



Agenda Council Meeting

Monday, January 9, 2023, 7:00 p.m.

Electronic and In-Person Participation - Council

The Corporation of the Town of Orangeville

(Mayor and Clerk at Town Hall - 87 Broadway)

Orangeville, Ontario

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 indicating their request to speak to a matter listed on the agenda. There will be an option to provide comments to Council either in person or virtually. Correspondence submitted will be considered public information and entered into the public record.

Members of the public wishing to view the Council meeting or raise a question during the public question period will have the option to attend in-person in Council Chambers, located at Town Hall, 87 Broadway, Orangeville; or by calling 1-289-801-5774 and entering Conference ID: 355 665 471#. The Council meeting will also be livestreamed, for members of the public that wish to view the meeting online, please visit: <https://www.youtube.com/c/OrangevilleCouncil>

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Pages

- 1. Call To Order**
- 2. Approval of Agenda**
Recommendations:
That the agenda and any addendums for the January 9, 2023 Council Meeting, be approved.
- 3. Disclosure of (Direct and Indirect) Pecuniary Interest**
- 4. Closed Meeting**
None.
- 5. Open Meeting - 7:00 p.m.**
- 6. Singing of National Anthem**
- 7. Land Acknowledgement**
We would like to acknowledge the treaty lands and territory of the Williams

Treaty Nations and the Mississaugas of the Credit First Nation. We also recognize that Dufferin County is the traditional territory of the Wendat and the Haudenosaunee, and is home to many Indigenous people today.

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.

Any member of the public connecting via telephone is reminded to press *6 to mute and unmute. Please remain muted until the Chair requests comments or questions from the public.

9. Rise and Report

None.

10. Adoption of Minutes of Previous Council Meeting

Recommendations:

That the minutes of the following meetings be approved:

10.1 2022-12-12 Council Meeting Minutes 6 - 19

10.2 2022-12-14 Special Council Meeting Minutes 20 - 23

11. Presentation, Petitions and/or Delegation

11.1 Dawn Van Kampen, Co-Chair, IPM 2023 and Charlie Bryan, Co-Chair, Related Events, International Plowing Match and Rural Expo - Request for In-kind Support and Interest Free Loan 24 - 41

11.2 Tony Traetto, 19 Stewart Court, Water Bill

11.3 Eddy Lovisotto, 62 Broadway, Water Bill

12. Staff Reports

12.1 Water Billing Overages, INS-2023-003 42 - 49

Recommendations:

That report INS-2023-003, Water Billing Overages, be received;

And that the Water and Wastewater Bill Adjustment Policy be amended to include Industrial, Commercial, and Institutional properties.

12.2 The Parks and Events By-law, CMS-2022-021 50 - 98

Recommendations:

That report CMS-2022-021, The Parks and Events By-law, be received;

And that a Public Meeting be held on February 13, 2023, at 7:00 p.m. to obtain input from the public on the proposed Parks and Events By-law.

12.3 Outdoor Patio/Display of Merchandise By-laws, CMS-2023-001 99 - 107

Recommendations:

That report CMS-2023-01, Outdoor Patio/Display of Merchandise By-laws, be received;

And that Council pass a by-law amending the Outdoor Boulevard Café by-law as outlined within this report for the period of April 1 to October 31 on an annual basis with a maximum of six parking spaces permitted for extended outdoor cafes, issued on a first-come, first-served basis;

And that Council pass a by-law amending the Display of Merchandise by-law as outlined within this report for the period of April 1 to October 31 on an annual basis;

And that Planning staff be directed to amend Outdoor Boulevard Café and Display of Merchandise by-laws, guidelines, applications, and permits accordingly.

- | | | |
|------|---|-----------|
| 12.4 | <p>2023 Interim Tax Levy, CPS-2023-001</p> <p>Recommendations:</p> <p>That report CPS-2023-001, 2023 Interim Tax Levy, be received;</p> <p>And that Council pass a by-law to provide for the levy and collection of interim taxes required.</p> | 108 - 111 |
| 12.5 | <p>2023 Interim Borrowing, CPS-2023-002</p> <p>Recommendations:</p> <p>That report CPS-2023-002, 2023 Interim Borrowing, be received;</p> <p>And that Council pass a by-law to authorize external temporary borrowing in 2023.</p> | 112 - 113 |
| 12.6 | <p>2022 Municipal and School Board Election Accessibility Report, CPS-2023-003</p> <p>Recommendations:</p> <p>That Report CPS- 2023-003, 2022 Municipal and School Board Election Accessibility Report, be received.</p> | 114 - 189 |
| 12.7 | <p>Terms of Reference, 2022-2026 Committees of Council, CPS-2023-004</p> <p>Recommendations:</p> <p>That Report CPS-2023-004, Terms of Reference, 2022-2026 Committees of Council, be received;</p> <p>And that Council approve the Terms of Reference, included as attachments 1 – 12 to this report, for:</p> <ul style="list-style-type: none"> • Access Orangeville Committee • Committee of Adjustment • Economic Development and Culture Committee • Equity, Diversity and Inclusion Committee • Fire Services Advisory Committee • Heritage Orangeville Committee | 190 - 219 |

- Homelessness Task Force
- Mayor's Youth Advisory Council
- Official Plan Steering Committee
- Property Standards/Dog Designation
- Seniors Advisory Committee (Age Friendly Advisory Committee)
- Sustainable Orangeville Committee

And that staff continue with the recruitment of committee and board volunteers and provide applications to Council for consideration by the March 6, 2023 Council meeting;

And that the Clerk (or their designate) be appointed to the Dufferin Provincial Offences Administration Board of Management.

12.8 Vaccination Policy Review, CPS-2023-006 220 - 223

Recommendations:

That report CPS-2023-006, Vaccination Policy Review, be received;

And that council suspend the COVID-19 Vaccination Policy for participating individuals and the COVID-19 Vaccination Policy for Members of Council, Local Boards and Committees effective January 10, 2023.

12.9 Greenwood Cemetery By-law Update, INS-2023-001 224 - 225

Recommendations:

That report INS-2023-001, Greenwood Cemetery By-law Update, be received;

And that Council amend By-law 2018-050 to replace Schedule "A", Greenwood Cemetery Price List with an updated Schedule "A";

And that Staff review and amend Schedule "A", Price List on an annual basis by applying the unadjusted Consumer Price Index (CPI) to the unit rates and fees.

13. Correspondence

Recommendations:

That the following correspondence be received:

13.1 Minister Steve Clark, Ministry of Municipal Affairs and Housing, Greenbelt Amendments and Revocation of the Central Pickering Development Plan and O. Reg. 154/03 226 - 227

13.2 Credit Valley Conservation, Bill 23 228 - 228

13.3 County of Dufferin, Official Plan Amendment, Municipal Comprehensive Review 229 - 229

13.4 Township of Amaranth, Notice of Public Meeting for Consent Application 230 - 230

13.5	Town of Caledon, Government Relations and 2023 ROMA Conference	231 - 236
13.6	Town of Mono, More Homes Built Faster Act, 2022	237 - 239
13.7	Eddy Lovisotto, 62 Broadway, Water Bill	240 - 241
13.8	Tony Traetto, 19 Stewart Court, Water Bill	242 - 243
14.	Committee/Board Minutes	
	Recommendations:	
	That the minutes of the following meetings be received:	
14.1	2022-09-28 Orangeville Public Library Board Minutes	244 - 247
14.2	2022-11-02 Committee of Adjustment Minutes	248 - 250
14.3	2022-11-17 Orangeville BIA Minutes	251 - 252
15.	Notice of Motion Prior to Meeting	
16.	Notice of Motion at Meeting	
17.	New Business	
18.	Question Period	
	Any member of the public connecting via telephone is reminded to press *6 to mute and unmute. Please remain muted until the Chair requests comments or questions from the public.	
19.	By-Laws	
	Recommendations:	
	That the by-laws listed below be read three times and finally passed:	
19.1	A by-Law to provide for the levy and collection of rates or levies for the Town of Orangeville for the interim levy for the year 2023	253 - 254
19.2	A by-law to authorize the Temporary Borrowing of monies as specified in this by-law, to meet, until the taxes are collected, the current expenditures of the Corporation of the Town of Orangeville for the year 2023	255 - 256
19.3	A by-law to amend By-law 2018-050 being a by-law with Respect to the Maintenance, Management, Regulation and Control of Orangeville Greenwood Cemetery	257 - 261
19.4	A by-law to confirm that proceedings of the Council of The Corporation of the Town of Orangeville at its regular Council Meeting held on January 9, 2023	262 - 262
20.	Adjournment	
	Recommendations:	
	That the meeting be adjourned.	



Council Meeting Minutes

December 12, 2022, 5:45 p.m.

**Electronic and In-Person Participation - Council
The Corporation of the Town of Orangeville
(Mayor and Clerk at Town Hall - 87 Broadway)
Orangeville, Ontario**

Members Present: Mayor L. Post
Deputy Mayor T. Taylor
Councillor J. Andrews
Councillor A. Macintosh
Councillor T. Prendergast
Councillor D. Sherwood
Councillor R. Stevens

Staff Present: R. Gill, Software Development Engineer
J. Hawkins, System Administrator
C. Khan, Clerk
T. Kocialek, General Manager, Infrastructure Services
K. Landry, Acting General Manager, Corporate Services
T. Macdonald, Deputy Clerk
R. Osmond, Acting CAO
L. Raftis, Assistant Clerk
L. Russell, Senior Planner
B. Ward, Manager, Planning

1. Call To Order

The meeting was called to order at 5:45 p.m.

2. Approval of Agenda

Resolution 2022-373

Moved by Councillor Sherwood
Seconded by Councillor Macintosh

That the agenda and any addendums for the December 12, 2022 Council Meeting, be approved.

Carried Unanimously

3. Disclosure of (Direct and Indirect) Pecuniary Interest

None.

