Wastewater divisions.

Be advised that the favourable variance is not directly indicative of the Town's overall financial position, rather it compares the Town's actual expenses to the approved budget at a point in time. Figure 1 below depicts aggregate variance by Division for the completed projects in the third quarter of 2020.

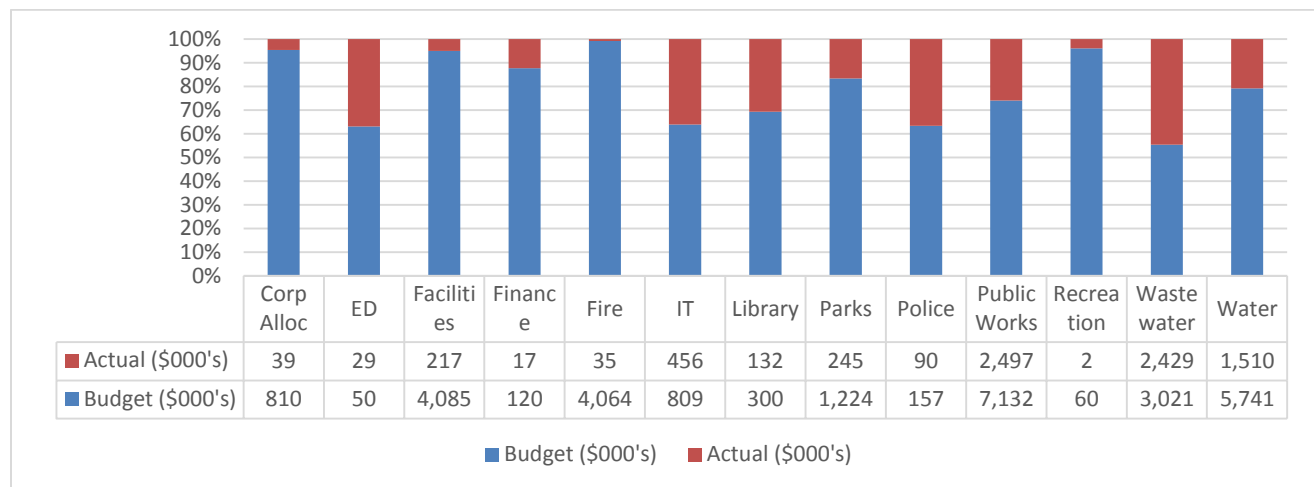


**Figure 1: Aggregate Variance by Division of Completed Projects at September 30, 2020**

**Table 2: Capital Projects in Progress as of September 30, 2020** located in Attachment 1 – Capital Progress. Table 2 compares actual expenditures to budget for on-going projects as of the third quarter 2020. Variances due to timing arise with large capital projects for a variety of reasons. For example, some projects will go to tender as per the Town's procurement policy; or work is done in phases with billing of services done upon completion of a phase and not necessarily as work progresses; or engineering studies may be required prior to work commencing.

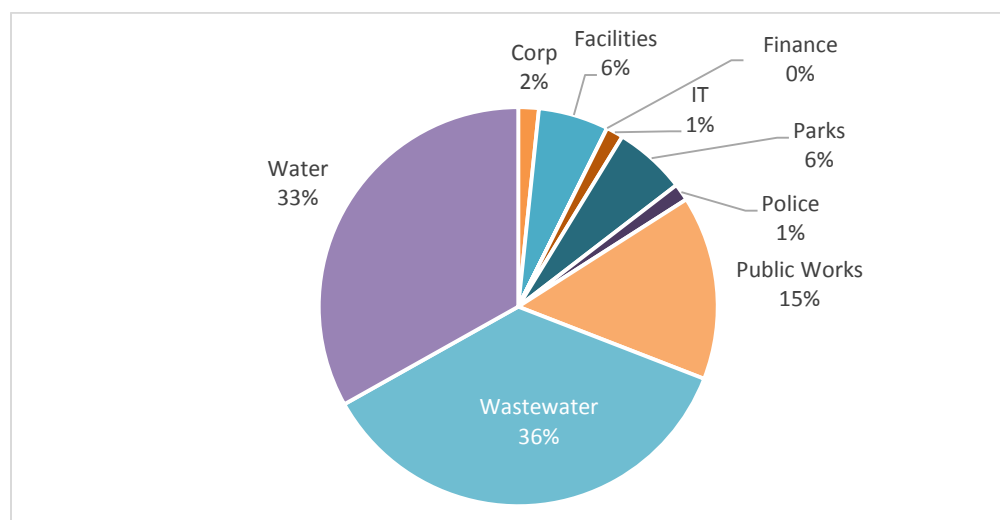
As at September 30, 2020, approximately 28% of the approved budget for on-going projects had been utilized. The major driver for this category is the Wastewater Division that has utilized 80% of its budget.

Figure 2 below depicts the year-to-date budget utilized by Division for on going projects as of September 30, 2020.



**Figure 2: Budget Utilized by Division for Projects in Progress as of September 30, 2020**

**Table 3: Capital Projects To Be Initiated as of September 30, 2020** located in Attachment 1 – Capital Progress. Table 3 details the capital projects to be initiated as of September 30, 2020. In total, there were \$3.6 million dollars of capital projects approved but not yet started as of the third quarter of 2020. Of these projects, approximately 54% are from the 2020 approved capital budget which has been delayed due to the current COVID-19 pandemic. Figure 3 below depicts the amount to be initiated by Division.



**Figure 3: Projects to be initiated as of September 30, 2020 by Division**

The third quarter progress report is subject to timing issues given the unprecedented current pandemic. The progress of capital projects may be affected by factors such as, but not limited to the impacts of COVID-19 and weather conditions.

**Strategic Alignment****Orangeville Forward – Strategic Plan**

Priority Area: Strong Governance

Objective: This report supports the Town's objective of financial responsibility

**Sustainable Neighbourhood Action Plan**

Theme: Corporate and Fiscal

Strategy: Encourage and support inter-departmental collaboration and communication to facilitate the adoption of sustainable practices in the municipality

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**Notice Provisions**

Not applicable

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**Financial Impact**

There is no immediate impact as a result of the third quarter capital progress report.

Respectfully submitted

Nandini Syed, CMM III, CPA, CMA  
Treasurer, Corporate Services

Reviewed by

Faye West, CPA, CGA  
Deputy Treasurer, Corporate Services

Prepared by

Rebecca Medeiros, CPA, CA  
Financial Analyst - Operations, Corporate Services

**Attachment(s):** 1. Capital Progress

**Table 1: Capital Projects Completed as of September 30, 2020**

Division	Capital Project Name	Authorization	Approved Funding	Total Cost	Difference
Wastewater	WPCP Expansion -- WPCP	2013-16CB, IS-ENV-2019-017 2019-12-02 Motion 11	27,725,000	27,866,296	(141,296)
Wastewater	Stormwater Rehabilitation -- Mill	2014/15CB	370,169	25,302	344,867
Water	Auto Transfer Switch	2014CB	15,000	-	15,000
Public Works	Pedestrian Crossing Signals --	PW-2015-16 Gas Tax	12,060	2,019	10,041
Public Works	Recon - York St John St/Bythia	2016/17CB, PW-2017-05	2,546,646	1,787,955	758,691
Facilities	Roof Replacement -- Town Hall - 87 Broadway	2018CB	215,000	204,848	10,152
Water	Zone 3 High Lift Pump Analysis/Upg	2018CB	130,000	26,966	103,034
Recreation	Building Improvemts -- Alder Rec Ctr - 275 Alder St	2018CB	30,000	6,933	23,067
Parks	Playground Equip -- Harvey Curry Park	2019CB	1,000,000	997,875	2,125
Library	Network Infrastructure -- Library Mill St	2019CB	24,000	26,624	(2,624)
Facilities	Elevator & front desk Reconstr -- Public Library	2019CB	20,000	4,913	15,087
Facilities	Window & Door Replacement -- Town Hall - 87 Broadway	2019CB & 2019-11-04 Motion 6	223,584	227,650	(4,066)
Facilities	HVAC Repairs -- OSPCA	2019CB (Contract in place, to be completed by September 2020)	218,067	110,927	107,140
Parks	Lighting Upgrades -- Rotary Park	2019CB, Donations	63,900	68,892	(4,992)
Parks	Parks Utility Vehicle	2020CB	40,000	37,369	2,631
Facilities	Furniture and Equip -- Town Hall - 87 Broadway	2020CB	5,000	4,974	26
Facilities	Window & Door Replacement -- Classrooms - 120 Diane Dr	2020CB	18,000	10,196	7,804
Facilities	Washroom Partition -- Classrooms - 120 Diane Dr	2020CB	8,000	11,156	(3,156)
Public Works	Rugged Terrain Vehicle Kubota 1100	2020CB	23,000	23,620	(620)
Public Works	Trackless Snow Equipment Replacemt	2020CB	165,000	89,549	75,451
Facilities	Flooring -- Diane Drive	2020CB	30,000	15,272	14,728
Facilities	Water Softner -- Town Hall	2020CB	20,000	5,257	14,743
Parks	Parks Tractor	2020CB	65,000	58,932	6,068
Water	New Water Works Truck	2020CB	55,000	43,559	11,441
		<b>Total Project Complete as of September 30, 2020</b>	<b>33,022,426</b>	<b>31,657,084</b>	<b>1,365,342</b>

**Table 2: Capital Projects in Progress as of September 30, 2020**

Division	Capital Project Name	Authorization (Comments provided by Division)	Approved Funding	Total Cost	Difference
Public Works	Transit Shelters	2013/14/18CB (Held until route structure is finalized)	50,841	-	50,841
Parks	Boardwalk - Dragonfly Park	2013/17/18CB (Held for larger rail project in 2020)	89,500	13,135	76,365
Public Works	Salt Storage Shed - Operations Ctr	2013CB	500,000	8,392	491,608
Water	Generator -- Reservoirs	2014/15/20CB (RFP to be initiated)	396,000	-	396,000
Wastewater	Sewage Pumping Station -- First St.	2014CB (configuration complete, panels to upgrade)	125,000	10,878	114,122
Public Works	3 Bay Expansion - Operations Ctr	2015/17CB	720,000	41,617	678,383
Water	West Sector Reservoir	2015/20CB (to be completed 2021)	584,000	-	584,000
Parks	Trails Signage	2015CB (PO Issued)	10,000	-	10,000
Parks	Bravery Park Monument	MO-2015-01, Donations Donations (Ongoing)	124,530	78,742	45,788
Water	GUDI Well Treatment Upgrades	2016/19CB (Held until West Sector Reservoir project complete)	975,000	46,510	928,490
Parks	Park Fencing	2017/18/19CB (In progress)	87,000	54,945	32,055
Water	SCADA Systems	2017/19/20CB	495,500	266,644	228,856
Public Works	Transit Transfer Station	2017/20CB	210,000	21,546	188,454
Finance	Work Order System	2017CB	50,000	16,867	33,133
Parks	Trails -- Edelbrock	2017CB (Delayed for main trail adjacent to rail line)	30,000	-	30,000
Wastewater	Digester No 1 Roof Repl -- WPCP	PW-2017-32, PW-2018-38, 2019CB, ENV-2019-009 (Nearing completion)	2,662,500	2,335,177	327,323
Water	Water Supply	PW-2017-39/2019/20CB	2,010,000	1,162,798	865,765
Library	Furniture & Equip -- Public Library	2018/19/20CB	87,851	26,574	61,277
Public Works	Streetlights post/Luminaire Re	2018/19/20CB (ongoing)	140,000	48,539	91,461
Public Works	Recon - Gifford St	2018/19CB (Completed, pending invoice)	715,000	604,960	110,040
Public Works	Recon - Faulkner/Westmin/Elizabeth	2018/19CB (Contract awarded, to be completed in 2020)	724,000	724,792	(792)
Police	CAD Server & Workstation Refresh	2018/2020CB	86,000	57,524	28,476
Corp	Asset Management Plan Study	2018/20CB	485,400	5,078	480,322
Fire	Fire Station	2018/20CB (Construction phase to move to 2021)	3,045,000	7,101	3,037,899
Finance	Payroll Information Systems	2018CB	50,000	-	50,000
Facilities	Emergency eyewash/shower stations	2018CB (Complete, pending invoice)	107,000	26,350	80,650
Recreation	Upgrades to Soffits -- Alder Rec Ctr - 275 Alder St	2018CB (Complete, pending invoice)	25,000	473	24,527
Water	Standpipe Valve & Service Repl	2018CB (Contract awarded, to be completed 2021)	32,000	-	32,000
Water	Standpipe Cleaning & Painting	2018CB (Contract awarded, to be completed 2021)	534,000	-	534,000
Facilities	Reception Desks - Town Hall	2018CB (Design complete)	60,000	14,901	45,099
Public Works	Hansen Blvd Bridge-Lower Monora Creek	2018CB (Design contract awarded)	75,000	13,067	61,933