4. Closed Meeting

Resolution 2022-374

Moved by Councillor Stevens
Seconded by Councillor Prendergast

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:

2022-12-05 Closed Council Minutes

Confidential Report from Colleen Butler, Town Solicitor, Vaccine Policy

Information Request from Mayor Post on Personnel Matters - Public Office Holders

Information Request from Mayor Post on Personnel Matters - Public Office Holders

Carried Unanimously

4.1 2022-12-05 Closed Council Minutes

4.2 Confidential Report from Colleen Butler, Town Solicitor, Vaccine Policy

4.3 Information Request from Mayor Post on Personnel Matters - Public Office Holders

4.4 Information Request from Mayor Post on Personnel Matters - Public Office Holders

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

6. Singing of National Anthem

David Nairn, Theatre Orangeville provided a pre-recorded version of the National Anthem which was played.

7. Land Acknowledgement

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

8. Announcements by Chair

Mayor Post advised the gallery and viewing audience with respect to the public nature of Council Meetings and that it is webcast. Mayor Post also provided instructions with respect to muting and unmuting during the meeting.

9. Rise and Report

Resolution 2022-375

Moved by Councillor Stevens

Seconded by Deputy Mayor Taylor

That the 2022-12-05 Closed Council Minutes, be approved;

And that the Confidential Report from Colleen Butler, Town Solicitor regarding personal matters about an identifiable individual, including municipal or local board employees and advice that is subject to solicitor-client privilege, including communications necessary for that purpose, be received;

And that information provided regarding Information Request from Mayor Post on Personnel Matters - Public Office Holder regarding personal matters about an identifiable individual, including municipal or local board employees and labour relations or employee negotiations, be received;

And that information provided regarding Information Request from Mayor Post on Personnel Matters - Public Office Holder regarding personal matters about an identifiable individual, including municipal or local board employees and labour relations or employee negotiations, be received;

And that staff proceed as directed.

Carried

10. Adoption of Minutes of Previous Council Meeting

Resolution 2022-376

Moved by Councillor Sherwood
Seconded by Councillor Macintosh

That the minutes of the following meetings be approved:

2022-11-21 Council Meeting Minutes

2022-11-23 Council Meeting Minutes

2022-11-24 Council Meeting Minutes

2022-11-25 Council Meeting Minutes

2022-11-28 Council Meeting Minutes

2022-12-05 Council Meeting Minutes

Carried

10.1 2022-11-21 Council Meeting Minutes

10.2 2022-11-23 Council Meeting Minutes

10.3 2022-11-24 Council Meeting Minutes

10.4 2022-11-25 Council Meeting Minutes

10.5 2022-11-28 Council Meeting Minutes

10.6 2022-12-05 Council Meeting Minutes

11. Presentation, Petitions and/or Delegation

11.1 Rob Koekkoek, President, Amy Long, Chief Financial Officer, and Bob Long, Board Chair, 2023-2027 Orangeville Hydro Business Plan

Resolution 2022-377

Moved by Councillor Andrews
Seconded by Deputy Mayor Taylor

And whereas the Town of Orangeville (the Shareholder) is a shareholder of Orangeville Hydro Limited (the Corporation);

And whereas Section 7.1 of the Amended and Restated Unanimous Shareholders Agreement requires the Business Plan of the Corporation be approved by the shareholders;

And whereas, the Corporation Business Plan: 2023-2027 was presented to the Shareholder;

And whereas, the Shareholder authorized the Mayor and Clerk to execute the resolution approving the Corporation's Business Plan: 2023-2027.

Therefore be it resolved that:

The Corporation's Business Plan: 2023-2027 be approved.

The foregoing resolution is hereby passed by the Shareholder pursuant to Section 104(1) of the Business Corporations Act this 12th day of December, 2022.

Carried Unanimously

Bob Long, Board Chair, Orangeville Hydro Limited provided an introduction and introduced Rob Koekkoek, President and Amy Long, Chief Financial Officer. Mr. Koekkoek and Ms. Long provided a presentation with respect to the 2023 - 2027 Orangeville Hydro Business Plan. Mr. Koekkoek spoke to the service area, customer descriptions, historical and proposed distribution revenues, capital spending, and assurance of voluntary compliance. Ms. Long spoke to operating expenditures, personnel, and the financial forecast summary.

Mr. Koekkoek and Ms. Long answered questions from Council.

11.2 Juliane von Westerholt, Associate, MHBC Planning, 3 Zina Street, Zoning By-law Amendment Application

Juliane von Westerholt, Associate, MHBC Planning attended with respect to item 12.2. 3 Zina Street, Recommendation Report, RZ-2022-02, INS-2022-061. Sandy Brown, Applicant spoke to the plans for 3 Zina Street.

Mr. Brown and Ms. von Westerholt answered questions from Council.

11.3 Andrea Sinclair, Partner, MHBC Planning, 41 William Street, Part Lot Control Exemption Application

Andrea Sinclair, Partner, MHBC Planning spoke to item 12.3. 41 William Street, Part Lot Control Exemption, File: PLC-2022-01, INS-2022-062.

11.4 Bruce Walkinshaw, Notice of Motion Prior to Meeting, Deputy Mayor Taylor, Election Sign By-law

Bruce Walkinshaw, resident requested that there be no changes made to the Election Sign By-law and spoke to voter turn-out and the benefits of election signs to the voting public and candidates.

12. Staff Reports

12.1 Orangeville Hydro Ltd. – Board of Director Appointment, CAO-2022-011

Resolution 2022-378

Moved by Councillor Stevens

Seconded by Deputy Mayor Taylor

That report CAO-2022-011, Orangeville Hydro Ltd. – Board of Director Appointment, be received;

And that Sandy Brown be removed from the Orangeville Hydro Ltd. Board of Directors at the next special board meeting to appoint and remove Directors to be scheduled on or before January 31, 2023;

And that Council nominate Lisa Post to serve on the Orangeville Hydro Ltd. Board of Directors for a three-year term until January 2026 or until their successors are appointed;

And that Council nominate to extend the term of Andy Macintosh to serve on the Orangeville Hydro Ltd. Board of Directors for an additional three-year term until January 2026 or until their successors are appointed;

And that Council appoint Lisa Post as proxy with power of substitution to attend and to vote for The Corporation of the Town of Orangeville at the Orangeville Hydro Limited Board of Directors meeting and at any adjournments thereof, revoking any proxy previously given, and that the Mayor and Clerk be authorized to execute this Proxy Form;

And that Council direct such proxy to vote in favour of the nominees approved by Council.

Carried Unanimously

12.2 3 Zina Street, Recommendation Report, RZ-2022-02, INS-2022-061

Resolution 2022-379

Moved by Councillor Macintosh

Seconded by Councillor Andrews

That Report INS-2022-061, 3 Zina Street, Recommendation Report, RZ-2022-02 be received;

And that Zoning By-law Amendment Application (RZ-2022-02) be approved;

And that Council pass a By-law to amend Zoning By-law 22-90, as amended, to rezone Lots 1, Block 5, Registered Plan 212, Town of Orangeville, County of Dufferin, municipally known as 3 Zina Street from “Institutional (INST) Zone” to “Restricted Commercial / Residential (C5) Zone, Special Provision 24.334, to permit a mixed-use building, included as Attachment No. 4 to this report;

And that the Mayor and Clerk be authorized to execute the Encroachment Agreement included as Attachment No. 3 to this report.

Carried Unanimously

12.3 41 William Street, Part Lot Control Exemption, File: PLC-2022-01, INS-2022-062

Resolution 2022-380

Moved by Councillor Sherwood
Seconded by Councillor Stevens

That Report INS-2022-062, 41 William Street, Part Lot Control Exemption, File: PLC-2022-01, be received;

And that the Part Lot Control Exemption application file No. PLC-2022-01 be approved;

And that Council pass a By-law included as Attachment No. 1 to this report, to exempt the subject lands from the Part Lot Control provisions of the Planning Act in order to allow the creation of two semi-detached dwelling lots.

Carried

12.4 Advisory Committee and Board Appointments, CPS-2022-069

Resolution 2022-381

Moved by Councillor Andrews
Seconded by Councillor Prendergast

That report CPS-2022-069 Advisory Committee and Board Appointments, be received;

And that Council appoint member(s) of Council to each of the Boards and Committees listed below:

**Credit Valley Conservation Authority – Councillor Prendergast
Orangeville Business Improvement Area Board of Management –
Deputy Mayor Taylor
Orangeville Police Services Board – Mayor Post, Deputy Mayor
Taylor**

**Orangeville Public Library Board – Councillor Prendergast,
Councillor Stevens**

**Theatre Orangeville Board of Directors – Councillor Sherwood
And that Council appoint Councillor Stevens and one member of
staff (to be determined) to the Dufferin Provincial Offences
Administration Board of Management (2);**

**And that Council appoint Councillor Andrews to continue to serve on
the 236 First Street Committee; And that Council appoint Councillor
MacIntosh to serve as a County Council Alternate for Mayor Post and
Councillor Sherwood to serve as a County Council Alternate for
Deputy Mayor Taylor.**

**And that Council approve the creation of the following Advisory
Committees of Council and appoint members of Council to each
committee listed below:**

**Access Orangeville Committee – Councillor Stevens
Committee of Adjustment/Property Standards/Dog Designation – No
member of Council**

**Economic Development and Culture Committee – Councillor
Andrews**

Equity, Diversity and Inclusion Committee – Councillor Andrews

Fire Services Advisory Committee – Councillor Stevens

Heritage Orangeville Committee – Councillor Sherwood

**Homelessness Task Force – Councillor Andrews, Councillor
Sherwood**

Mayor's Youth Advisory Council – Mayor Post

Official Plan Steering Committee – Mayor Post, Deputy Mayor Taylor

**Seniors Advisory Committee – Councillor MacIntosh
Sustainable Orangeville Committee – Councillor Prendergast**

And that Council direct staff to draft Terms of Reference for each established committee and report back to Council for approval; And that Council direct staff to advertise and recruit committee members and report back to Council to facilitate committee appointments.