**Table 2: Capital Projects in Progress as of September 30, 2020 continued**

Division	Capital Project Name	Authorization (Comments provided by Division)	Approved Funding	Total Cost	Difference
Fire	Building Improvemts - Fire Dept	2018CB (Ongoing in conjunction with Facilities)	20,000	27,901	(7,901)
Facilities	Drainage grates - Fire Dept	2018CB (Pending new fire station decision)	20,000	-	20,000
Police	DELL Server Refresh - Police Dept	2018CB (Still ongoing)	23,000	16,727	6,273
Facilities	Hose drying area cat walk - Fire Dept	2018CB (will be sending out for quotation)	6,000	1,526	4,474
Parks	Downtown Broadway Landscape project	TF-2018-07 (Complete, waiting on invoices)	57,397	32,302	25,095
IT	Security and Data Integrity	2019/20CB	156,800	107,367	98,633
Water	Venturi Meter Replacement	2019/20CB	122,000	33,550	88,450
Facilities	Roof Replacement -- OSPCA	2019/20CB (Contract in place, 95% complete)	55,000	25,338	29,662
Wastewater	SCADA Server Replacement	2019/20CB (in progress)	152,500	64,806	87,694
Facilities	Security Cameras -- Alder Rec Ctr	2019/20CB (IT Holding to align with additional project)	40,000	4,000	36,000
Police	Fire Wall Refresh	2019/20CB (Still ongoing)	15,500	16,064	(564)
Facilities	Eco Chill Refridgerration System - Alder Rec Ctr	2019-10-28 Motion 6, 2020CB (On hold)	2,011,769	11,769	2,000,000
Facilities	Police Building Upgrades Design	2019-12-09 Motion 8 (Contract in place, work in progress)	1,333,000	34,721	1,298,279
Facilities	HVAC Repairs -- Alder Rec Ctr	2019CB	75,000	63,879	11,121
Facilities	Parking Lot Restoration -- Alder Rec Ctr	2019CB (Complete -- final draft report)	30,000	14,970	15,030
Parks	Lighting Upgrades -- Dragonfly Park	2019CB (Complete, pending invoice, in under budget)	10,000	4,129	5,871
Wastewater	Sodium Bisulphite Analy & Pump -- WPCP	2019CB (Completed in Q4, pending invoice)	55,000	15,018	55,000
Facilities	Public Counter - Orangeville Theatre	2019CB (Construction in progress)	60,000	13,562	46,438
Public Works	Retaining Wall Assess - Blindin	2019CB (Contract awarded, construction in 2020)	220,000	96,775	123,225
Facilities	Wayfinding Signage -- Alder Rec Ctr	2019CB (Design and RFQ in process)	9,000	2,654	6,346
Facilities	Wayfinding Signage -- Town Hall	2019CB (Design complete, RFQ in process)	7,500	2,856	4,644
Public Works	Recon - Little York-JohnE/ParkLot	2019CB (Expected to be completed in Q4)	1,279,000	750,673	528,327
Parks	Tablets --	2019CB (Expected to complete in Q4)	3,000	2,567	3,000
Facilities	Flooring -- Orangeville Theatre	2019CB (first floor to complete)	35,000	-	35,000
Water	Filter Media Replacement -- Well 10	2019CB (Project is underway)	55,000	-	55,000
Public Works	Bridge - Dawson Rd	2019CB (Re-tendered)	269,000	17,404	251,597
Public Works	Bridge - Tideman Dr	2019CB (Re-tendered)	217,000	7,311	209,689
Water	B-Line Watermain-Alder/Spencer	2019CB (Tender award in progress, Construction 2021)	257,000	-	257,000
IT	Website Redesign	2019CB, 2019-10-07 Motion 7 (Complete, pending invoices)	145,000	118,324	26,676
Parks	Parking lot Lighting Retrofit -- Rotary Park	2019CB, Donations (Complete, pending invoices)	5,500	3,729	1,771
Corp	Corporate-wide Digitization	2020CB	325,000	34,011	290,989

**Table 2: Capital Projects in Progress as of September 30, 2020 continued**

Division	Capital Project Name	Authorization (Comments provided by Division)	Approved Funding	Total Cost	Difference
ED	Tourism Strategy	2020CB	50,000	29,194	20,806
Facilities	LED Lighting Common Areas -- Tony Rose Rec Ctr	2020CB	26,000	-	26,000
Facilities	Cupola Dome -- Town Hall	2020CB	45,000	-	45,000
Facilities	Chimneys -- Town Hall	2020CB	10,000	-	10,000
Facilities	Second St Entrance Doors -- Town Hall	2020CB	10,000	-	10,000
Finance	Purchase Order System	2020CB	20,000	-	20,000
Planning	Official Plan Review	2020CB	38,466	-	38,466
Public Works	Climate Change Risk Assessment	2020CB	50,000	-	50,000
Public Works	Emerald Ash Borer	2020CB	46,800		46,800
Public Works	Traffic Signal Upgrades	2020CB	120,000	-	120,000
Recreation	Projector and drop-down screen for Saputo Ctr	2020CB	15,000		15,000
Parks	Outdoor Pool -- Lion's Park	2020CB (50% donation received from Lions)	50,000	14,129	35,871
Library	Computer Hardware	2020CB (Complete, pending invoice)	20,000	-	20,000
Parks	Parks Truck 2	2020CB (Complete, pending invoice)	55,000	41,534	13,466
Parks	Parks Truck 5	2020CB (Complete, pending invoice)	55,000	1,856	53,144
Parks	Flag Pole -- Dragonfly Park	Donations (Complete, pending invoice, additional large flag on order)	3,211		3,211
Parks	Top Dresser	2020CB (Complete, pending invoices)	40,000	-	40,000
Public Works	Road Needs Study	2020CB (complete, pending invoices)	30,000	3,991	26,009
Public Works	Rehab - First St, Hansen to Limits	2020CB (Complete, pending invoices)	191,000	-	191,000
Public Works	Daisy Lane (Lane 6N5) Rehab	2020CB (Complete, pending invoices)	32,000	-	32,000
Public Works	Daisy Lane (Lane 6N6) Rehab	2020CB (Complete, pending invoices)	34,000	-	34,000
Public Works	Daisy Lane (Lane 6N7) Rehab	2020CB (Complete, pending invoices)	34,000	-	34,000
Wastewater	Chlorine Pump Replacement	2020CB (Completed in Q4, pending invoice)	6,000	3,367	6,000
Facilities	HVAC System -- Town Hall	2020CB (design stage)	125,000	-	125,000
Public Works	Rehab - Broadway Blvd Brick	2020CB (Design starting, awarded tender)	900,000	-	900,000
IT	Computer Hardware	2020CB (Expected to be completed in 4th quarter)	109,500	85,765	23,735
Public Works	Transit Study	2020CB (Expected to be completed in 4th quarter)	10,000	799	9,201
IT	Digital First Strategy	2020CB (multi-year project)	398,000	47,315	350,685
Parks	Rotary Park Redevelopment Plan	2020CB (On hold pending Parks & Rec. Master Plan)	45,000	-	45,000
Public Works	Transportation Study	2020CB (On hold)	30,000	8,541	21,459
Library	Library Collections	2020CB (Ongoing delays due to COVID-19)	192,500	105,839	86,661

**Table 2: Capital Projects in Progress as of September 30, 2020 continued**

<b>Division</b>	<b>Capital Project Name</b>	<b>Authorization (Comments provided by Division)</b>	<b>Approved Funding</b>	<b>Total Cost</b>	<b>Difference</b>
Facilities	Bridge - Mill Creek Trail	2020CB (Pending design consultant confirmation)	20,000	-	20,000
Fire	Fire Radio Replacement Program	2020CB (Preparations for RFP in progress)	175,000	-	175,000
Fire	Replace 2005 Pumper Rescue Truck	2020CB (preparing RFP – delivery 2021)	800,000	-	800,000
Public Works	Recon -- Centennial	2020CB (RFP out, construction in spring 2021)	330,000	207	329,793
Fire	Fire Bunker Gear Replacement Program	2020CB (RFP process complete – delivery expected)	24,000	-	24,000
Wastewater	Effluent Gate Valve Replacement	2020CB (scheduled to complete in Q4)	20,000	-	20,000
Parks	Rotary Park Dugout Roofs	2020CB (Spec being finalized – held during COVID-19)	8,500	-	8,500
Parks	Karen Court Multi-Purpose Pad	2020CB (Spec in progress)	25,000	-	25,000
Police	SAN	2020CB (Still ongoing)	32,000	0	32,000
Recreation	Walking Track Murals -- Alder Rec Ctr - 275 Alder St	2020CB (Substantially complete, pending invoice)	20,000	2,000	18,000
Parks	Trail Development Plan -- Phase 2	2020CB (Tender being finalized – RFT August 2020)	525,000	-	525,000
Public Works	Noise Fence	2020CB, 2019 CF (underway)	166,325	148,055	18,270
IT	COVID-19	Not Budgeted (unknown duration)	-	93,942	(93,942)
IT	COVID-19	Not Budgeted (unknown duration)	-	3,663	(3,663)
Water	SCADA Master Plan	2020CB (deferred until Q3 2021)	150,000		150,000
Water	Truck 7 Vehicle replacement	2020CB (Delivery in November 2020)	90,000	-	90,000
Water	Well 5/5A Variable Frequency Drive	2020CB (Project is underway, to be completed in 2021)	40,000	-	40,000
		<b>Total Capital Projects in progress as of September 30, 2020</b>	<b>27,573,390</b>	<b>7,700,738</b>	<b>19,961,366</b>



**Table 3: Capital Projects To Be Initiated as of September 30, 2020**

<b>Division</b>	<b>Capital Project Name</b>	<b>Authorization (Comments Provided by Division)</b>	<b>Approved Funding</b>
Water	Water Meter and Billing Upgrade	2011/12/20CB (RFP to be issued December 2020, work to commence 2021)	465,000
Water	Well 7 Filtration Equipment	2012/14CB (Report to Council re Water Project Priorities pending)	124,000
Water	Well 5 Building & Drainage	2014CB (Report to Council re Water Project Priorities pending)	455,000
Water	United Lands Well Decommissioning Study	2016CB (Report to Council re Water Project Priorities pending)	50,000
Parks	New Skateboard Park - Alder	2017CB/Donations (On hold)	10,000
Wastewater	Inflow and Infiltration Study - WPCP	2018CB (RFP to be issued in 2021)	271,000
Public Works	Mill Creek Rehab Centre St. to Bythia St.	2018CB (RFP issued, Proposals due November 26)	30,000
Wastewater	Clarifier 3 Centre Unit Replacement	2019/20CB (On hold pending completion of Digester No. 1 project)	410,000
Police	Vehicles - Fleet - Unallocated	2019CB	50,000
Facilities	Hand Scanners -- Alder Rec Ctr	2019CB (IT reviewing payroll process)	10,000
Facilities	Digital Flat Screen TV & software	2019CB (Waiting IT)	60,000
IT	Ind/Comm Fibre to the Business	2019CB (Will likely not be used)	50,000
Corp	Enterprise Risk Management	2020CB	60,000
Water	Electrical & Mechanical Upgrades	2020CB (Conditions Assessments - RFP in 2021)	100,000
Parks	Kay Cee Gardens Walkway and lighting	2020CB (Asphalt tender complete, lighting spec in progress)	100,000
Public Works	Rehab John Street Bridge	2020CB (RFP to be issued in 2021)	338,000
Wastewater	SCADA Master Plan	2020CB (RFP to be issued in 2021)	150,000
Facilities	Feasibility / Business Plan for Regional Recreation Facility	2020CB (Grant denied)	60,000
Facilities	AV System for Meeting Rooms -- Alder Rec Ctr	2020CB (Grant denied)	20,000
Facilities	Exterior Door and Frame Replacement -- Alder Rec Ctr	2020CB (Grant denied)	20,000
Facilities	Red Rink Tube Heaters	2020CB (Grant denied)	15,000
Facilities	Green Rink Tube Heaters	2020CB (Grant denied)	20,000
Wastewater	Digester No. 2 Refurbishment	2020CB (On hold pending completion of Digester No. 1 project)	330,000
Wastewater	Detritor Centre Unit Replacement	2020CB (On hold pending completion of Digester No. 1 project)	135,000
Public Works	Operations Ctr - Roof Replacemt	2020CB (RFP to be issued in November)	120,000
Public Works	Hydrogeological Investigation - Cardwell & Erindale	2020CB (RFP issued - Proposals due November 26)	50,000

**Table 3: Capital Projects To Be Initiated as of September 30, 2020 continued**

<b>Division</b>	<b>Capital Project Name</b>	<b>Authorization (Comments Provided by Division)</b>	<b>Approved Funding</b>
Parks	Professional Services for Monora Creek	2020CB (RFQ - in progress)	50,000
Parks	Play Structure Replacement - Princess of Wales	2020CB (In progress)	50,000
		<b>Total Capital Projects to be initiated as of September 30, 2020</b>	<b>3,603,000</b>

**Subject: Public Engagement Charter**

**Department: Corporate Services**

**Division: CPS**

**Report #: CPS-2020-019**

**Meeting Date: 2020-11-23**

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### **Recommendations**

**That report CPS-2020-019 be Public Engagement Charter be received;**

**And that Council approve the International Association of Public Participation's materials as a tool to enhance community consultation and serve as a guide to direct municipal communications on matters relevant to the public/public interest.**

**And that should Council approve the materials that the Notice Policy be updated as required.**

### **Background and Analysis**

On May 25, Council directed staff to review and update existing processes for public engagement by passing a motion that indicated "the Town recognizes the value of community engagement to help make decisions which reflect the interests and concerns of those affected by involving them in the decision making process" and Council wished to review its public engagement policy and "expand upon it in a meaningful way that advances public engagement and participation".

In that motion the General Manager of Corporate Services was directed to report back to Council with a Public Engagement and Participation Policy that improves the practice of public participation and includes a framework that:

- seeks out and facilitates the involvement of those potentially interested in a decision; and
- provides participants with the information they need to participate in the decision-making process in a meaningful way.

Recognizing effective community engagement and public participation in the decision-making process has become a pillar of good governance in the 21<sup>st</sup> century. Town staff have researched best practices and are recommending the endorsement of a set of materials from the International Association of Public Participation (IAP2) International Federation.

The IAP2 is a global not-for-profit organization that is a lead in the development public participation materials and tools. The IAP2 models have been adopted by numerous municipalities in Canada. Staff are recommending the Town of Orangeville adopt the IAP2 Core Values for Practice of Public Participation, Code of Ethics and the Public Participation Spectrum to guide public and community engagement and participation planning going forward.

The Town would leverage these copyrighted materials with the expressed written consent of the IAP2, which the Town now has, should Council chose to endorse this model.

The recommended materials, which are included below, layout the level of communications and engagement that should be undertaken against the goals project. The goals would need to be identified inline with the impact of the project. i.e. notifying residents construction is about to begin is “inform” vs involving residents in the design of a new park would be “collaborate” or “empower” depending on the project or purpose.

Adapting the core values and ethics would support the implementation of the Public Participation Spectrum.

#### Core Values for the Practice of Public Participation

1. Public participation is based on the belief that those who are affected by a decision have a right to be involved in the decision-making process.
2. Public participation includes the promise that the public's contribution will influence the decision.
3. Public participation promotes sustainable decisions by recognizing and communicating the needs and interests of all participants, including decision makers.
4. Public participation seeks out and facilitates the involvement of those potentially affected by or interested in a decision.
5. Public participation seeks input from participants in designing how they participate.
6. Public participation provides participants with the information they need to participate in a meaningful way.
7. Public participation communicates to participants how their input affected the decision

This Code of Ethics is a set of principles, which guides the practice of enhancing the integrity of the public participation process.

**PURPOSE.** We support public participation as a process to make better decisions that incorporate the interests and concerns of all affected stakeholders and meet the needs of the decision-making body.

**ROLE OF PRACTITIONER.** We will enhance the public's participation in the decision-making process and assist decision-makers in being responsive to the public's concerns and suggestions.

**TRUST.** We will undertake and encourage actions that build trust and credibility for the process among all the participants.

**DEFINING THE PUBLIC'S ROLE.** We will carefully consider and accurately portray the public's role in the decision-making process.

**OPENNESS.** We will encourage the disclosure of all information relevant to the public's understanding and evaluation of a decision.

**ACCESS TO THE PROCESS.** We will ensure that stakeholders have fair and equal access to the public participation process and the opportunity to influence decisions.

**RESPECT FOR COMMUNITIES.** We will avoid strategies that risk polarizing community interests or that appear to "divide and conquer."

**ADVOCACY.** We will advocate for the public participation process and will not advocate for interest, party, or project outcome.

**COMMITMENTS.** We ensure that all commitments made to the public, including those by the decision-maker, are made in good faith.

**SUPPORT OF THE PRACTICE.** We will mentor new practitioners in the field and educate decision-makers and the public about the value and use of public participation.

**Public Participation Spectrum**

	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
<b>PUBLIC PARTICIPATION GOAL</b>	To provide the public with balanced and objective information to assist them in understanding the problems, alternatives and/or solutions.	To obtain public feedback on analysis, alternatives and/or decision.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision-making in the hands of the public.
<b>PROMISE TO THE PUBLIC</b>	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

Read and download the IAP2 Spectrum [here](#).

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**Strategic Alignment****Orangeville Forward – Strategic Plan**

Priority Area: Strong governance

Objective: Enhanced communication and transparent and fair decision making process.

**Sustainable Neighbourhood Action Plan**

Theme: Social Well-being

Strategy: Promote Orangeville as an engaged, inclusive community for all.

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**Notice Provisions**

N/A

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**Financial Impact**

At this time there are no direct implications of this report. Increasing public participation in the decision-making process will have an impact on project planning and there may be implementation costs associated with facilitating certain approaches.

Respectfully submitted

Andrea McKinney  
General Manager, Corporate Services

Reviewed by

Karen Landry  
Town Clerk, Corporate Services

**Attachment(s):** Not Applicable

**Subject: Agreement with Artel Inc. for 112 Broadway Parking**

**Department: Community Services**

**Division: Facilities/Parks**

**Report #: CMS-2020-002**

**Meeting Date: 2020-11-23**

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### **Recommendations**

**That report CMS-2020-002, Agreement with Artel Inc. for 112 Broadway Parking be received;**

**And that council approve the four-year lease agreement between Artel Inc. and the Town of Orangeville for the period of January 1, 2021 to December 31, 2024;**

**And that Council pass a by-law to enter into an agreement and to authorize the Mayor and Clerk to execute the agreement and any other documents required to complete the transaction.**

### **Background and Analysis**

On January 11, 2016, Council approved the two-year agreement for the period of January 1, 2016 to December 31, 2017 with 1086581 Ontario Limited / operating as Artel Inc. to lease 30 parking spaces at 112 Broadway. On January 15, 2018 Council approved an additional three-year lease agreement from January 1, 2018 to December 31, 2020. The Town currently pays \$24,040.00 plus HST annually to lease the 30 parking spaces.

The new lease agreement with Artel Inc. for the 30 parking spaces at 112 Broadway will be for the term of January 1, 2021 to December 31, 2024 under all the same terms as the previous agreement.

The Town will use the leased property for the purposes of a municipal parking lot and maintain public liability and property insurance protecting and indemnifying the Tenants and the Landlord at a limit of not less than Five Million per occurrence.

The agreement offers a termination clause allowing the Town to terminate the agreement with two months written notice.



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## Strategic Alignment

### Orangeville Forward – Strategic Plan

**Priority Area:** Economic Vitality

**Objective:** Attract, and retain and expand businesses, stimulate tourism and economic vitality in the downtown core with accessible parking.

### Sustainable Neighbourhood Action Plan

**Theme:** Economic Development and Culture

**Strategy:** Preserve Orangeville's small-town appeal, while bolstering robust businesses and tourism opportunities that support a healthy economy. Connect tourist to the Town as an urban hub with the County.

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## Notice Provisions

N/A

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## Financial Impact

The rent is calculated on the basis of the current rate of Twenty-Four Thousand and Forty Dollars (\$24,040) plus HST per year and increases at a rate of 2% in the years 2021 and 2022 and at a 3% increase for 2023 and 2024.

<b>2020 - Current</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
	2%	2%	3%	3%
Annual Rate	Increase	Increase	Increase	Increase
\$24,040.00	\$24,520.80	\$25,011.22	\$25,761.55	\$26,534.40

Rent is payable in quarterly installments on January 1, April 1, July 1, and October 1 of each year for the duration of the agreement.

Should the landlord sell the property and terminate the lease, the Town will only be responsible to pay a percentage of the total per annum cost agreed to based on the months of use.

Respectfully submitted

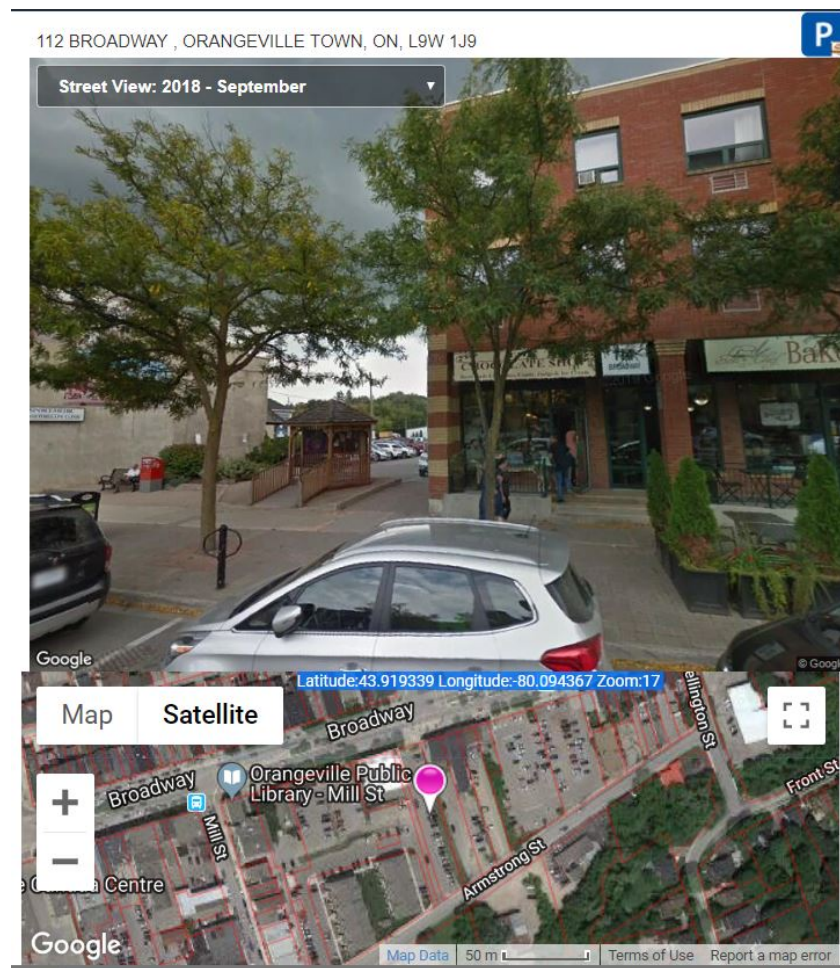
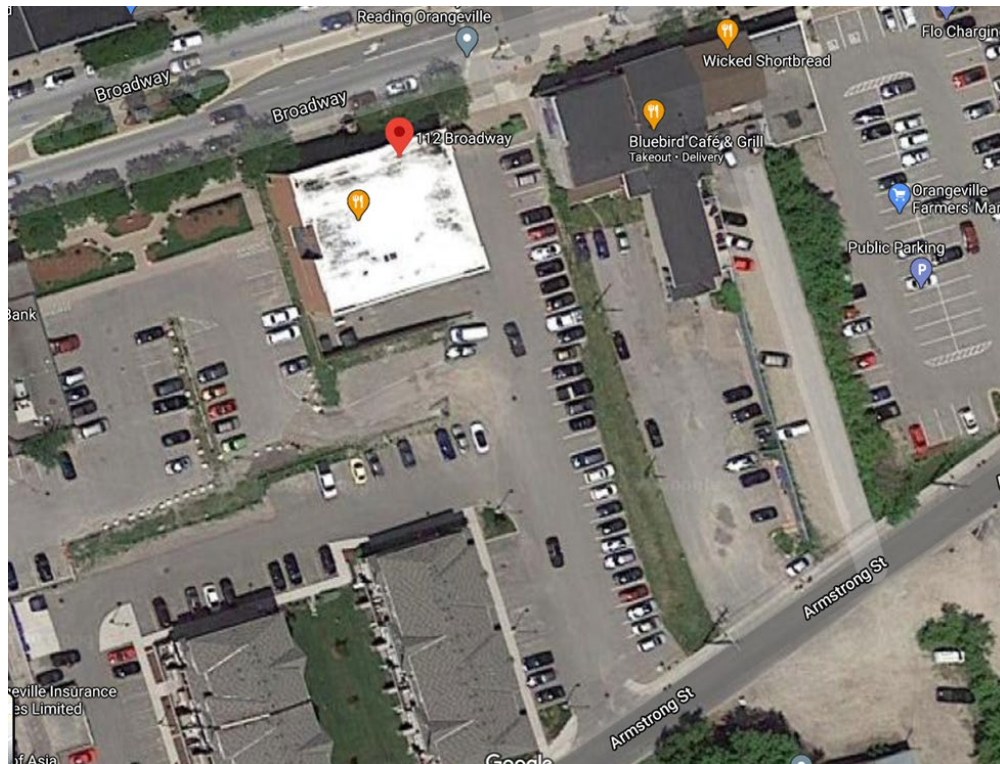
Ray Osmond  
General Manager, Community Services

Prepared by

Andrea Shaw  
Executive Assistant

**Attachment(s):** 1. Map or Parking Lot Location

## CMS-FP-2020-002 Attachment 1 – 112 Broadway Parking Lot Location View



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**Subject:** Agreement with Orangeville Police Services Board (OPSB) for Archival Services

**Department:** Corporate Services

**Division:** Clerks

**Report #:** CPS-2020-021

**Meeting Date:** 2020-11-23

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### Recommendations

The report CPS-2020-021 regarding the Orangeville Police Services Board (OPSB) Archival Services Agreement, be received;

And that Council approve an agreement with the OPSB for the secure and accessible archival service of its records;

And that Council pass a by-law to authorize the entering into and execution of an agreement with the Orangeville Police Services Board.

### Background and Analysis

Effective October 1<sup>st</sup>, 2020, the Orangeville Police Service was disbanded. As a result, the Orangeville Police Services Board (OPSB) seeks to transfer its records to the Town.

The proposed agreement is based on the *Municipal Act 2001, S.O. 2001, c. 25* which requires local police services boards to retain and preserve their records in a secure and accessible manner and retrievable within a reasonable time.

Under sections 254(3) and (4) of the Act, the Board may enter into an agreement for archival services with respect to its records with the consent of its municipality, subject to a records transfer agreement for the purposes of the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), under the ownership and control of the Board as an “institution” under MFIPPA.

It is proposed that The Town of Orangeville enter into an archival service agreement with the Orangeville Police Service Board (OPSB), whereby the Town will retain and preserve OPSB records to include:

1. **OPSB Requests:** Archival service to records will be provided based on a request from the Board for records access
2. **OPP Requests:**
  - any directions received by the Town from the Board to transfer upon receipt of a written request from the OPP, all or any part of the Board's records to the OPP in conjunction with the disbandment.
  - the return to, and acceptance by, the Town as archive service provider of any records transferred to the OPP which the OPP determines should be returned to the Board.