Carried Unanimously

12.5 Updated Land Acknowledgement, CPS-2022-071

Resolution 2022-382

Moved by Councillor Andrews
Seconded by Deputy Mayor Taylor

That Report CPS-2022-071, Updated Land Acknowledgement, be received;

And that Council adopt the following updated land acknowledgement for the Town of Orangeville:

“We would like to acknowledge the treaty lands and territory of the Williams Treaty Nations and the Mississaugas of the Credit First Nation. We also recognize that Dufferin County is the traditional territory of the Wendat and the Haudenosaunee, and is home to many Indigenous people today”;

And that the updated land acknowledgement be used to open Council meetings, at Town Facilities and formal events, as appropriate.

Carried Unanimously

12.6 New Business Information Report July 1 – December 1, 2022, CMS-2022-030

Resolution 2022-383

Moved by Councillor Andrews
Seconded by Deputy Mayor Taylor

That report CMS-2022-030, New Business Information Report July 1 - December 1, 2022, be received.

Carried

13. Correspondence

Resolution 2022-384

Moved by Deputy Mayor Taylor
Seconded by Councillor Macintosh

That the following correspondence be received:

Proclamation Request - Salvation Army Week

Sabrina Knapp, Animal By-law

Town of Mono, Bill 23 More Homes Built Faster Act 2022

And that, December 18 to 24, 2022 be proclaimed as Salvation Army Week.

Carried

13.1 Proclamation Request - Salvation Army Week

13.2 Sabrina Knapp, Animal By-law

13.3 Town of Mono, Bill 23 More Homes Built Faster Act 2022

14. Committee/Board Minutes

None.

15. Notice of Motion Prior to Meeting

15.1 Deputy Mayor Taylor, Election Sign By-law

Resolution 2022-385

Moved by Deputy Mayor Taylor
Seconded by Councillor Macintosh

Whereas the recent election cycle within Orangeville witnessed a plethora of signs for candidates.

Whereas the sheer number of signs on public property served to diminish the beautification of the town.

And whereas the boulevards in Orangeville on public property were substantially covered with a large amount of signs

And whereas much of the Orangeville public property was covered by duplicate signs of individual candidates in the same geographic area

And whereas the public property duplicate signs frequently witnessed upwards of ten (10) signs in a row

Therefore be it resolved that council instructs town staff to consider/research a limit on the number of signs that one candidate can place on public property within town limits.

And be it resolved that council instruct town staff to consider/research how close signs from individual candidates can be to each other on public property.

Lastly, once the clerk's research/recommendation is complete, that council consider/debate the recommendation and make changes for implementation for the 2026 election cycle.

Carried Unanimously

15.2 Deputy Mayor Taylor, Noise By-law

Resolution 2022-386

Moved by Deputy Mayor Taylor

Seconded by Councillor Andrews

Whereas the Town's Noise By-law was passed in 1996, and since that time the Town has evolved due to the technology of present times; and

Whereas the Town's Noise By-law needs to be updated to include issues currently incurred within the Town; and

Whereas the Town's population has grown, the existence of loud noise that disturbs others has increased; and

Whereas any behavior created by an individual such as yelling, screaming, shouting, and/or swearing is likely to disturb others with the reasonable enjoyment of someone else within a public space; and

Whereas the technology improvements of music playing devices has greatly improved creating louder music which may disturb others; and

Whereas the technology improvements of sports cars has created the ability to modify car engines, specifically mufflers, which can create vehicles that purposely backfire or have overly loud muffler systems;

Now therefore be it resolved that Council directs staff to review the Town's Noise By-law in 2023 and that the Regulatory By-law Review Work Plan be amended accordingly, to be confirmed by Council in January of 2023.

Carried

16. Notice of Motion at Meeting

None.

17. New Business

Councillor Andrews requested a status update on the outdoor ice rinks. Ray Osmond, Acting CAO advised that the temperature needs to remain below 10 degrees celsius to be operational and that communications will be sent out when they are to be open.

Deputy Mayor Taylor advised that Christmas in the Park is taking place throughout the month of December in Kay Cee Gardens on Bythia Street.

Councillor Prendergast asked for an update on the Alder Pool. Ray Osmond, Acting CAO spoke to the current supply chain issues and a planned soft-launch to take place in Spring 2023.

Councillor Sherwood advised that A Christmas Carol fundraiser to take place at Covenant Alliance Church located at 3 Zina Street with proceeds going to Dufferin Men's Shelter.

Deputy Mayor Taylor thanked Mallory Cunnington, Manager, Communications for putting together the Holiday Greetings video.

18. Question Period

Nick Garisto, 20 Paula Court, Orangeville suggested moving Question Period to earlier in the meeting and spoke to the Election Sign By-law. Mr. Garisto recommended allowing candidates to put election signs on boulevards if the abutting property owner is in agreement and also that he is not in support of restricting election signs.

Noel Ramsey, 15 Fead Street, Orangeville asked for the value of the sale of the ORDC lands. Mayor Post explained that the sale revenue was \$32 million.

Mr. Ramsey also asked about the one side of the street parking and if there is a plan to increase to number of by-law officers. Carolina Khan, Clerk explained that bylaw resourcing needs evolve according to the scope of work and that such considerations would be brought before Council during budget discussions.

Mr. Ramsey asked about the Hydro dividend decrease. Deputy Mayor Taylor spoke to the dividend decrease in general terms.

Mr. Ramsey expressed he is not in support of restricting election signs throughout the community.

19. By-Laws

Resolution 2022-387

Moved by Councillor Andrews

Seconded by Deputy Mayor Taylor

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

A By-law to amend Zoning By-law No. 22-90 as amended, with respect to Lot 1, Block 5, Registered Plan 212, municipally known as 3 Zina Street Randall Realty Inc., RZ-2022-03

A by-law to authorize the entering into and execution of an Encroachment Agreement with Randall Realty Inc. regarding 3 Zina Street

A by-law to exempt a portion of Registered Plan 216 Part Lot Control, Duncan Shaw, 41 William Street, PLC-2022-01

A by-law to confirm the proceedings of the Council of The Corporation of the Town of Orangeville at its closed and regular Council Meeting held on December 12, 2022

Carried Unanimously

19.1 A By-law to amend Zoning By-law No. 22-90 as amended, with respect to Lot 1, Block 5, Registered Plan 212, municipally known as 3 Zina Street Randall Realty Inc., RZ-2022-03

19.2 A by-law to authorize the entering into and execution of an Encroachment Agreement with Randall Realty Inc. regarding 3 Zina Street

19.3 A by-law to exempt a portion of Registered Plan 216 Part Lot Control, Duncan Shaw, 41 William Street, PLC-2022-01

19.4 A by-law to confirm the proceedings of the Council of The Corporation of the Town of Orangeville at its closed and regular Council Meeting held on December 12, 2022

20. Adjournment

Resolution 2022-388

Moved by Councillor Macintosh

Seconded by Councillor Stevens

That the meeting be adjourned at 9:01 p.m.

Carried

Lisa Post, Mayor

Carolina Khan, Clerk



Minutes of Council - Special Meeting

December 14, 2022, 1:00 p.m.

**Electronic and In-Person Participation - Council
The Corporation of the Town of Orangeville
(Mayor and Clerk at Town Hall - 87 Broadway)
Orangeville, Ontario**

Members Present: Mayor L. Post
Councillor J. Andrews
Councillor A. Macintosh
Councillor T. Prendergast
Councillor D. Sherwood
Councillor R. Stevens

Members Absent: Deputy Mayor T. Taylor

Staff Present: A. Adeyomoye, Business Analyst
D. Currie, Manager, Capital Works
T. Dulisse, Transportation and Development Technologist
R. Gill, Software Development Engineer
T. Kocialek, General Manager, Infrastructure Services
K. Landry, Acting General Manager, Corporate Services (Clerk's Designate)
S. Pihel, Project Manager, Capital Works
M. Pourmanouchehri, Information Technology Technician
L. Raftis, Assistant Clerk
G. Sandhu, Manager, Public Works
A. Van Der Werff, Graphic Designer
T. Wells, Communications Coordinator

1. Call To Order

The meeting was called to order at 1:00 p.m.

2. Approval of Agenda

Resolution 2022-389

Moved by Councillor Macintosh

Seconded by Councillor Sherwood

That the agenda for the December 14, 2022 Special Council Meeting, be approved.

Carried

3. Disclosure of (Direct and Indirect) Pecuniary Interest

None.

4. Singing of National Anthem

David Nairn, Theatre Orangeville provided a pre-recorded version of the National Anthem which was played.

5. Land Acknowledgement

The Mayor acknowledged the treaty lands and territory of the Williams Treaty Nations and the Mississaugas of the Credit First Nation. The Mayor also recognized that Dufferin County is the traditional territory of the Wendat and the Haudenosaunee, and is home to many Indigenous people today.

6. Announcements by Chair

Mayor Post provided information regarding how the public is able to participate in the Council meeting, advised the gallery and viewing audience with respect to the public nature of Council Meetings and that it is webcast.

7. Closed Meeting

Resolution 2022-390

Moved by Councillor Andrews

Seconded by Councillor Prendergast

That a closed meeting of Council be held pursuant to s. 239 (3.1) (1) of the Municipal Act for the purposes of considering the following subject matters:

Town Facilities Tour for the purpose of educating or training the members

Carried

7.1 Town Facilities Tour

8. Open Meeting - 5:00 p.m.

9. Rise and Report

Mayor Post reported that Council attended a tour of Town facilities for the purpose of educating or training the members.

10. Question Period

None.

11. By-Laws

Resolution 2022-391

Moved by Councillor Andrews

Seconded by Councillor Sherwood

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

A by-law to confirm the proceedings of the Council of The Corporation of the Town of Orangeville at its Special Council Meeting held on December 14, 2022

Carried

11.1 A by-law to confirm the proceedings of the Council of The Corporation of the Town of Orangeville at its Special Council Meeting held on December 14, 2022

12. Adjournment

Resolution 2022-392

Moved by Councillor Macintosh

Seconded by Councillor Stevens

That the meeting be adjourned at 5:01 p.m.