With respect to the transfer of any Board records to the OPP, the Town shall obtain from the OPP written confirmation of:

- **Security and Accessibility:** the transferred records will be retained and preserved by the OPP in a secure and accessible manner.
- **Policies:** the transferred records will remain subject to the Records By-law or another comparable retention policy, as approved by the Board.
- **Return & Itemization:** any records to be returned to the Town, as the Board's archival service provider, shall be returned, together with an itemized records list.

With respect to requests for access or transfers to the Town from the Board, the Board shall provide the Town with written communication signed by the Chair and Vice-Chair of the Board and a copy of the approved Board resolution(s).

**Freedom of Information:** The Town will be authorized to process freedom of information and other similar requests relating to Board/OPS records held by the Town under this Agreement. The Town will provide written notice of such requests and shall, when asked, advise the Board in writing of the progress and outcome of all such requests.

The Town, through the Clerks Division, will maintain the records according to the Records By-law No. 002-2018 and retention plan, as amended and approved by the Board.

The Town will manage OPSB records as its archive service provider, which will be partially facilitated through an electronic records management system.

**Terms:** This agreement may be amended or terminated at any time by the parties in writing

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**Strategic Alignment****Orangeville Forward – Strategic Plan**

Priority Area: Strong Governance

Objective: Positive relationships with other governments, agencies and private sector

**Sustainable Neighbourhood Action Plan**

Theme: Not applicable

Strategy: Not applicable

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**Notice Provisions**Not applicable

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**Financial Impact**

Additional temporary resourcing is required for the establishment and provision of this service, which is expected to be higher in the initial first few years. This request consists of \$72,500 and will be presented as part of the Clerks 2021 budget, as a one-time budget request.

Respectfully submitted

Andrea McKinney  
General Manager, Corporate Services

Reviewed by

Karen Landry  
Town Clerk, Corporate Services

Prepared by

Carolina Khan  
Deputy Clerk, Corporate Services

Alexandrea Graham  
Assistant, Records, Corporate Services

**Attachment(s):** 1. OPSB Archival Services Agreement





# ORANGEVILLE POLICE SERVICES BOARD

87 Broadway, Orangeville L9W 1K1 Telephone: (519) 941-5650 Fax: (519) 940-8275  
Chair T. Taylor • Vice-Chair I. McSweeney • S. Brown • K. Krakar • M. Rose

**This Agreement made effective September 15, 2020.**

## **Archival Services Agreement**

**BETWEEN:**

**THE ORANGEVILLE POLICE SERVICES BOARD  
(hereinafter called the "Board")**

**- and -**

**The Town of Orangeville  
(hereinafter called the "Town")**

**WHEREAS** section 254(2) of the *Municipal Act, 2001*, S.O. 2001, c.25 (the "Act") requires local police services boards to retain and preserve their records in a secure and accessible manner;

**AND WHEREAS** under section 254(3) of the Act, the Board may enter into an agreement for archival services with respect to its records with the consent of its municipality (Town of Orangeville), subject to section 254(4) which requires that records transferred pursuant to such an agreement remain, for the purposes of the *Municipal Freedom of Information and Protection of Privacy Act* R.S.O. 1990, c.M.56 ("MFIPPA"), under the ownership and control of the Board as an "institution" under MFIPPA;

**AND WHEREAS** under sections 254(5) and (6) of the Act, the recipient of Board records under an agreement for archival services is obligated to retain and preserve the records transferred to it in a secure and accessible manner and the Board is responsible for ensuring that the recipient fulfils such obligations;

**AND WHEREAS** section 254(9) of the Act provides that the requirement to retain and preserve records in an accessible manner means that the records must be retrievable within a reasonable time and that the records must be in a format that allows the content of the records to be readily ascertained by a person inspecting the records;

**AND WHEREAS** section 255 of the Act deals with record retention periods and record destruction, and under 255(6) the Board is responsible for setting retention periods and determining when records are to be destroyed;

**AND WHEREAS** under section 255(5) of the Act, the requirements of section 255 continue to apply to records transferred under an archival arrangement pursuant to section 254;

**AND WHEREAS** section 31 of the *Police Services Act* R.S.O. 1990, c P.15 empowers the Board to establish policies and rules for the effective management of the Orangeville Police Service;

**AND WHEREAS** pursuant to section 255(6) of the Act, the Board established By-Law No. 002-2018 governing the retention and destruction of records at the Orangeville Police Service (the “Records By-Law”);

**AND WHEREAS** on December 2, 2019 Orangeville Council voted to transition to the Ontario Provincial Police (the “OPP”) and disband the Orangeville Police Service effective October 1, 2020 (the “Disbandment”);

**AND WHEREAS** the Board desires to enter into an agreement for archival services for its records with the Town and further desires to provide for the transfer of those of its records requested by the OPP, subject to the requirements of the Act and the Board’s obligations thereunder.

**NOW THEREFORE the parties agree as follows:**

1. The Town is appointed as the archive service provider of Board records, which the Town agrees to retain and preserve in a secure and accessible manner in accordance with the Act and the Records By-Law (or a comparable records retention policy approved by the Board), subject to the following:
  - a. Board requests for records access;
  - b. any directions received by the Town from the Board to transfer, upon receipt of a written request from the OPP, all or any part of the Board’s records to the OPP in conjunction with the Disbandment; and
  - c. the return to, and acceptance by, the Town as archive service provider of any records transferred to the OPP which the OPP determines should be returned to the Board.
2. Prior to transferring any Board records to the OPP under section 1 above, the Town, as archival service provider, shall obtain from the OPP written confirmation that:





**Subject: Sustainable Orangeville Committee Appointment**

**Department: Corporate Services**

**Division: Clerks**

**Report #: CPS-2020-013**

**Meeting Date: 2020-11-23**

---

### **Recommendations**

**That report CPS-2020-013 Sustainable Orangeville Committee Appointment be received;**

**And that Valerie Nilsson be appointed to Sustainable Orangeville;**

**And that staff bring forward a By-law to amend the Appointment to Various Boards and Committees By-law 021-2019.**

### **Background and Analysis**

#### Sustainable Orangeville Appointment

There is currently one vacancy on the Sustainable Orangeville Committee.

The Town's Committee Policy states:

"Committee members are appointed to:

- provide desired representation of interests in the community
- provide needed skill/knowledge areas
- provide advice to Council and/or make decisions as permitted by by-laws or other legislation

All residents, property owners, business owners and employees of businesses, in the Town shall be eligible to serve on Committees, subject to specific legislative requirements or requirements in the approved terms of reference."

Council, at its October 19, 2020 Closed Council Meeting reviewed applications received to fill a vacancy on Sustainable Orangeville. Valerie Nilsson has accepted the position.

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## **Strategic Alignment**

### **Orangeville Forward – Strategic Plan**

Priority Area: Community Stewardship

Objective: Encourage and strengthen participation in the community by people of all ages

### **Sustainable Neighbourhood Action Plan**

Theme: Corporate and Fiscal

Strategy: Encourage and support collaboration to implement sustainability initiatives between municipal and community organizations, local Indigenous groups, conservation authority, colleges, and adjacent municipalities

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## **Notice Provisions**

Not applicable

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## **Financial Impact**

None.

Respectfully submitted

Andrea McKinney  
General Manager, Corporate Services

Reviewed by

Karen Landry  
Town Clerk, Corporate Services

Prepared by

Tracy Macdonald  
Assistant Clerk, Corporate Services

**Attachment(s):** None

**Subject: Joint Accessibility Advisory Committee 2020 Annual Report**

**Department: Corporate Services**

**Division: Clerks**

**Report #: CPS-2020-017**

**Meeting Date: 2020-11-23**

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### **Recommendations**

**That the Joint Accessibility Advisory Committee 2020 Annual Report be received;**

**And that Council approves a \$10,000 budget carry over from the 2020 to 2021 Accessibility Committee operating budget for the purpose of a portable accessibility ramp program for Orangeville businesses.**

### **Background and Analysis**

The Joint Accessibility Advisory Committee consists of a maximum of thirteen members including one member of Council, a minimum of three and a maximum of five members appointed by the County of Dufferin to represent areas outside of the Town of Orangeville. The joint committee was formed part way through 2020.

The committee solicits feedback from the community on issues relating to people with disabilities and other citizens with access issues and brings relevant matters to Council as identified by the Committee requiring action by the Town.

Two meetings were convened in early 2020 (February and March) of the Orangeville Accessibility and Seniors Advisory Committee. The April through August meetings were not held due to the constraints relating to COVID-19. The first meeting of the new Joint Accessibility Advisory Committee was held in September.

The committee has prepared an annual work plan, which outlines the various projects that will be the focus in 2021. These projects will move forward as planned as long as committee work can be completed with the continuing constraints of COVID-19 and as public health guidelines permit.

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## Strategic Alignment

### Orangeville Forward – Strategic Plan

Priority Area: Community Stewardship

Objective: Encourage and strengthen participation in the community by people of all ages

### Sustainable Neighbourhood Action Plan

Theme: Corporate and Fiscal

Strategy: Encourage and support collaboration to implement sustainability initiatives between municipal and community organizations, local Indigenous groups, conservation authority, colleges and adjacent municipalities

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## Notice Provisions

Not Applicable

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## Financial Impact

The committee has requested a budget carryover in the amount of \$10,000 from 2020 to 2021 Accessibility Committee operating budget. The committee has earmarked this funding specifically for portable accessibility ramps for Orangeville businesses.

Respectfully submitted

Reviewed by

Andrea McKinney  
General Manager, Corporate Services

Sharon Doherty  
Manager, Recreation and Events  
Community Services

Prepared by

Tracy Macdonald  
Assistant Clerk, Corporate Services

**Attachment(s): 1. Annual Work Plan**

# Joint Accessibility Advisory Committee Work Plan for 2021

Updated: November 2020

	Deliverable / Project	Description	Frequency	Scheduled Date	Location	Lead	Status	Deadline	Budget/Comments
1.	Ramp Program	To continue review of current ramp program with a view to implementing a more user-friendly program.	Monthly review of applications if any received.				On-going review of best possible solutions for a ramp program		\$10,000 budget carryover from 2020 request to Council
2.	Abilities Fair	Once Public Health Guidelines Permit.	Spring 2021				Originally planned for Spring 2020. Due to COVID-19 event was cancelled. If public health guidelines permit an Abilities Fair could be planned for Spring 2021.		\$10,000 from 2021 budget special projects
3.	Tip of the Month	To provide an accessibility tip on a monthly basis for the Town page in newspaper and on the accessibility page of the Town's website.	monthly					Due at each monthly meeting	Provided monthly by Committee member. Committee votes on tip each month for selection.
4.	Town of Orangeville Accessibility Plan	To update Town accessibility plan.	Annual review						To be completed in-house. If consulting services required \$5,000 from 2020 special projects budget.
5.	Rack cards/post cards	Marketing and promotion of the committee to the public	Annually						\$2,000 printing cost



374028 6TH LINE • AMARANTH ON • L9W 0M6

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Dufferin County  
55 Zina Street  
Orangeville, Ontario L9W 1E5

Attention: Infrastructure and Environmental Services Committee

Dear Sirs:

**Re: Dufferin County CP Rail Trail**

Further to the letter dated September 28, 2020 received from the Township of Melancthon, the Township of Amaranth at its regular meeting of Council held November 4, 2020, the following resolution was carried:

**18.1. Dufferin County CP Rail Trail**  
Cycling and walking trails/routes

Council discussed the trail and encourages the County of Dufferin to improve the trail for walking and cycling.

**Resolution #12**

**Moved by: G. Little – Seconded by: C. Gerrits**

**BE IT RESOLVED THAT:**

Council support that the County of Dufferin undertakes additional work be done on the CP Rail Trail for the purposes of cycling and walking so that this beautiful tract of land can be enjoyed by all.

**CARRIED.**

Respectfully submitted,

*Nicole Martin*

Nicole Martin, Dipl. M.A.  
Acting CAO/Clerk

C: Karisa Downey, Dufferin County Economic Development Officer  
Member municipalities of Dufferin County



Electronic Participation  
The Corporation of the Town of Orangeville  
Chair and Secretary participated remotely

## **Minutes of a meeting of the Joint Accessibility Advisory Committee Held on September 1, 2020 at 10:30 a.m.**

Please note all members participated electronically

### **Members Present**

Councillor Lisa Post  
Diva Anderson (arrived 10:55 a.m.)  
Larry Barnett  
Simran Bhamu  
Peggy Bond (regrets)  
Paul Charbonneau  
Mike Gravelle (absent)  
James Jackson (absent)  
Larry Rankin (regrets)  
Trevor Lewis  
Alethia O'Hara-Stephenson  
Kat Anderson

### **Staff Present**

S. Doherty, Manager, Rec/Events  
T. Macdonald, Assistant Clerk

## **1 Notice**

None.

## **2 Call to Order**

The Chair called the meeting to order at 10:44 a.m.

## **3 Introduction of New Members**



The Chair welcomed new members Trevor Lewis, Alethia O'Hara-Stephenson and Kat Anderson to the committee and all committee members made introductory remarks.

#### **4 Disclosures of (Direct or Indirect) Pecuniary Interest**

None.

#### **5 Adoption of Minutes of Previous Council Meeting**

Recommendation 2020-011

Moved by Larry Barnett

That the minutes of the following meeting is hereby approved:

March 3, 2020

**Carried.**

#### **6 Presentations**

None

#### **7 Reports and Items for Discussion**

##### **7.1 Abilities Fair**

This matter is to be added to a spring meeting of the committee.

##### **7.2 Accessibility Pamphlet**

Sharon Doherty advised that a new pamphlet is required and that Communications will craft a post card style document, a draft of which will be provided at the November meeting with a recommendation that printing remain on hold until 2021.