Carried

Lisa Post, Mayor

Carolina Khan, Clerk

The International Plowing Match and Rural Expo



Welcoming the World
Supporting our Communities

IPM 2023 is coming to Dufferin County— September 19 to 23, 2023



IPM 2023 is coming to the “Headwaters of the Grand”



Highlights of the IPM

- Tented city features hundreds of vendors and exhibitors
- From agriculture equipment to food vendors and from the Quilting competition display to antiques – there is something for everyone



Will be on nearby
farmers' fields



Sights and Sounds of the IPM



Entertainment at the IPM



- * Daily entertainment at the IPM is abundant and varied
- * Bands and performers are featured in numerous entertainment areas throughout the IPM
- * Exciting competitions such as the Ram Rodeo and Canadian Cowgirls precision

Plowing Competition



A main feature of the IPM is the plowing competitions. Plowmen come from across Canada and even the United States & Europe to showcase their plowing skills and vie for prizes in a number of different classes

Rural Living

- All you need is at the IPM, the hobby farmer will find everything from gators to sheds
- While those looking to update their landscaping will also find everything they need and all sorts of new, innovative design ideas



Education Centre by Hydro One

- IPM has a strong educational focus with activities and special education tents for all ages
- Student programming is a focus that draws 100s of school groups each year



Lifestyle

- Complimenting the farm focused exhibits are lifestyle activities from quilting demonstrations, exhibits, and artisans providing endless creative talent to view and buy.
- Lectures cover a wide variety of interesting topics such as fashion, style, wellness and health.



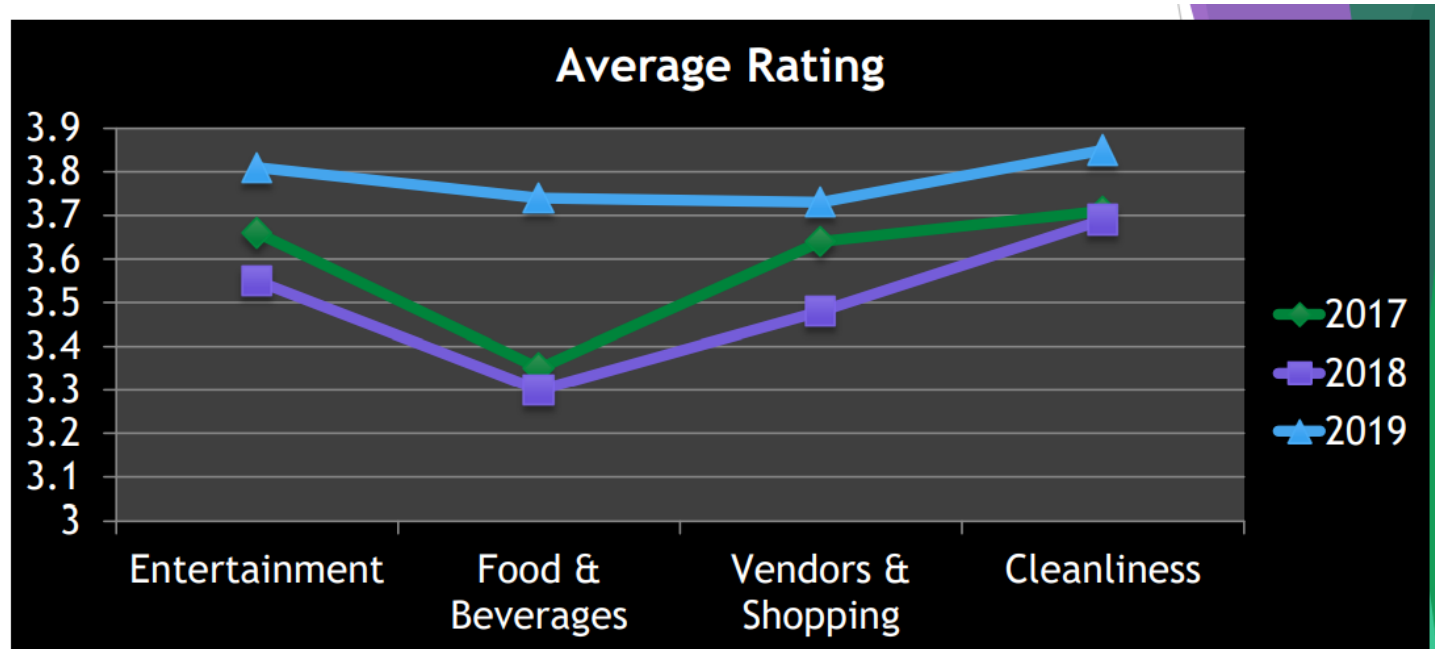
IPM – Positive Economic Impact

OPA conducts economic studies regularly, the studies' results clearly demonstrate it has a positive economic impact on the community. In 2018 and 2019:

- The studies showed approximately \$25 million in positive economic impact by tourists and event operations
- The IPM generates regional tourism: 71.4% (2019) and 49.9% (2018) of visitors traveled more than 40 km to the event
- IPM enhances quality of life for host community: 84% of local residents agreed the IPM enhanced the quality of life in the region

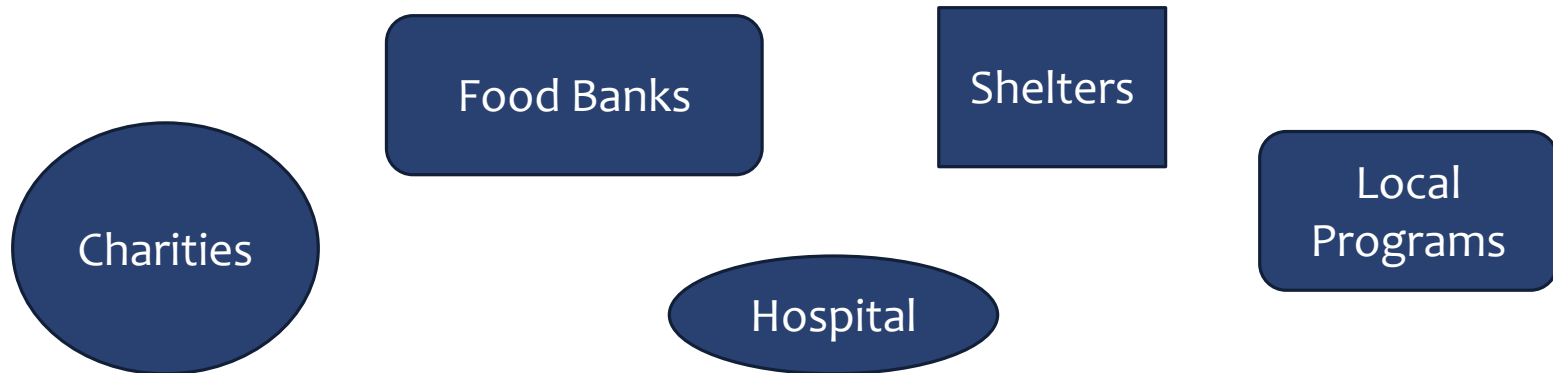
IPM – Economic Impact Study Results

International Plowing Match and Rural Expo is highly rated by attendees - vast majority of attendees gave the IPM positive ratings



Community Benefit

In addition to the economic impact of bringing over 75,000 visitors to region, a portion of profits from the IPM will be donated to local causes.



Volunteers – the Life of the IPM

Volunteers are the key to the success of each IPM

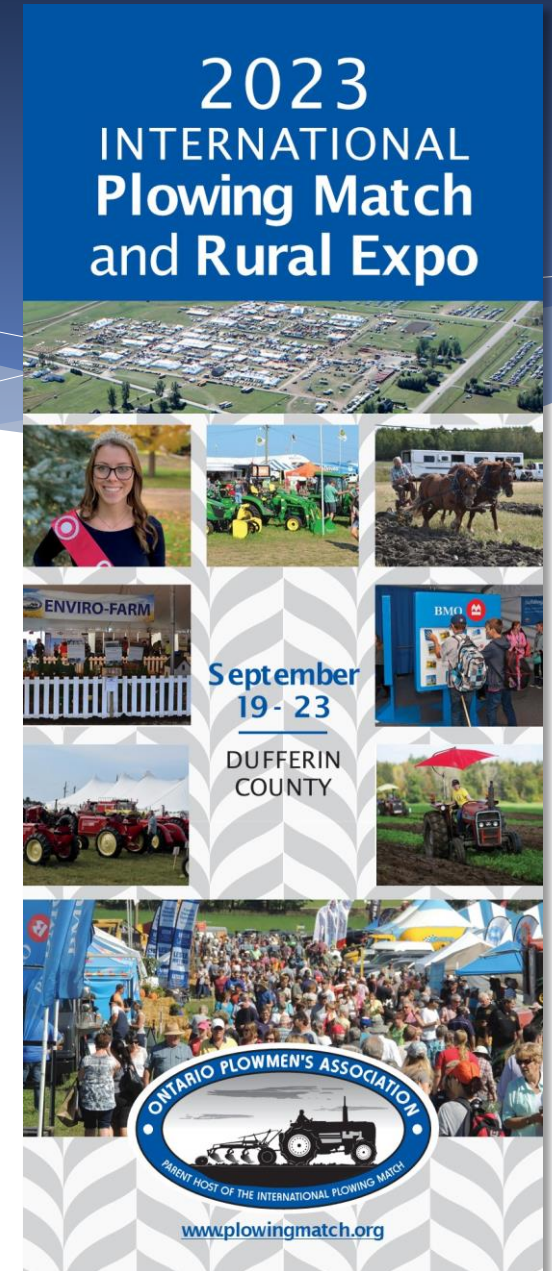
- Each year local and provincial volunteers come together to make the Match a success
- Some will volunteer on site for a day or two, others for the entire event. Some will pitch in leading up to the IPM, while others help pack things away for the following year.
- Volunteers receive free admission to the IPM based on time worked



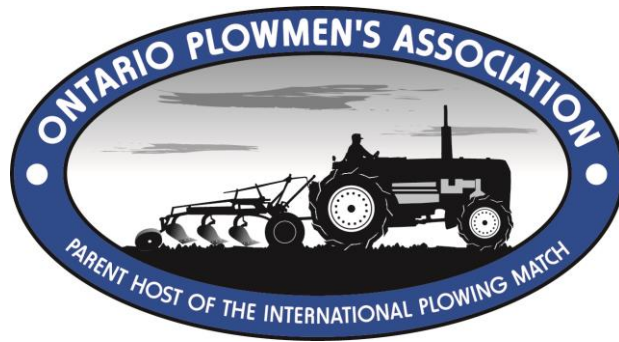
With an event this size,
there are many ways for
you to get involved
– big and small



This will be the first time the IPM is being held in Dufferin County... in Bowling Green, between Grand Valley and Laurel.