##### **7.3 Accessibility Plan**

Sharon Doherty indicated that the Accessibility Report was submitted and there has not yet been any feedback received. Accessibility Plan needs to be updated and the expired plan will be shared with the committee.

Sharon Doherty also discussed the content of the Accessibility Page on the new Town of Orangeville website which will be live on September 10, 2020. The contents of the new web page will be shared with the committee.

#### 7.4 Tip of the Month

Larry Rankin provided two tips prior to the meeting for the committee members to consider:

Isolation that is caused by the pandemic can adversely affect one's mental state. Please visit [cmhapeeldufferin.ca](http://cmhapeeldufferin.ca) if you are struggling with mental health issues.

A disability often can be marginalized if you can recognize a disabled person for what they can accomplish instead of fixating on their limitations.

Recommendation 2020-012

Moved by Larry Barnett

That the tip of the month for September will be isolation that is caused by the pandemic can adversely affect one's mental state. Please visit [cmhapeeldufferin.ca](http://cmhapeeldufferin.ca) if you are struggling with mental health issues;

And that the tip of the month for October will be disability often can be marginalized if you can recognize a disabled person for what they can accomplish instead of fixating on their limitations.

**Carried.**

#### 7.5 Work Plan Update

None.

#### 7.6 Committee Meeting Schedule

The committee meeting schedule was discussed and the next meeting will take place on Tuesday, October 6, 2020 at 3:30 p.m.

The following committee members would like to participate via video at future meetings that are electronic: Simran Bhamu, Kat Anderson, Alethia O'Hara-Stephenson, Trevor Lewis, Paul Charbonneau, James Jackson, Councillor Post. Larry Barnett and Diva Anderson would like to participate via telephone.

The committee discussed how to better facilitate participation for all members.

## 8 Correspondence

Nolan Bentley provided correspondence to the committee regarding accessibility ramps. Simran Bhamu provided an overview of the committee's previous discussion on this matter.

Recommendation 2020-013

Moved by Larry Barnett

That Sharon Doherty obtain a legal opinion on liability surrounding accessibility ramps and by-law.

**Carried.**

Recommendation 2020-014

Moved by Paul Charbonneau

That the correspondence from Nolan Bentley be received.

**Carried.**

## **9 New Business**

Larry Barnett commented on the new construction at Metro and Shoppers Drug Mart. Mr. Barnett expressed concern that the existing accessible parking at Shoppers Drug Mart is a greater distance from the new door and would like Town staff to investigate. Tracy Macdonald will ask that Brandon Ward, Manager, Planning investigate the matter and report back.

Alethia O'Hara-Stephenson advised that she has been contacted by an individual with parking spaces in Shelburne not being wide enough to allow for wheelchair parking and will obtain more information relating to specific locations.

Alethia O'Hara-Stephenson also inquired about the availability of sign language and Sharon Doherty outlined some difficulties she has encountered with obtaining interpreters but that if this service is required efforts would be made to ensure it was available.

Simran Bhamu advised that very few business listings indicate that the business is accessible even though they may be. Councillor Post will follow up with Economic Development relating to this matter.

## **10 Date of Next Meeting**

The next meeting will be held on October 6, 2020 at 3:30 p.m.

## **11 Adjournment**

The meeting adjourned at 11:34 a.m.



**Adoption of Minutes**

**October 6, 2020, 3:30 p.m.**

**Chair and Secretary Participating Remotely**

Members Present:     D. Anderson  
                                 K. Anderson  
                                 L. Barnett  
                                 S. Bhamu  
                                 P. Bond  
                                 P. Charbonneau  
                                 M. Gravelle  
                                 J. Jackson  
                                 T. Lewis  
                                 A. O'Hara-Stephenson  
                                 Councillor Post  
                                 L. Rankin

Staff Present:             S. Doherty, Manager, Rec/Events  
                                 T. Macdonald, Committee Secretary

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**1.     Call to Order**

The meeting was called to order at 3:31 p.m.

**2.     Disclosures of (Direct or Indirect) Pecuniary Interest**

None.

**3.     Adoption of Minutes of Previous Meeting**

**Resolution 2020-015**

Moved by L. Barnett

That the minutes of the following meeting are approved:

**3.1     2020-09-01 Joint Accessibility Advisory Committee Minutes**

**Carried**

**4.     Presentations**

None.

**5.     Items for Discussion and Reports**

**5.1     Councillor Post, Meeting Protocol**

Councillor Post reviewed general meeting protocol with the committee including using raise hand function if able to do so and the importance of speaking clearly.

The committee discussed the meeting dates and times and determined that meetings for November and December would be held at 3:30 p.m. on the first Tuesday of the month.

**5.2 Meeting Date and Times**

Discussed with item 5.1

**5.3 Tip of the Month**

The tip of the month was determined at the September meeting and is:

A disability often can be marginalized if you can recognize a disabled person for what they can accomplish instead of fixating on their limitations.

**5.4 Sharon Doherty, Ramp Program Update**

Sharon Doherty, Manager Rec/Events indicated that we continue to get the requests for ramps and the downtown core continues to be a concern in terms of the downtown businesses and that the committee could benefit from receiving a presentation from the StopGap program. Councillor Post indicated that she will follow up with StopGap to request a presentation from them at a future meeting and that it would be beneficial for Bruce Ewald, Chief Building Official and the BIA Chair to attend.

**5.5 Councillor Post, Accessibility Business Listings**

Councillor Post advised the committee that she has been working with Town Staff to determine the best way to proceed with this issue and that Data Orangeville and the Town website are being considered as possible solutions and will update again at the next committee meeting.

The committee discussed a possible co-ordination with Google Maps with the Small Business Enterprise Centre reminding businesses to update the Google Business Listing to include the accessibility features of their business.

**5.6 New Construction, Accessible Parking**

The committee discussed the suggestion of Brandon Ward, Manager of Planning relating to formation of a sub-committee or a review process to allow the committee to provide accessibility input into planning matters. The committee will invite Mr. Ward to attend the next meeting to discuss with the committee the available options.

**6. Correspondence**

None.

**7. New Business**

The committee discussed the sizing of wheelchair accessible parking spaces as opposed to ambulatory care spaces and this matter is to be addressed at the next meeting.

Alethia O-Hara Stephenson indicated that the Shelburne Library does not have suitable wheelchair access.

The committee discussed single passenger electric mobility cars that operate on sidewalks and on bike paths as it relates to permitting them on sidewalks and the committee would like to determine if there is an existing by-law for this matter.

The committee also discussed the Access Now app that allows you to search for accessibility features that you might require and provides list of locations that offer than.

Councillor Post advised the committee that Island Lake Conservation Area is working on a Strategic Plan to incorporate more accessibility and would like member of the committee to be part of stakeholder sessions starting at the end of November. Paul Charbonneau and Diva Anderson expressed interest and Councillor Post obtained their permission to provide their email addresses to the contact from Island Lake.

The committee discussed how we facilitation matters that are not directly related to the Town of Orangeville as we are now a Joint Committtee with Dufferin County and Councillor Post will be corresponding with the County on this matter.

The budget will be discussed at the next meeting.

**8. Date of Next Meeting**

The next meeting will be held on November 3, 2020 at 3:30 p.m.

**9. Adjournment**

The meeting adjourned at 4:18 p.m.



**Orangeville Public Library Board  
Meeting Minutes  
1 Mill Street (5:00 p.m.)  
Wednesday, September 23, 2020**

**Members Present (in person)**

Councillor Grant Peters (till 6:40 pm)  
Mr. Bill Rea, Board Chair  
Ms. Shelley Bergant  
Mr. Benn MacDonald  
Ms. Sheri Marks

**Staff Present (in person)**

Ms. D. Fraser, CEO  
Ms. K. Carson, Technical Assistant  
Ms. D. Vatanen, Minutes

**Remote Participation:**

Mr. Patrick Neely

**Staff Remote Participation:**

Ms. Nandini Syed, Treasurer (till 5:35 pm)

**Absent:**

Councillor Lisa Post **(with notice)**

**Guest:**

Mr. Murray Short, RLB Auditor (Remote)

**1. Call to Order**

The Chair, Mr. Rea, called the meeting to order at 5:00 p.m.

**2. Declarations of Conflict of Interest**

**None.**

**3. Approval of Agenda**

**20.37** Moved by Sheri Marks  
Seconded by Grant Peters

**That the agenda of September 23, 2020 be approved.**

**Carried.**

**4. Adoption of the Previous Library Board Meeting Minutes**

**20.38** Moved by Benn MacDonald  
Seconded by Shelley Bergant

Library Board Meeting Amended Minutes June 24, 2020  
Library Board Special Meeting Minutes July 22, 2020

**That the meeting amended minutes for June 24, 2020 and the special meeting minutes for July 22, 2020 be approved.**

**Carried.**

## 5. Presentation to the Board

- a. RLB Auditor, Mr. Murray Short, presented the results of RLB's audit of the 2019 Financial Statements.

**20.39** Moved by Sheri Marks  
Seconded by Grant Peters

**That the library board approve the 2019 Draft Audited Financial Statements of the Corporation of the Town of Orangeville Public Library.**

**Carried.**

The Board Chair, Mr. Rea requested the Treasurer, Ms. Syed to provide some guidance for the 2021 budget process. Ms. Syed reviewed the 2021 budget thru the 2020 budget book available online <https://www.orangeville.ca/en/town-hall/resources/Documents/2020-Budget.pdf>. Ms. Syed indicated that she would work with Ms. Fraser to complete the preliminary work needed to build the budget to be presented to the board at the October meeting. Further direction from Council is expected September 28. The consolidated budget will be tabled to Council on December 7.

Ms. Syed left the meeting. (5:35pm)

## 6. Information Items (as of August 31, unless otherwise specified)

- a. CEO Report (September)  
The board discussion included their support to the CEO to initiate the circulation of hot spots (mobile wifi) and the installation of additional security cameras.

**20.40** Moved by Benn MacDonald  
Seconded by Shelley Bergant

**The library board requested an update on the status of the contest to design library cards initiated at the February 26 board meeting. Staff to follow up with Cultural Task Force and report back.**

**Carried.**

- b. Financial Reports - YTD Operating & Capital

**20.41** Moved by Benn MacDonald  
Seconded by: Sheri Marks

The CEO informed the board that the European Study Tour has been cancelled and that all fees were reimbursed. The board requested staff to seek approval (through the Treasurer to Council) that the funds be set aside in a reserve account for Professional Development.



c. Library Service Index

**Carried.**

**20.42** Moved by Grant Peters  
Seconded by Sheri Marks

**That the information items as listed be received.**

**Carried.**

## **7. Reports**

a) Report # 20-09 Draft 2021 Operating and Capital Budgets

**20:43** Moved by Sheri Marks  
Seconded by Benn MacDonald

**That report # 20-09, dated September 23, 2020 with respect to the Draft 2021 Operating and Capital Budgets 2021-2025, be received;**

**And that the CEO bring the proposed 2021-2025 Operating and Capital Budgets back to the October 28, 2020 meeting as per board direction.**

**Carried.**

Councillor Peters left the meeting (6:40 pm)

## **8. Items for discussion / New Business**

**None.**

## **9. Closed Meeting**

**None.**

## **10. Municipal Update**

**None.**

## **11. Comments and Announcements**

There were no questions from the public to the library board.

Ms. Fraser updated the board:

- The annual request from the Royal Canadian Legion was received and library staff will make arrangements for participation in the 2020 Remembrance Day wreath program
- Resilient Communities Fund – working with the other three libraries in the ridings (Dufferin – Caledon) on potential applications
- Staff appreciation – typically a annual social event held early November, board discussed alternative means of celebrating staff, further discussion to take place including a conversation with the Board Chair, CEO and Friends of the Library Chair (Jane Lightle)
- Movie filming on Mill Street – Cineflex Inc. – An Ice Wine Christmas

**12. Adjournment**

**20:44** Moved by Patrick Neely  
Seconded by Benn MacDonald

**That the meeting be adjourned**

**(Time: 7:00 p.m.)**

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Bill Rea, Chair

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Darla Fraser, CEO/Secretary

**Next Meeting:**  
**Wednesday, October 28, 2020 @ 5:00 pm**



The Corporation of the Town of Orangeville  
Electronic Virtual Meeting  
87 Broadway, Orangeville, Ontario

**Minutes of a meeting of Sustainable Orangeville  
Held on October 6, 2020, at 7 p.m.**

**Members Present:**

Councillor Grant Peters  
Martina Rowley  
Charles McCabe  
Matthew Smith

Tammy Woods  
Jessica Marchildon  
Jeff Lemon

**Regrets:**

Andrew Seagram  
Luke Decastro  
Janice Quirt  
Mark Whitcombe

**Staff Present:**

Charles, Cosgrove  
Andrea Shaw, Committee Secretary

**Guests Present:**

Shaun Booth  
Jean Booth  
Sylvia Bradley  
Chris Burton

**1 Call to Order**

The Chair called the meeting to order at 7:02 p.m.

**2 Disclosures of (Direct or Indirect) Pecuniary Interest**

None stated.