Thank – You for your Time!



Subject: Water Billing Overages

Department: Infrastructure Services

Division: Transportation and Development

Report #: INS-2023-003

Meeting Date: 2023-01-09

Recommendations

That report INS-2023-003 Water Billing Overages be received;

And That the Water and Wastewater Bill Adjustment Policy be amended to include Industrial, Commercial, and Institutional properties.

Background and Analysis

This report was prepared to provide information on the Water and Wastewater Bill Adjustment Policy, which provides single family residential water supply customers the opportunity to request financial assistance in the form of a Leak Forgiveness Credit for unusually high water and/or wastewater fees for charges resulting in leaks in their plumbing system.

The policy allows staff to provide a credit up to 50% of the actual metered water usage in excess of the historical average monthly consumption, to a maximum of \$2,000.

The overages are usually due to malfunctioning water softeners or toilets which have issues with the internal flappers or are filling to high and overflowing the internal overflow pipe in the back of the toilet. This policy has worked well and staff process one or two residential claims per month.

Industrial, commercial and institutional properties are not included in the policy and staff do not have the authority to wave any portion of the water bills for these properties and any requests would need to be brought forward to Council for their consideration.

It is recommended that the policy be amended to include Industrial, Commercial and Institutional properties.

The Town will be replacing all the water meters in 2023 and 2024. These water meters will have technology that will notice consistent or high-water usage which may be the result of plumbing issues within a property. The Town would then be able to notify a property owner within days of an issue being noticed, which would allow the property owners to quickly rectify the issue. Currently the high water usage is found when the meter is read which can be a month or two after the high usage has occurred.

Strategic Alignment

Orangeville Forward – Strategic Plan

Priority Area: Municipal Services

Objective:

- Delivered with a focus on customer service
- Effective and efficient
- Respectful of cost and impact to the community

Sustainable Neighbourhood Action Plan

Theme: Protect and enhance the natural environment

Strategy: Enhance the culture of water conservation and efficiency

Notice Provisions

NA

Financial Impact

The Town implemented water meters in 2003 to monitor water usage and charge users based on the quantity of water that is used. Revenue that is generated through the sale of water is used to fund the Towns water and wastewater program and any waving of fees reduces the income for this program.

Respectfully submitted

Tim Kocialek, P.Eng
General Manager, Infrastructure Services

Prepared by

Tim Kocialek
General Manager, Infrastructure Services

Attachment(s): 1. Water and wastewater bill adjustment policy for residential properties



Corporate Policy

Water and Wastewater Bill Adjustment

Department:	Corporate Services
Attachments:	Sample Leak Forgiveness Calculation
Approved	By-Law No. 2020-014

1. Policy Statement

The Water and Wastewater Bill Adjustment Policy provides metered single family residential water supply customers an opportunity to request financial assistance in the form of a Leak Forgiveness Credit for unusually high water and/or wastewater fees or charges resulting from leaks in their plumbing system, provided such leak has been repaired.

The policy allows staff to address instances when an eligible metered water supply customer receives an unusually high bill as a result of a plumbing system failure. Though the customer is responsible to repair leaks in their plumbing system, it is recognized that a high water and/or wastewater bill resulting from an unintentional water leak can present financial hardship to a customer.

2. Purpose

To outline the circumstances under which single family residential water supply customers can apply for a water and/or wastewater billing adjustment due to a leak in the customer's plumbing system, and to outline how the leak forgiveness credit will be calculated.

3. Definitions

“Average Monthly Consumption”: means one-year's total water consumption for the subject premises divided by 12 months.

“Customer”: means the owner, tenant or occupant of a premises to which water and/or wastewater services are supplied by the Town;

“Credit”: means the leak forgiveness credit under this policy;

“General Manager”: means the General Manager, Infrastructure Services or their designate;

“Leak”: means an unintentional water loss caused by a broken or otherwise malfunctioning plumbing system;

“Plumbing System”: means the system of connected piping, fittings, valves, equipment, fixtures and appurtenances on a premises and that is connected to the water works distribution system

“Premises”: means any house, building, lot or part of lot or both, in, through or past which a water service pipe runs;

“Shut-off Valve”: means the valve located at or near the street line used to start or stop the flow of water from the water works distribution system to the water service pipe.

“Single Family Residential”: means properties classified as single detached, semi-detached or townhouse dwellings, including and up to a triplex structure;

“Street Line”: means a boundary of a property adjoining the road allowance.

“Town”: means the Corporation of the Town of Orangeville;

“Water and Wastewater Rates By-law”: means the Town’s By-law 20-2015, and any successor by-law; and

“Water Service Connection”: means the water pipe that conveys water from the municipal water main to the street line, including the shut-off valve at the street line, and which supplies water to any premises in the Town.

“Water Service Pipe”: means the water pipes which convey water from the water service connections to water meters.

“Water Works Distribution System”: means the water mains and appurtenances, the works and the equipment under the jurisdiction of the Town for the supply and distribution of water or any part of such system.

4. Scope

This policy applies to single family residential water supply customers in the Town of Orangeville.

Commercial, industrial and institutional water customers (as identified by assessment property classification), and income producing single family residential rental property owners, are not eligible under the policy. Single family residential tenant customers are eligible, subject to meeting all other requirements of the policy.

5. Policy

1. To be considered for a water and wastewater bill adjustment,
 - a) The Customer must complete and submit a Water Bill Adjustment Request Form to the Town within 30 days of receiving notice of increased water usage. The date of notification of increased water usage may include, but is not limited to:
 - i. Date of a water bill;
 - ii. Date of a written notice delivered to the owner or occupant of a Premises by the Town or its representative; or
 - iii. Date of a courtesy phone call to the Customer by the Town or its representative.
 - b) The Customer must make a reasonable effort to locate the Leak and initiate repairs within 30 calendar days of notification of increased water usage.
 - c) The Customer shall notify the Town of completion of repairs within 14 calendar days after the date of the final repair(s). The Customer shall retain any receipts for the repairs and provide copies of same to the Town.
 - d) The Customer's water and/or wastewater billing account must be in good standing at the time of submission of a Water Bill Adjustment Request Form.
 - e) The Premises was not vacant or unattended during the period the water and/or wastewater bill adjustment request.
 - f) Water consumption for the billing period must exceed three (3) times the Customer's Average Monthly Consumption for the previous twelve (12) months and be greater than fifty (50) cubic metres.
 - g) The period of the water and/or wastewater bill adjustment request must not exceed a total of 90 calendar days (up to 60 calendar days prior to the notification of increased water usage and up to 30 calendar days after the initial notification).
 - h) The increased water usage was not due to filling a pool or spa, irrigation system

usage or other similar uses.

- i) The increased water usage was not due to theft, vandalism or construction damage
 - j) The Customer must be able to explain the increased water usage
 - k) The Customer must not have a previously approved Credit for the Premises.
2. If a water and/or wastewater bill adjustment is granted by the General Manager, a leak forgiveness credit will be applied to the Customer's water and/or wastewater billing account.
 3. The Credit will be calculated as 50% of the actual metered water usage in excess of the Historical Average Monthly Consumption for each month that a water and wastewater bill adjustment is requested. The Credit will apply to both water and wastewater charges for the billing period, as applicable. A sample Credit calculation is provided in Attachment 1.
 4. The maximum total Credit amount for water and wastewater charges available per application is \$2,000.
 5. If a Credit is granted by the General Manager, the Customer will not be eligible for another Credit for the Premises for the period that the water and/or wastewater billing account remains active with the Town.
 6. Credits shall only be issued after Plumbing System repairs have been completed and the Town, or its representative, has verified that water usage at the Premises has returned to normal.
 7. The Credit shall be applied to the water and wastewater billing account for future billings.
 8. There is no extension of the due date or the time for paying water and/or wastewater bills because of a pending water and/or wastewater bill adjustment request. Customers are advised to pay the entire bill amount due within the normal payment period or enter into payment arrangements for the excessive amount in order to remain in good standing on all current billings.