**3 Approval of Agenda**

**That** the agenda for October 6, 2020 be hereby approved.

**Moved by** Martina Rowley

**Carried.**

Recommendation Number 01

## **4 Adoption of Minutes of Previous Council Meeting**

**That** the minutes of September 1, 2020 meeting are hereby approved with amendments.

**Moved by** Jessica Marchildon

**Carried.**

Recommendation Number 02

## **5 Delegation – Hutchison Court Naturalization**

Shaun and Jean Booth presented regarding community volunteer project to spruce up the Hutchison Court trail way due to neighbour concerns. Neighbours within the Hutchison Court area have had concerns within this area. Image of neglect other than naturalization, suggest going in and removing weeds and doing maintenance with community involvement. Encourage people to support naturalization other than mowing the area down. Select removal and replacement of plants at meeting with Parks and Horticulturalist to discuss plan and receive feedback. Focus of this being on a community volunteer project to maintain trail area as a spring project. Charles Cosgrove, Manager of Facilities and Parks will speak to Kevin Barry, Parks Supervisor regarding this further. This project ties into the Town's Bee City pollinator program. Educational signage is recommended to communicate the naturalization / pollinator garden to the public. Shaun and Jean Booth will attend the November Sustainable Orangeville meeting to update the committee on the projects progress.

## **6 Reports and Items for Discussion**

### **6.1 McCannell and Hwy#10 Entrance Gardens and Baby Tree Forest Maintenance Update**

Several Committee members met with Parks staff at the McCannell garden entrance signage. Parks is to send Charles Cosgrove a final plan/report for the garden and maintenance plan for the Baby Tree forest. The committee would like to have the work completed this fall. An RFQ-informal is being drafted for 3 quotes by Parks. Public Works has been requested to fix the area that they ran over.

### **6.2 Rotary Club's Let's Make Orangeville Shine Event Update**

Rotarian's considered a success and several SO members attended. Some Literati App issues and some members found the metrics difficult. Concerning amount of garbage in Mill Creek by Townline. It should be the Corporations responsibility within that area to provide garbage's and to keep this area clean. Recycling Bins with lids would be the better option within these areas to ensure the garbage does not fly out. The committee requested to

discuss this garbage bin option further at the November meeting.

### **6.3 Community Tree Planting Event – October 17**

Sustainable Orangeville and CVC tree planting event is on October 17<sup>th</sup>. Registration is mandatory and a maximum capacity of 40 people can attend. Pre-registration is through Eventbrite and strict COVID protocols for physical distancing and masks are to be maintained.

### **6.4 Sub-Committee Update**

#### **Urban Harvest:**

Martina Rowley provided an update on the Urban Harvest program. There are 6 volunteers that have come out and assisted to pick harvests. The majority of harvests this year have not been that great. In total approximately 200 lbs. have been harvested and there is one more property to visit this season. New for 2020 are potatoes. A farm in Mono planted potatoes specifically for the Urban Harvest to be donated to the Food Bank and this will be added to the total pounds weight at the end of the year. Protocols are easily maintained such as physical distancing and masks are worn and everyone is outdoors. Thank you letters are being drafted and sent to the homeowners with some education and information on spraying of trees. Training sessions at Earth Week with a Horticulturist on how to care for fruit trees is a consideration for 2021.

#### **Community Garden:**

Volunteer, Sylvia Bradley advised the committee that this is the best that the community garden crop has ever been.

The Food bank plot had a large harvest. Committee Chair, Councillor Grant Peters will send a congratulations letter to commend them on the plot this year. There were only 3 plots of concern this year and after speaking to some of the owners they are now cleaned. Staff and Ms. Bradley reviewed the community garden policy and procedures within the contract and registration is open for 2021. Ms. Bradley has approximately \$300 in receipts for reimbursement for various community garden items that are within her allocated budget amount as per the Committee's motion in November 2019.

Some additional items that the garden requires are:

- Additional straw – Mr. Cosgrove will speak to Parks
- Shed Repair – being added to capital budget requested for 2021.
- Raised bed installation is scheduled for late Fall – as per Mr. Cosgrove
- Walkway Interlock path releveling – scheduled for spring.
- 4 new pear trees to be planted and the diseased plum trees removed.

### **6.5 Committee Budget Review**

The committee members reviewed the committee budget actuals for 2020 and considered ideas for funding allocation for 2021.

Ideas for 2021 funding projects include:

- Orangeville Mall is currently under renovations and committee contemplated their need for bike racks. The planning division will be contacted as the site plan approval may be dependent upon bike rack installation.
- Starter kits for Homeowners – seed kits, education items, growing items, lawn care items and information, veggie garden items.
- Lawn Fertilizer for Condo Corporations
- Promote Boulevard plantings
- Urban harvest marketing – sandwich board for sites
- Workshop for fruit trees
- Tree Protection By-law: funding could possibly be required

## 7 New Business

### 7.1 2021 Committee Meeting Schedule

The committee was presented with the 2021 committee meeting schedule and all agreed that the first Tuesday of each month at 7 p.m. worked will within their schedules.

**That** the 2021 Sustainable Orangeville Committee Schedule be approved as presented.

**Move by** Jeff Lemon

**Carried.**  
Recommendation Number 03

## 8 Other

### 8.1 Petition to Council for Sidewalk

Mr. Bradley advised the committee of her intention to be a delegate at an upcoming Council meeting. A petition has been created for a sidewalk along 24 Faulkner Street, as this would assist all the students walking to ODSS and this section is the only area with out a sidewalk. A petition has been signed by neighbours and Ms. Bradley would appreciate the endorsement of the Sustainable Orangeville committee.

**That** the Sustainable Orangeville Committee endorses the petition for a sidewalk at 24 Faulkner Street and that sidewalks be required in new residential developments to allow for active transportation.

**Moved by** Charles McCabe

**Carried.**  
Recommendation Number 04

## **9 Closed Session – Sustainable Orangeville Awards**

**That** the winner of the Environmental Sustainability Award in the individual category go to Gary Skinn.

**Moved by** Charles McCabe

**Carried.**  
Recommendation Number 05

## **10 Date of Next Meeting**

The next committee meeting is scheduled for Tuesday, November 3, 2020 at 7 p.m.

## **11 Adjournment**

**Adjourned at 9:15 p.m.**



## **The Corporation of the Town of Orangeville**

### **By-law Number \_\_\_\_\_**

#### **A By-law to Adopt Amendment No. 125 to the Official Plan (Clover Tuah: 99 Mill Street; OPZ 2/20).**

The Council of the Corporation of The Town of Orangeville, in accordance with the provisions of Section 22 of the Planning Act, R.S.O. 1990, c.P.13 and amendments thereto, hereby enacts as follows:

1. Amendment No. 125 to the Official Plan for The Town of Orangeville, consisting of the attached explanatory text and map is hereby adopted.

Passed in open Council this 23<sup>rd</sup> day of November, 2020.

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Sandy Brown, Mayor

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Karen Landry, Clerk



**The Official Plan  
for the  
Town of Orangeville  
Amendment No. 125**

The attached explanatory text and map, constituting Amendment Number 125 to the Official Plan for the Town of Orangeville, was adopted by the Council of the Corporation of the Town of Orangeville, under the provisions of Section 22 of the Planning Act, R.S.O., 1999, C. P.13 on November 23, 2020.

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Sandy Brown, Mayor

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Karen Landry, Clerk

**The Official Plan  
for The Town of Orangeville  
Amendment No. 125**

**Part A – The Preamble**

**1. Purpose of the Amendment**

The purpose of the amendment is to re-designate the subject lands from “Neighbourhood Commercial” to “Low Density Multiple” and to add a special policy to permit a maximum density and/or total number of dwelling units in order to allow 4-units within the existing detached dwelling on the subject lands.

**2. Location**

This amendment applies to the lands described as Lot 23, Block 7, Plan 138, Town of Orangeville, County of Dufferin and municipally known as 99 Mill Street. The lands comprise a single parcel of approximately 0.063 hectares (0.16 acres) in area, with approximately 15.63 metres of frontage along Mill Street. The subject lands are located on the east side of Mill Street, between Mary Street and South Wellington Street.

**3. Basis of the Amendment**

The subject lands are predominantly surrounded by residential land uses consisting of single detached, semi-detached, townhouse and multiple-dwelling units. A public school is located to the east, and a parkette is located to the south, with commercial and industrial uses on the south side of Town Line.

On September 23, 2020, a statutory public meeting was held for public review and comment.

The subject lands are designated “Neighbourhood Commercial” on Schedule ‘A’ “Land Use Plan” in the Town of Orangeville Official Plan. An Official Plan Amendment is required to re-designate the subject lands as “Residential” on Schedule ‘A’ and “Low Density Multiple” on Schedule ‘C’ in order to permit 4 units within the existing dwelling. The proposed multi-unit dwelling will make efficient use of an existing building that has access to full municipal services and is located an area of the Town characterized by a broad range of low-density residential uses.

The basis for this amendment is as follows:

1. The proposed development is consistent with the Provincial Policy Statement.
2. The proposed development conforms to the Growth Plan for the Greater Golden Horseshoe.

3. The proposed development conforms to the Dufferin County Official Plan.
4. The proposed development conforms to the general intent and purpose of the Town of Orangeville Official Plan.
5. The proposed Official Plan and Zoning By-law Amendments provide for the reuse of an existing building on lands within the Town's Built Boundary.
6. The proposed development provides an additional type of housing in accordance with the Residential policies of the Official Plan, which aim to provide a balanced range of housing types that meets a variety of needs in terms of size, type, ownership status and location; and
7. The proposed redevelopment will optimize the use of an existing building which has access to full municipal services.

## **Part B – The Amendment**

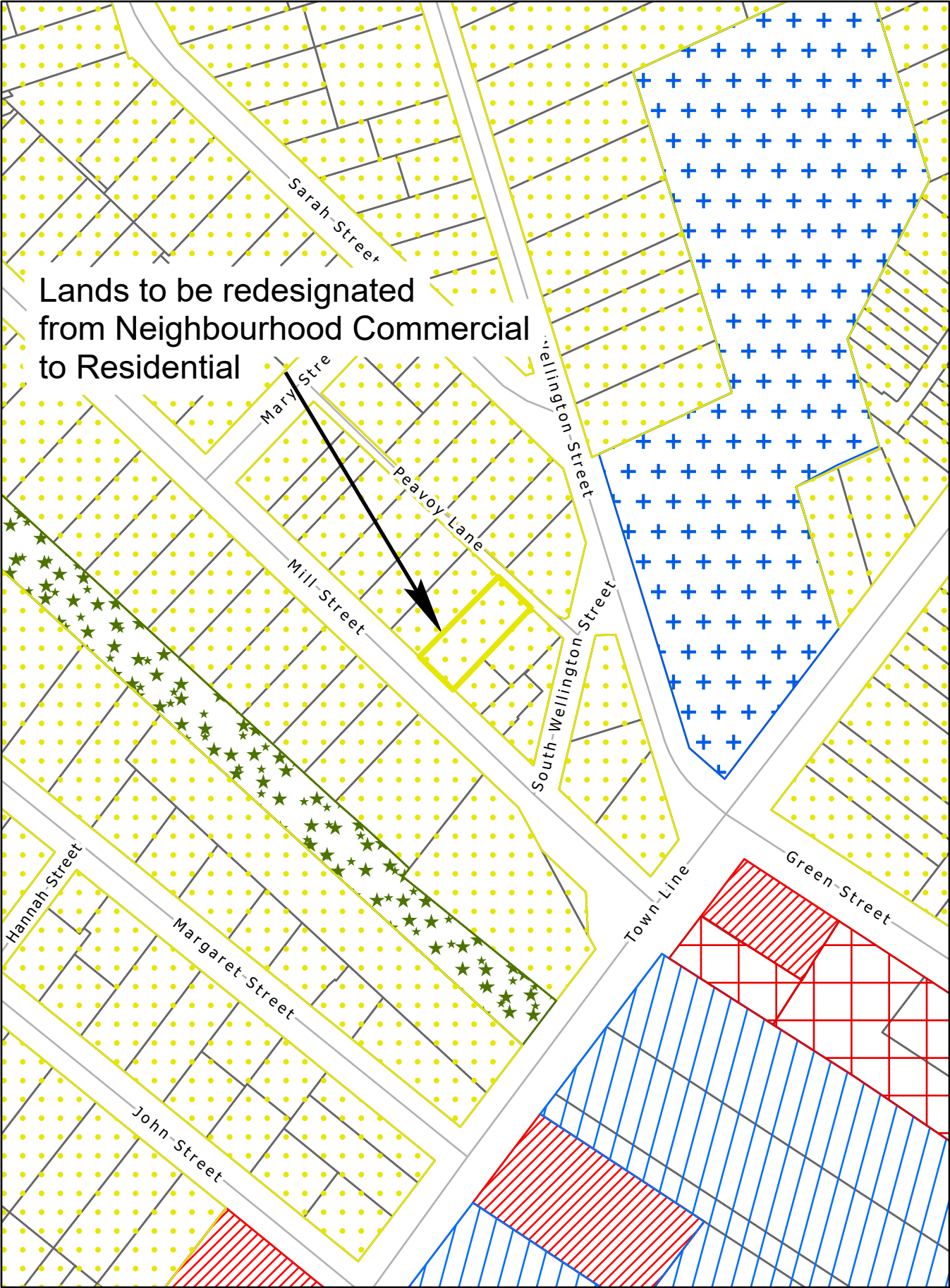
The Official Plan for the Town of Orangeville is amended as follows:

1. Section E8 “Policies for Specific Areas” is hereby amended by adding the following policy:

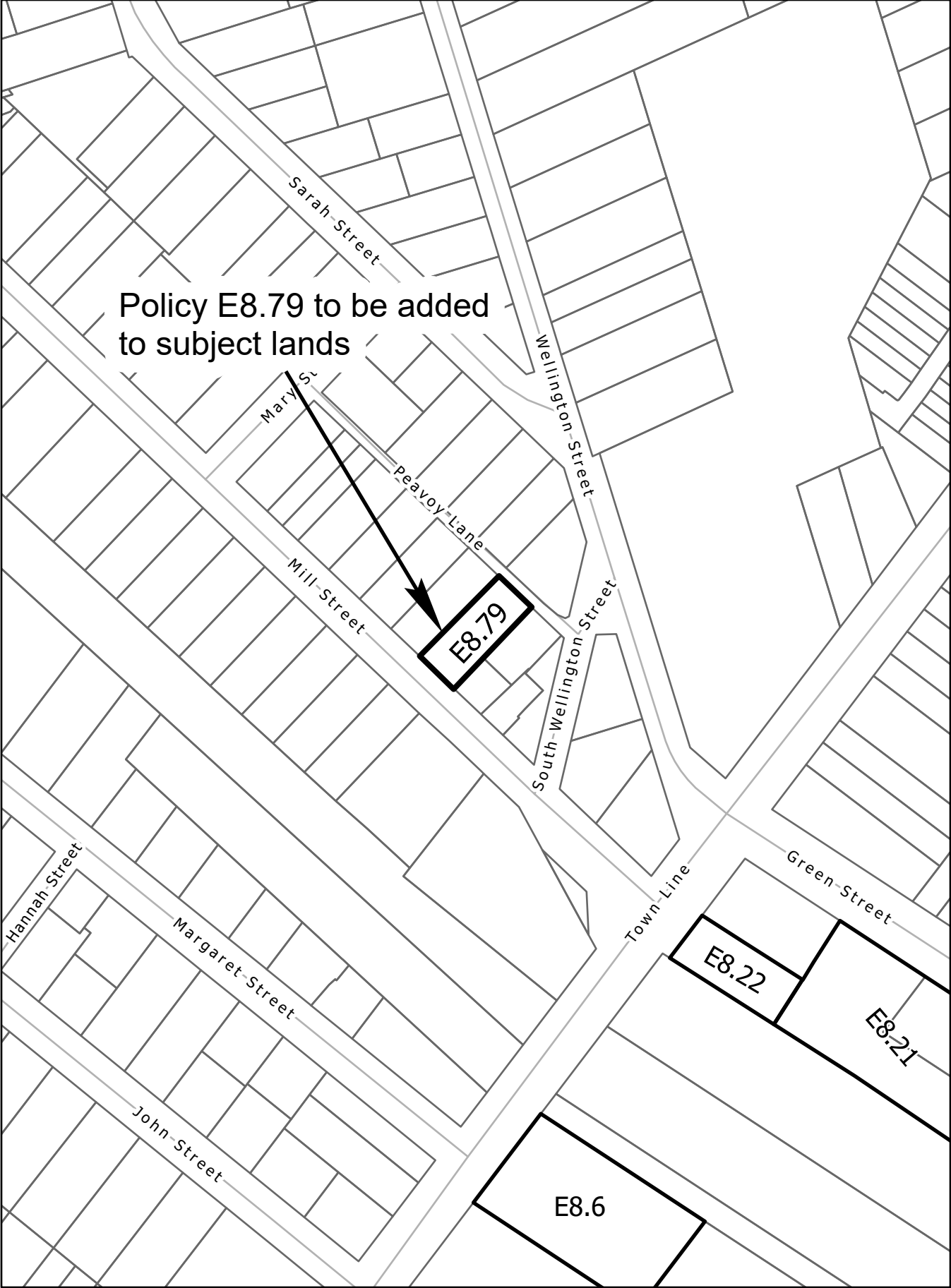
“E8.79 Notwithstanding the Low Density Multiple designation, a maximum density of 65 units per net residential hectare or 4 units is permitted, whichever is less.”

2. Schedule “A” “Land Use Plan” is hereby amended by designating the lands to “Residential” as shown on the attached Schedule “A” to this amendment.
3. Schedule “B” “Policies for Specific Areas” is hereby amended by showing the lands subject to “Policies for Specific Areas” and adding reference to Policy E8.79 as shown on the attached Schedule “B” to this amendment.
4. Schedule “C” “Residential Density Plan” is hereby amended by designating the lands to “Low Density Multiple” as shown on Schedule “C” attached to this amendment.

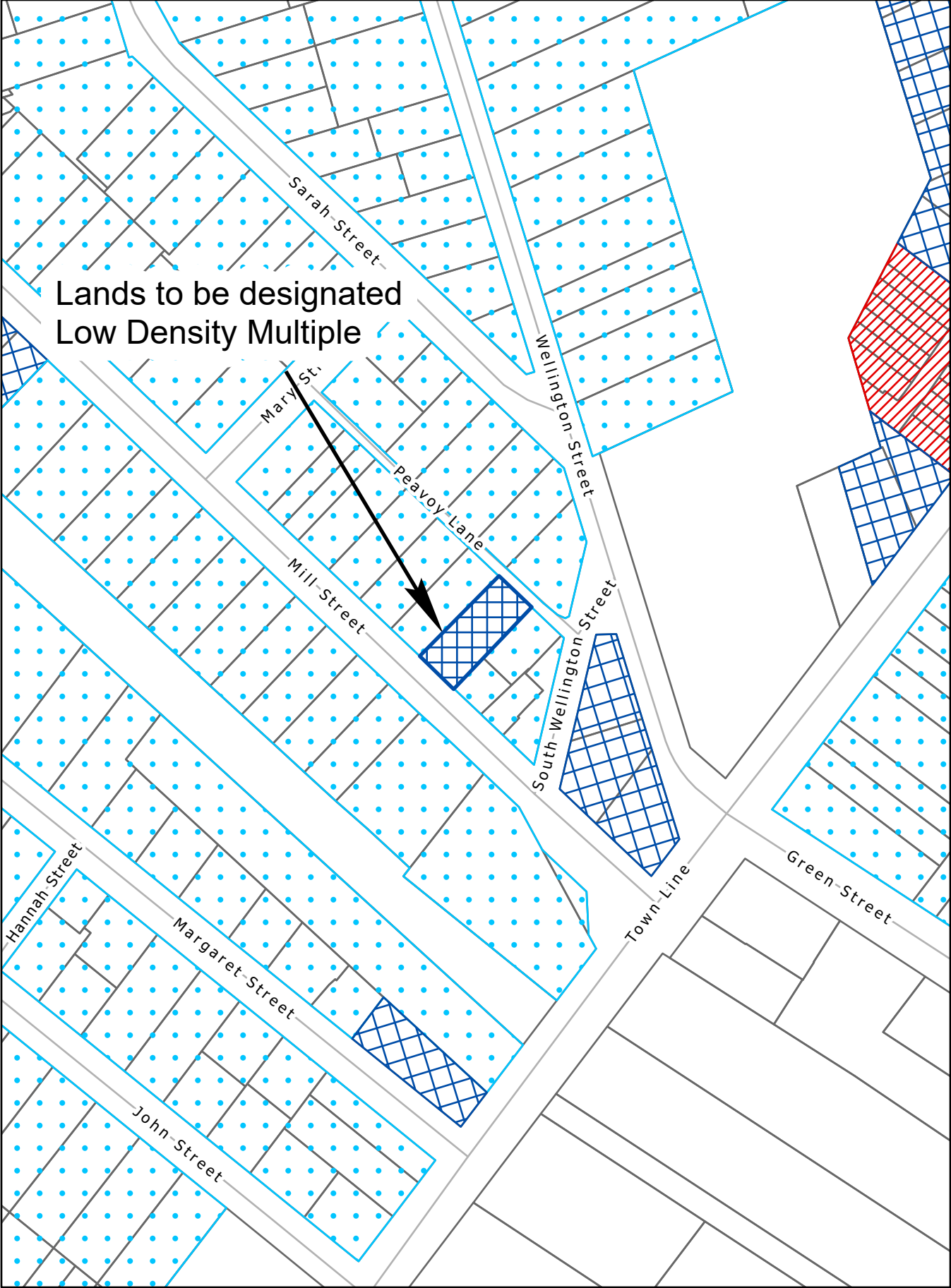
Schedule 'A' to Official Plan Amendment No. 125



Schedule 'B' to Official Plan Amendment No. 125



Schedule 'C' to Official Plan Amendment No. 125





## **The Corporation of the Town of Orangeville**

### **By-law Number \_\_\_\_\_**

#### **A By-law to Adopt Amendment No. 126 to the Official Plan**

(714415 Ontario Limited: 515 Broadway; OPZ 3/18).

The Council of the Corporation of The Town of Orangeville, in accordance with the provisions of Section 22 of the Planning Act, R.S.O. 1990, c.P.13 and amendments thereto, hereby enacts as follows:

1. Amendment No. 126 to the Official Plan for The Town of Orangeville, consisting of the attached explanatory text and map is hereby adopted.

Passed in open Council this 23<sup>rd</sup> day of November, 2020.

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Sandy Brown, Mayor

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Karen Landry, Clerk



**The Official Plan  
for the  
Town of Orangeville  
Amendment No. 126**

The attached explanatory text and map, constituting Amendment Number 126 to the Official Plan for the Town of Orangeville, was adopted by the Council of the Corporation of the Town of Orangeville, under the provisions of Section 22 of the Planning Act, R.S.O., 1999, C. P.13 on November 23, 2020.

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Sandy Brown, Mayor

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Karen Landry, Clerk

**The Official Plan  
for The Town of Orangeville  
Amendment No. 126**

**Part A – The Preamble**

**1. Purpose of the Amendment**

The purpose of the amendment is to re-designate the subject lands from “Low Density Residential” and “Open Space Conservation” to “High Density Residential” and “Open Space Conservation” and to add a special policy to permit townhouses and a seniors’ residence as additional built forms, with a maximum permitted density of 148 units per net hectare for developments that include a seniors’ establishment on the subject lands.

**2. Location**

This amendment applies to the lands described as Lot 23, Block 7, Plan 138 Part of Lot 1, Concession C, Town of Orangeville, County of Dufferin and municipally known as 515 Broadway. The lands comprise of a single parcel of approximately 3.66 hectares (9.04 acres) in lot area and approximately 182.14 metres of lot frontage onto Broadway. The subject lands are located on the north side of Broadway, east of Veterans’ Way (County Road No. 16) and south of the Orangeville-Brampton Railway line.

**3. Basis of the Amendment**

The subject lands located in an area comprised of several uses. To the east is a commercial plaza and residential uses. To the north, beyond the railway, are vacant employment lands and residential uses. To the west are residential uses and a cemetery. Lastly to the south is a place of worship and residential uses.

On March 18, 2019, a statutory public meeting was held for public review and comment.

The subject lands are designated “Residential” and “Open Space Conservation” on Schedule ‘A’ “Land Use Plan” and “Low Density Residential” on Schedule “C” “Residential Density Plan” in the Town of Orangeville Official Plan. An Official Plan Amendment is required to re-designate the subject lands as “Residential” and “Open Space Conservation” on Schedule ‘A’ “Land Use Plan” and a portion of the lands as “High Density Residential” on Schedule “C” “Residential Density Plan” in order to permit a seniors’ community.

The basis for this amendment is as follows:

1. The proposed development is consistent with the Provincial Policy Statement.

2. The proposed development conforms to the Growth Plan for the Greater Golden Horseshoe.
3. The proposed development conforms to the Dufferin County Official Plan.
4. The proposed development conforms to the general intent and purpose of the Town of Orangeville Official Plan.
5. The proposed development provides an additional type of housing in accordance with the Residential policies of the Official Plan, which aim to provide a balanced range of housing types that meets a variety of needs in terms of size, type, ownership status and location;
6. The proposed development includes housing oriented towards an ageing population, as well as an increased residential density, which are encouraged by the Residential policy objectives of the Official Plan; and
7. The proposed redevelopment will connect to full municipal services.

## **Part B – The Amendment**

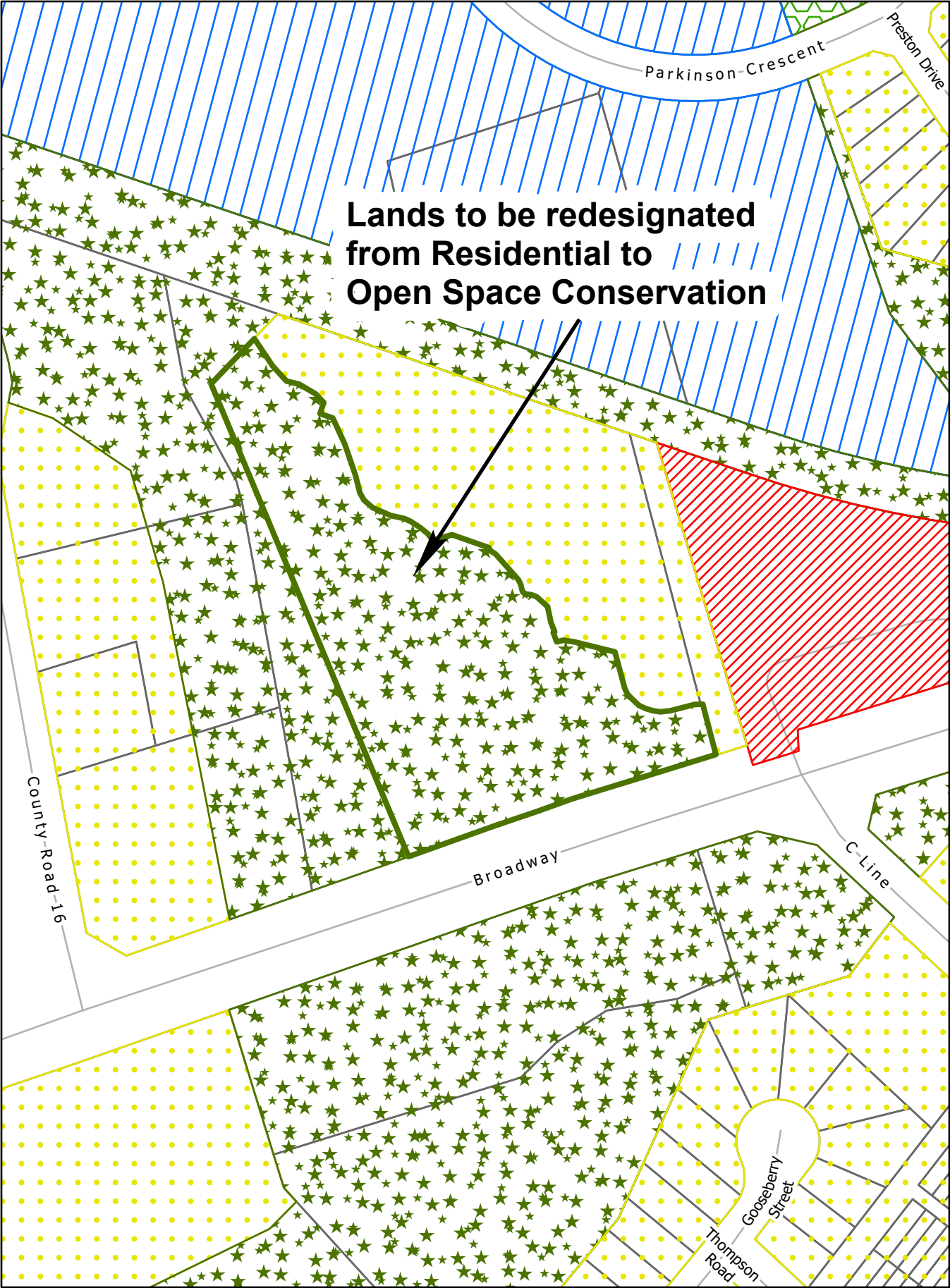
The Official Plan for the Town of Orangeville is amended as follows:

1. Section E8 “Policies for Specific Areas” is hereby amended by adding the following policy:

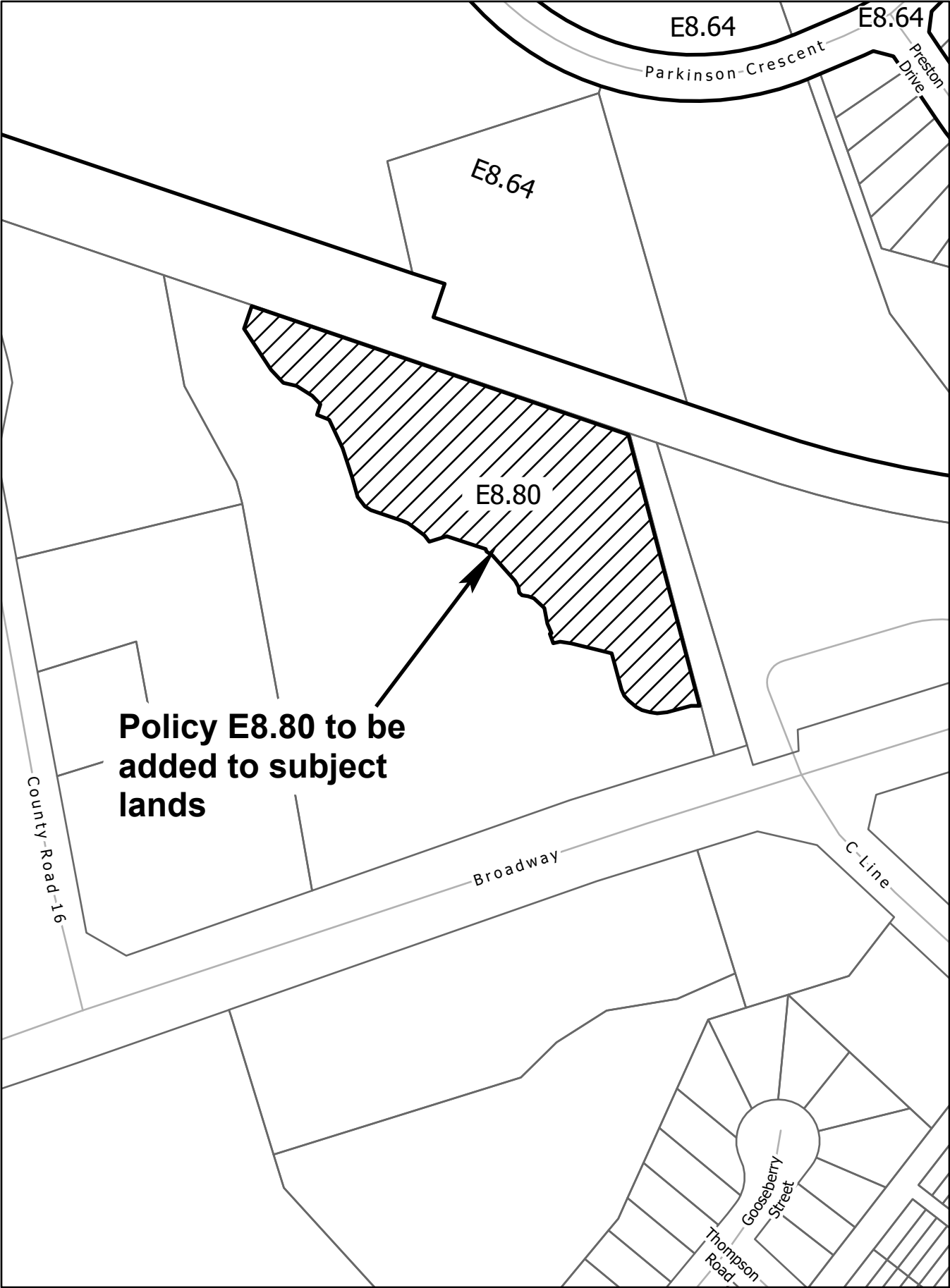
“E8.80 Notwithstanding the High Density Residential designation, permitted uses include row/townhouses and a seniors’ residence. In addition to Policy 1.4.5, the maximum density for a development including a seniors’ residence is 148 units per net residential hectare.”

2. Schedule “A” “Land Use Plan” is hereby amended by designating the lands to “Residential” and “Open Space Conservation” as shown on the attached Schedule “A” to this amendment.
3. Schedule “B” “Policies for Specific Areas” is hereby amended by showing the lands subject to “Policies for Specific Areas” and adding reference to Policy E8.80 as shown on the attached Schedule “B” to this amendment.
4. Schedule “C” “Residential Density Plan” is hereby amended by designating a portion of the lands to “High Density Residential” as shown on Schedule “C” attached to this amendment.

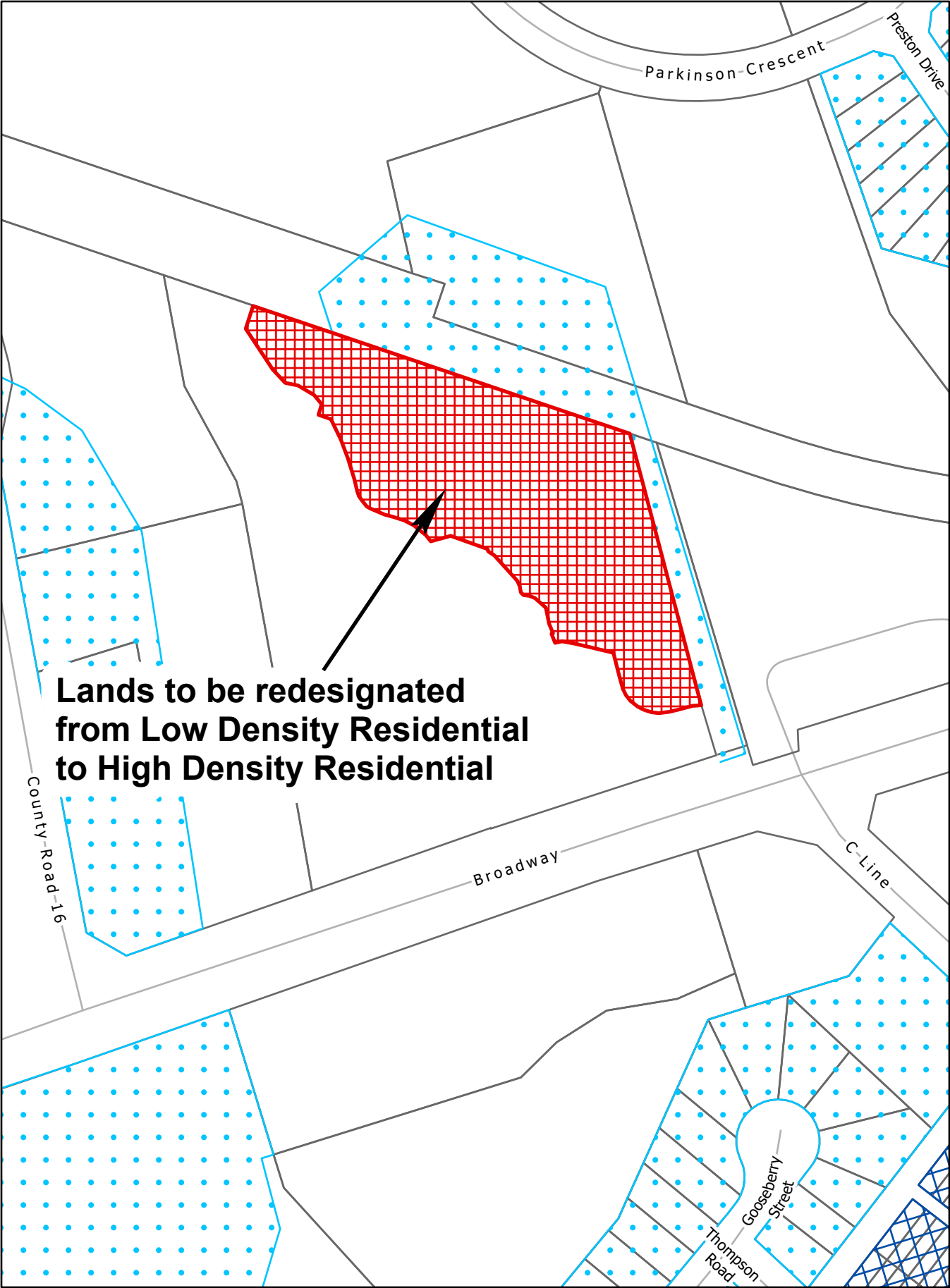
Schedule 'A' to Official Plan Amendment No. 126



Schedule 'B' to Official Plan Amendment No. 126



Schedule 'C' to Official Plan Amendment No. 126





## **The Corporation of the Town of Orangeville**

### **By-law Number**

### **A by-law to authorize the entering into and execution of a Lease agreement with Artel Inc. for 112 Broadway Parking**

Whereas the Municipal Act, 2001, S.O. 2001, c.25, S.9 provides a municipality with the powers of a natural person for the purpose of exercising its authority under this or any other Act;

And whereas Council deems it expedient to enter into an agreement with Artel Inc. relating to parking for 112 Broadway.

Now therefore be it resolved that Council for The Corporation of the Town of Orangeville hereby enacts as follows:

1. That Council authorizes entering into of an agreement dated November 23, 2020 with Artel Inc.
2. That the Mayor and Clerk are hereby authorized to execute the said agreement and any other documents ancillary to the agreement.

Read three times and finally passed this 23<sup>rd</sup> day of November, 2020

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Sandy Brown, Mayor

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Karen Landry, Clerk





## **The Corporation of the Town of Orangeville**

### **By-law Number**

#### **A by-law to authorize the entering into and execution of an Archival Services Agreement with the Orangeville Police Services Board**

Whereas the Municipal Act, 2001, S.O. 2001, c.25, S.9 provides a municipality with the powers of a natural person for the purpose of exercising its authority under this or any other Act;

And whereas Council deems it expedient to enter into an Archival Services Agreement with the Orangeville Police Services Board.

Now therefore be it resolved that Council for The Corporation of the Town of Orangeville hereby enacts as follows:

1. That Council authorizes entering into of an Archival Services Agreement dated November 23, 2020 with Orangeville Police Services Board.
2. That the Mayor and Clerk are hereby authorized to execute the said agreement and any other documents ancillary to the agreement.

Read three times and finally passed this 23<sup>rd</sup> day of November, 2020

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Sandy Brown, Mayor

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Karen Landry, Clerk



## **The Corporation of the Town of Orangeville**

### **By-law Number 2020-**

#### **A by-law to confirm the proceedings of the Council of The Corporation of the Town of Orangeville at its regular and closed Council Meeting held on November 23, 2020**

Whereas Section 5 (1) of the Municipal Act, 2001, as amended, provides that the powers of a municipal corporation shall be exercised by its council;

And whereas Section 5 (3) of the Municipal Act, 2001, as amended, provides that municipal powers shall be exercised by by-law;

Be it therefore enacted by the municipal Council of The Corporation of the Town of Orangeville as follows:

1. That all actions of the Council of The Corporation of the Town of Orangeville at its regular and closed Council Meeting held on November 23, 2020, with respect to every report, motion, by-law, or other action passed and taken by the Council, including the exercise of natural person powers, are hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in this or a separate by-law.
2. That the Mayor and Clerk are authorized and directed to do all the things necessary to give effect to the action of the Council of The Corporation of the Town of Orangeville referred to in the preceding section.
3. That the Mayor and the Clerk are authorized and directed to execute all documents necessary in that behalf and to affix thereto the seal of The Corporation of the Town of Orangeville.

Passed in open Council this 23rd day of November, 2020

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Sandy Brown, Mayor

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Karen Landry, Clerk