Attachment 1 – Sample Leak Forgiveness Credit Calculation

Customer's High Water Bill (1 month)

	Total Consumption	Usage Breakdown	Rate	Amount
Water	100 m ³	50 m ³ (standard rate)	\$2.23	\$111.50
		50 m ³ (increased rate)	\$3.01	\$150.50
Wastewater	100 m ³	50 m ³ (standard rate)	\$1.99	\$99.50
		50 m ³	\$2.69	\$134.50
Total Amount Billed for Water and Sewer Charges				\$496

Customer's Historical Average Water Bill (calculated over 12 months)

	Total Consumption	Usage Breakdown	Rate	Amount
Water	25 m ³	25 m ³ (standard rate)	\$2.23	\$55.75
Wastewater	25 m ³	25 m ³ (standard rate)	\$1.99	\$49.75
Historical Monthly Average Amount Billed for Water and Sewer Charges				\$105.50

Amount Eligible for Adjustment

	Total Consumption	Usage Breakdown	Rate	Amount
Water	75 m ³	25 m ³ (standard rate)	\$2.23	\$55.75
		50 m ³ (increased rate)	\$3.01	\$150.50
Wastewater	75 m ³	25 m ³ (standard rate)	\$1.99	\$49.75
		50 m ³ (increased rate)	\$2.69	\$134.50
Total Water and Wastewater Charges Eligible for Adjustment				\$390.50
Less:				50%
Leak Forgiveness Credit Amount (1 month)				\$195.25

Subject: The Parks and Events By-law

Department: Community Services

Division: Facilities/Parks

Report #: CMS-2022-021

Meeting Date: 2023-01-09

Recommendations

That report CMS-2022-021 regarding the Parks and Events By-law be received; and

That a Public Meeting be held on February 13, 2023, at 7:00 p.m. to obtain input from the public on the proposed Parks and Events By-law.

Background and Analysis

The Regulatory By-law Work Plan adopted by Council at its meeting held on September 26, 2022, includes a review of the Town's Parks By-law.

The purpose of this report is to obtain Council's direction to set a public meeting to obtain feedback on the draft by-law.

Town staff have completed a comprehensive review of all current by-laws, policies and practices regarding the management, regulation and use of public parks, recreational facilities and requirements for conducting a special event and a film production.

The proposed consolidated Parks and Events By-law has been developed taking into consideration the following:

- establishing an administrative framework that creates general permitting provisions to be applied across similar permit types
- a review of relevant legislation such as the Municipal Act, Accessibility for Ontarians with Disabilities Act and the Repair and Storage Liens Act
- a review of other Town regulatory by-laws to ensure a consistent approach and application of regulations
- a review of other municipal parks by-laws
- establishing a hearing process regarding the refusal and revocation of a permit
- risk management and insurance recommendations from the Town's insurer
- alignment with federal requirements regarding the use of special effect pyrotechnics
- provincial requirements regarding the sale and serving of alcohol and technical safety standards certification for amusement devices such as inflatables

Outlined below is an overview of the key components of the proposed Parks and Events by-law which is attached as Schedule A to this report:

- establishes and regulates the use of and activities permitted in a Town park including the use of sports fields and trails
- prohibits activities such as disobeying the rules and regulations of a posted sign, scattering of remains from cremation, operation of a remotely piloted-aircraft (drones) and camping or lodging in a park
- regulates the use of barbeques in a defined area of a park as designated by the General Manager
- establishes the requirement to obtain a permit for the exclusive use of a Town facility which includes a sports field
- establishes the requirement to obtain a permit for the conduct of a special event on Town lands
- establishes the requirement to obtain a permit for a film production on Town lands and on private lands where special effects, special effect pyrotechnics or fireworks are to be used
- updates permit application requirements for the use of a facility and outlines the document, inspection and insurance submission requirements
- establishes permit application requirements for the conduct of a special event and a film production and outlines the document, inspection and insurance requirements
- establishes the terms and conditions for each permit type (see Schedules B, D and F of the proposed By-law)
- permits the use of special effect pyrotechnics, special effects and fireworks through the issuing of a special event or film production permit
- permits exotic animals through the issuing of a special event permit
- delegates authority to the General Manager of Community Services to manage, control, regulate, maintain and develop parks, post signs and issue permits
- incorporates provisions regarding the removal, storage and disposal of items that are not authorized to be on Town lands or that create an unsafe condition
- outlines the enforcement and penalty provisions for violations of the by-law

The chart below provides a summary of the application submission requirements for each permit type in addition to:

- completing an application form; and
- payment of the permit fee

Summary of Application Requirements*	
Permit Type: Special Event	By-law Schedule A
<ul style="list-style-type: none"> • a certificate insurance evidencing applicable coverage in force naming the Town as an additional insured • a site plan detailing the design and layout of the special event • proof that special event staff or volunteers have current first aid certification • an emergency action plan • an extreme weather response protocol • a security plan • a traffic management plan • a waste management plan 	

- documentation that lavatory facilities have been retained that meets the threshold of one (1) washroom per one hundred (100) attendees
- written details regarding the serving of food and beverages including alcohol, advertising, promotional and marketing campaign plan, a list of amusement devices, use of generators, propane appliance or other specialized equipment including the type of fuel used to operate the equipment, exotic animals, sound equipment, vehicles that exceed the load and dimension limits of the Highway Traffic Act, and the use of special effects
- a security deposit
- Technical Standards and Safety Authority Certification for each amusement device
- Ontario Electrical Safety Authority permit
- liquor licenses or special occasion permit
- verification that the services of a paid duty police officer and/or fire division staff have been retained at the applicant's expense to supervise or assist with specific matters such as a temporary highway closure
- special effect pyrotechnics certificate and plan
- issuing of a special event permit is subject to input or approval as determined by the General Manager from the various Town's departments and other agencies
- the processing of a special event application that requires a temporary highway closure within the BIA and the BIA is not the applicant notice shall be provided to the BIA a minimum of thirty (30) days prior to the special event
- the processing of a special event application that requires a temporary highway closure and the special event has not occurred annually over the previous two (2) consecutive years notice shall be provided to the landowner(s) impacted by the special event and the temporary highway closure

Permit Type: Film Production**By-law Schedule C**

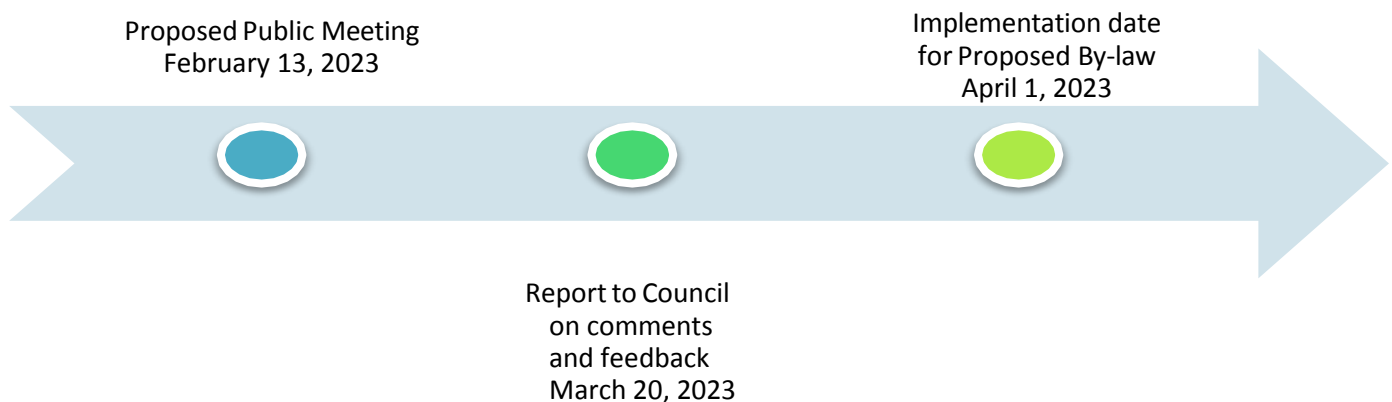
- a certificate insurance evidencing applicable coverage in force naming the Town as an additional insured
- Parks and Facility Use permit
- special effect pyrotechnics certificate and plan
- verification that the services of a paid duty police officer and/or fire division staff have been retained at the applicant's expense to supervise or assist with specific matters such as a temporary highway closure
- site plan showing locations, dates times and verbiage advising of the specific details related to the film production
- proof of notification to the landowners within a sixty-metre radius of the film production
 - issuing of a film production permit is subject to input or approval as determined by the General Manager from the various Town's departments and other agencies

Permit Type: Parks and Facilities Use	By-law Schedule E
<ul style="list-style-type: none"> • a certificate insurance evidencing applicable coverage in force naming the Town as an additional insured • a security deposit • Technical Standards and Safety Authority certification for each amusement device • liquor licence or special occasion permit • special effect pyrotechnics certificate and plan • verification that the services of a paid duty police officer and/or fire division staff have been retained at the applicant's expense to supervise or assist with specific matters such as a temporary highway closure • payment of ENTANDEM fees (licensing fee for the playing of music) • issuing of a parks and facility use permit is subject to input or approval as determined by the General Manager from the various Town's departments and other agencies 	

*the application requirements to be applied will be determined by staff taking into consideration the nature of the activities taking place

Next Steps

A public meeting will be held on February 13, 2023, to obtain feedback regarding the proposed by-law, and staff will report back to Council on March 20, 2023, with recommendations regarding adoption of the by-law.



Strategic Alignment

Orangeville Forward – Strategic Plan

Priority Area: Municipal Services & Strong Governance
Page 53 of 262

Objective: Delivered with a focus on customer service and review and update governance policies

Sustainable Neighbourhood Action Plan

Theme: Not applicable

Strategy: Not applicable

Notice Provisions

Although the Town's Notice Policy does not require the holding of a public meeting, it is considered a best practice to obtain public input on a regulatory by-law prior to its enactment.

Financial Impact

The proposed by-law provides that the fees for obtaining a permit are as outlined in the Town's Parks and Events Rates and Fees By-law.

Staff will be reporting to Council during the first quarter of 2023 regarding proposed amendments to the current rates and fees by-law including fees for obtaining a film production permit.

Respectfully submitted

Ray Osmond
Acting Chief Administrative Officer

Prepared by

Ruth Phillips
Manager, Economic Development and Culture

Prepared by

Sharon Doherty
Manager, Recreation and Events

Prepared by

Charles Cosgrove
Manager, Facilities and Parks

Prepared by

Karen Landry
Acting General Manager, Corporate Services

The Corporation of the Town of Orangeville

By-law Number 2023-XX

A By-law to Manage and Regulate the Use of Parks, Special Events and Film Productions in the Town

WHEREAS section 8 (3) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, hereinafter referred to as the “*Act*” authorizes a municipality to provide for a system of licences and a licence includes a permit;

AND WHEREAS section 11 of the *Act* authorizes a municipality to pass by-laws for the economic and social well-being of the municipality, the health, safety and well-being of persons, and the protection of persons and property, including consumer protection;

AND WHEREAS section 11 of the *Act* permits a municipality to pass by-laws respecting parks and recreation;

AND WHEREAS section 23.1 of the *Act* authorizes a municipality to delegate its powers and duties;

AND WHEREAS Section 126 of the *Act* authorizes a municipality to regulate cultural, recreational and educational events including public fairs, to issue permits for such events, and to impose conditions for obtaining, continuing to hold and renewing such permits including the submission of plans;

AND WHEREAS section 128 of the *Act* provides that a local municipality may prohibit and regulate with respect to public nuisances, including matters that, in the opinion of Council, are or could become or cause public nuisances;

AND WHEREAS section 391 (1) of the *Act* authorizes a municipality to impose fees or charges;

AND WHEREAS Section 425 (1) of the *Act* authorizes a municipality to pass by-laws providing that a person who contravenes a by-law of a municipality passed under the *Act* is guilty of an offence;

AND WHEREAS Section 431 of the *Act* authorizes that where any by-law of a municipality under the *Act* is contravened and a conviction entered, in addition to any other remedy and to any penalty imposed by the by-law, the court in which the conviction has been entered and any court of competent jurisdiction thereafter may make an order prohibiting the continuation or repetition of the offence by the person convicted and requiring the person convicted to correct the contravention;

AND WHEREAS sections 444 and 445 of the *Act* authorizes a municipality to make orders to discontinue, or to correct, the contravention of a by-law;

AND WHEREAS section 446 of the *Act* authorizes a municipality to do a matter or thing in default of it being done by the person directed or required to do it;

AND WHEREAS the Council of the Corporation of the Town of Orangeville is desirous of enacting a by-law to provide for the maintenance, operation, management and regulation of municipal parks, recreational facilities, open spaces and the conduct of special events and film production;

NOW THEREFORE the Council for the Corporation of the Town of Orangeville enacts as follows:

DEFINITIONS

1.1 In this By-law:

“Amusement devices” means amusement devices as defined under the **TSSA** and includes roller coasters, ferris wheels, merry-go-rounds, other circular motion rides, water slides, flume rides, dry slides, go-karts, bumper carts, inflatables, inflatable bouncers, bungee devices, bungee assisted bounces, zip lines, track and cable rides and other generic spinning and whirling rides;

“Animal” means any member of the animal kingdom, other than a human;

“Applicant” means a **person** who files an application for a **permit**;

“Appeal Tribunal” means a Committee or an individual appointed by Council to conduct hearings under this By-law;

“Barbeque” means a portable or fixed device designed and intended solely for the cooking of food in the open air, but does not include an outdoor fireplace unit, a campfire or an outdoor fireplace;

“BIA” means the Orangeville Business Improvement Area Board as appointed by Council or the land within the geographic limits of the Orangeville Business Improvement Area as the context requires;

“Bicycle” includes a tricycle, a unicycle but does not include a **power-assisted bicycle** or a **motor assisted bicycle**;

“Camp” means to erect a structure, hut or tent for the purpose of providing shelter;

“Consumer fireworks” mean low hazard fireworks that are designed for recreational use. They include items like Roman candles, sparklers, fountains, volcanoes, mines and snakes;

“Costs” means all monetary expenses including labour incurred by the **Town** including interest;

“Critically injured” means an injury of a serious nature that,

- (a) places life in jeopardy,
- (b) produces unconsciousness,
- (c) results in substantial loss of blood,
- (d) involves the fracture of a leg or arm but not a finger or toe,
- (e) involves the amputation of a leg, arm, hand or foot but not a finger or toe,
- (f) consists of burns to a major portion of the body, or
- (g) causes the loss of sight in an eye;
- (h) results in death;

“Display fireworks” means high hazard fireworks that are designed for professional use. They include items like aerial skills, cakes, Roman candles, waterfalls, lances and wheels;

“Emergency vehicle” means a fire department **vehicle**, a police **vehicle** or an ambulance;

“Film production” includes the use of motion picture, videotaping, sound recording or other moving image or audio recording equipment that includes the advertisement of a product or service, the creation of a product for sale, or the use of actors, models, sets or props;

“Fireworks” means **consumer fireworks** and **display fireworks**;

“General Manager” means the General Manager of Community Services for the **Town** or their designate or where this position no longer exists or is modified, the powers and duties may be exercised by a **person** deemed to have the responsibilities of the original position until such time as an amending by-law is adopted by Council;

“Highway” includes a common and public highway, street, avenue, parkway, lane, alley, roadway, driveway, sidewalk, square, place, bridge, viaduct or trestle, designed and intended for and used by the general public for the passage of **vehicles** and includes the area between the lateral property lines thereof;

“Highway Traffic Act” means the *Highway Traffic Act, R.S.O. 1990, c. H. 8*, as amended, and its regulations;

“Hiking trail” means an unpaved path or trail;

“Intermittent traffic stoppages” means where traffic is stopped intermittently;

“Item” includes an object, structure, article, chattel, furniture, thing, fixture or **obstruction**;

“Lands” mean a parcel of land which is capable of being legally conveyed or any part thereof and includes any buildings or other structures thereon and any of its amenities and includes a **park** and a **highway**;

“Landscaping works” includes soil, sand, rock, gravel, trees, flowers, plants, gardens, shrubs, grass or plant material or any accessories thereof;

“Liquor Licence and Control Act” means the *Liquor Licence and Control Act, 2019, S.O. 2019, c. 15*, as amended, and its regulations;

“Motor assisted bicycle” means a bicycle,

- (a) that is fitted with pedals that are operable at all times to propel the bicycle,
- (b) that weighs not more than fifty-five kilograms,
- (c) that has no hand or foot operated clutch or gearbox driven by the motor and transferring power to the driven wheel,
- (d) that has an attached motor driven by electricity or having a piston displacement of not more than fifty cubic centimetres, and
- (e) that does not have sufficient power to enable the bicycle to attain a speed greater than 50 kilometers per hour on level ground within a distance of 2 kilometers from a standing start;

“Motor vehicle” includes an automobile, a motorcycle, a **motor assisted bicycle**, and any other vehicle propelled or driven otherwise than by muscular power, but does not include a street car or other motor vehicle running only upon rails, a **power-assisted bicycle**, a motorized snow vehicle, a traction engine, a farm tractor, a self-propelled implement of husbandry or a road-building machine;

“Multi-use trail” means a paved path or trail;

“Obstruct” or **“Obstruction”** means to encumber, impede, prevent passage or progress, damage or foul and includes an obstacle, **item** or encroachment;

“Off-road vehicle” means a vehicle propelled or driven otherwise than by muscular power or wind and designed to travel,

- (a) on not more than three wheels, or

- (b) on more than three wheels and being of a prescribed class of vehicle by regulation of the *Off-Roads Vehicle Act, R.S.O. 1990, c. O. 4*, as amended, and includes:
 - i) dune buggies;
 - ii) vehicles designed for use on all terrains, commonly known as all-terrain vehicles, that have steering handlebars and a seat that is designed to be straddled by the driver;
 - iii) vehicles designed for utility applications or uses on all terrains that have four or more wheels and a seat that is not designed to be straddled by the driver;

“Officer” means a Police Officer, a municipal law enforcement officer, **General Manager** or any other **person** appointed by by-law to enforce the provisions of this By-law;

“Organized team sport” means a team sport which operates under the auspices of a league, club or association and has a registration process with designated player rosters;

“Owner” includes:

- (a) the registered owner of the **land**;
- (b) the **person** for the time being managing or receiving the rent for the **land** in connection with which the word is used, whether on the **person’s** own account or as agent or trustee of any other **person**, or who would receive the rent if the **land** were let;
- (c) a lessee or occupant of the **land** under the terms of a lease;
- (d) the registered owner of a **vehicle**;
- (e) a **permit holder**;

“Park” means **lands**:

- (a) established or made available for recreational and community purposes or programming;
- (b) inclusive of **trails**, open space recreation and open space conservation lands, storm water management areas and storm water management ponds;

and includes any associated walkways, roadways and **parking areas**;

“Parking area” means an area that is physically laid out for the purpose of parking a **vehicle** or that is designated by a **posted sign** for such purpose;

“Permit” means a current valid permit issued by the **Town** pursuant to this By-law;

“Permit holder” means a **person** who has been issued a **permit**;

“Person” includes an individual, sole proprietorship, partnership, limited partnership, trust, corporation, and an individual in his or her capacity as a trustee, executor, administrator, or other legal representative;

“Posted sign” means any sign, pavement marking, notice or other device which has been placed, installed or erected by the **Town**, by another party acting under the direction or authority of the **Town** or as required by this By-law, to designate, regulate, restrict activities and enforce the provisions of this by-law;

“Power-assisted bicycle” means a bicycle that,

- (a) is a power-assisted bicycle as defined in subsection 2 (1) of the *Motor Vehicle Safety Regulations* made under the *Motor Vehicle Safety Act* (Canada),
- (b) bears a label affixed by the manufacturer in compliance with the definition referred to in clause (a),
- (c) is fitted at all times with pedals that are operable to propel the bicycle, and
- (d) is capable at all times of being propelled on level ground solely by using muscular power to operate the pedals;

“Production vehicle” means a **vehicle** involved in **film production**;

“Procession” means a number of people or **vehicles** moving forward in an orderly fashion as part of a ceremony or festival;

“Pyrotechnic event” means an event at which **special effect pyrotechnics** are used;

“Refuse” includes any debris, rubbish, waste, sewage, effluent, garbage, brush, ashes, litter, wrappings, salvage, vehicle parts, trade waste, discarded material or things, broken or dismantled things, or materials or things exposed to the elements, deteriorating or decaying;

“Remotely piloted aircraft” means a navigable aircraft, other than a balloon, rocket or kite, that is operated by a pilot who is not on board and includes an unmanned air vehicle and an unmanned aircraft system;

“Service animal” means an **animal** that can be readily identified as one that is being used by the **person** for reasons relating to the **person’s** disability, as a result of visual indicators such as the vest or harness worn by the **animal** or the

person provides documentation from one of the following regulated health professionals confirming that the **person** requires the **animal** for reasons relating to the disability:

- (a) a member of the College of Audiologists and Speech-Language Pathologists of Ontario
- (b) a member of the College of Chiropractors of Ontario
- (c) a member of the College of Nurses of Ontario
- (d) a member of the College of Occupational Therapists of Ontario
- (e) a member of the College of Optometrists of Ontario
- (f) a member of the College of Physicians and Surgeons of Ontario
- (g) a member of the College of Physiotherapists of Ontario
- (h) a member of the College of Psychologists of Ontario
- (i) a member of the College of Registered Psychotherapists and Registered Mental Health Therapists of Ontario;

“Special effects” includes the use of chemicals, guns, gunfire, explosives, bomb/mock ups, flash powder, detonators, flammable liquids/material and dangerous stunts but does not include **special effect pyrotechnics**;

“Special effect pyrotechnics” means, in addition to any explosive classified as type F.3 by the Federal Chief Inspector of Explosives, the following types of explosive if it will be used to produce a special effect in a film or television production or a performance before a live audience:

- (a) fireworks accessories (type F.4 as classified by the Federal Chief Inspector of Explosives);
- (b) black powder and hazard category PE 1 black powder substitutes (type P.1 as classified by the Federal Chief Inspector of Explosives);
- (c) smokeless powder and hazard category PE 3 black powder substitutes (type P.2 as classified by the Federal Chief Inspector of Explosives);
- (d) initiation systems (type I as classified by the Federal Chief Inspector of Explosives) (for example, blasting accessories);
- (e) detonating cord (type E.1 as classified by the Federal Chief Inspector of Explosives); and
- (f) low-hazard special purpose explosives (Type S.1 as classified by the Federal Chief Inspector of Explosives) and high-hazard special purpose explosives (Type S.2 as classified by the Federal Chief Inspector of Explosives);

“Special event” means a sports, athletic, cultural, musical, artistic, school, church, parade, **procession**, street party or other community event that operates independently from **Town** programming and is held outdoors;

“Sports field” means an area in a **park** set aside for use in sports and includes

a soccer field and a ball diamond;

“**third-party sponsor, supplier or vendor**” includes an entertainer, clown, food operator, photographer and other vendors;

“**Town**” means the Corporation of the Town of Orangeville or the land within the geographic limits of the Corporation of the Town of Orangeville as the context requires;

“**Trail**” includes a **hiking trail** and a **multi-use trail**;

“**TSSA**” means the *Technical Standards and Safety Act, 2000, S.O. 2000, c. 16*, as amended, and its regulations;

“**Unsafe condition**” means any condition that poses or constitutes an undue or unreasonable hazard or risk to life, limb or health of any **person**;

“**Vehicle**” includes a **motor vehicle**, trailer, traction engine, farm tractor, road-building machine, **bicycle** and any vehicle drawn, propelled or driven by any kind of power, including muscular power, **power-assisted bicycle** but does not include a motorized snow vehicle or street car.

2. SHORT TITLE AND GENERAL

- 2.1 The short title of this by-law is the “Parks & Events By-law”.
- 2.2 For reference purposes, the classification types and hazard category of explosives to be determined by the Federal Chief Inspector of Explosives is attached as Schedule G.

3. DELEGATION OF AUTHORITY

- 3.1 The **General Manager** is hereby delegated authority to:
 - (a) administer this By-law;
 - (b) manage, control, regulate, maintain and develop all **parks**;
 - (c) issue a **permit** to authorize the use of **Town lands**;
 - (d) impose additional terms and conditions including increasing the insured coverage and the type of insurance coverage required to obtain a **permit** that in the opinion of the **General Manager** is reasonable taking into consideration the health, safety and well-being of **persons**, the nature of activities to take place on **Town lands**, and past conduct of an **applicant**;
 - (e) revoke or refuse to issue a **permit** or grant permission taking into

consideration the health, safety and well-being of **persons**, the nature of activities to take place on **Town lands**, and past conduct of an **applicant**;

- (f) post signs;
- (g) regulate or restrict the use or attendance on **Town lands** as deemed necessary and in the interest of public safety and welfare;
- (h) restrict the use of a **sports field** based on conditions;
- (i) designate areas on **Town lands** where activities subject to a **permit** under this by-law are permitted;
- (j) temporarily or permanently close to the public a **park** due to inclement weather or other circumstances deemed appropriate by the **General Manager**;
- (k) postpone or cancel the use of **Town lands** where a **person** has been injured and the scene needs to be secured for further investigation.

3.2 Where a **person** contravenes any provision of this By-law, an **Officer** may direct the **person** to leave **Town lands**.

4. HOURS OF OPERATION

4.1 No **person** shall remain in or enter into any **park** between the hours of 11:00 p.m. and 6:00 a.m. the following day, unless otherwise posted or authorized by the **General Manager** or by **permit**.

5. GENERAL PROHIBITIONS

5.1 No **person** shall organize, conduct, hold, play or permit to be organized, conducted, played or held on **Town lands**:

- (a) a **special event**;
- (b) an **organized team sport**;
- (c) a **film production**

without a **permit**.

5.2 No **person** shall organize, conduct, hold or permit to be organized, conducted or held a **film production** on privately owned **lands** where **special effect pyrotechnics**, **special effects** or **fireworks** are to be used without a **permit**.

5.3 No **person** shall organize, conduct or hold or permit to be organized, conducted or held a picnic, organized gathering, event, meeting or deliver a speech for more than twenty-five (25) **persons** in a **park** without a **permit**.

- 5.4 No **person** shall operate or cause to be operated any remote-controlled or other powered devices, including but not limited to, **remotely piloted aircraft** and rockets on **Town lands**.
- 5.5 No **person** shall handle, set-off or discharge or cause to be handled, set-off or discharged **fireworks**, **special effects** or **special effect pyrotechnics** on **Town lands** without a **permit**.
- 5.6 No **person** shall have exclusive use of a **sports field** or a **Town** facility without a **permit**.
- 5.7 No **person** in a **park** shall operate, use or cause to be operated or used loud speakers or sound amplifying equipment without a **permit**.
- 5.8 No **person** shall conduct, solicit, sell, offer, display or advertise or cause to be conducted, solicited, sold, offered, displayed or advertised in a **park** any business or trade including:
- (a) food or drink
 - (b) newspaper, magazine or publication
 - (c) goods, wares or merchandise
 - (d) art, skill or service
- without a **permit**.
- 5.9 No **person** in a **park** shall:
- (a) engage in any activity so as to interfere with or become a nuisance to the general public;
 - (b) engage in conduct that endangers the health and safety of themselves or others;
 - (c) cast, throw, or in any way propel any object in such a manner to endanger or cause injury or damage to any **person**;
 - (d) play golf, hit a golf ball, use golf clubs, drive or operate a golf cart;
 - (e) **obstruct**, inconvenience or endanger other users while operating or utilizing a **bicycle**, **power-assisted bicycle**, roller skates, rollerblades, in-line roller skates, skateboards, ice skates or like conveyances;
 - (f) scatter the remains from cremation or alkaline hydrolysis;
 - (g) urinate or defecate, except in a washroom facility;
 - (h) contravene the rules and regulations of a **posted sign**;

- (i) contravene the rules and regulations of this By-law.
- 5.10 No **person** shall own or operate or cause to be operated a refreshment vehicle or refreshment stand other than in accordance with the **Town's** Mobile Food Vendor's By-law, as amended.
- 5.11 No **person** shall fail to vacate **Town lands** in favour of a **permit holder**.
- 5.12 No **person** shall fail to produce or display a **permit** as required by this By-law.
- 5.13 No **person** shall remove, relocate, conceal from view or interfere or cause to be removed, relocated, concealed from view or interfered with a **posted sign**.
- 5.14 No **person** shall fail to comply with an Order issued pursuant to this By-law.

6. SPORTS FIELD USE

- 6.1 No **person** shall use a **sports field** on any day between the 15th day of October and the 30th day of April unless otherwise approved by the **General Manager**.

7. ANIMALS

- 7.1 No **person** shall keep or permit to be kept an **animal** in a **park** other than in accordance with the provisions of this By-law and the **Town's** Animal Control By-law.
- 7.2 No **person** in a **park** shall:
 - (a) kill, maim, trap, injure or in any way molest or disturb any **animal**, including birds, waterfowl or wildlife;
 - (b) remove or injure the nests or eggs of any bird or fowl;
 - (c) feed waterfowl and/or wildlife;
 - (d) permit an **animal** to enter any splashpad, **landscaping works**, playground or occupied **sports field**.
- 7.3 A **person** with a **service animal** is not subject to the provisions of Section 7.2 (d).
- 7.4 Notwithstanding any other provision of this By-law, a dog is permitted to be off a leash in a designated leash free **park**.
- 7.5 No **person** shall keep or permit to be kept on **Town lands** an exotic animal as defined in the Town's Animal by-law without a **permit**.

8. ALCOHOL

- 8.1 No **person** shall consume, serve, possess or sell alcohol on **Town lands** without a **permit** and approval of the Alcohol and Gaming Commission of Ontario.

9. BARBEQUE

- 9.1 No **person** shall use a **barbeque** on **Town lands** other than in a **park** in an area designated for that purpose.
- 9.2 No **person** shall use a **barbeque** in a **park** without a **permit**.
- 9.3 No **person** in a **park** shall:
- (a) leave a **barbeque** while in use unattended;
 - (b) leave unextinguished any embers after use of the **barbeque**;
 - (c) dispose a cylinder, charcoal or embers, except in a receptacle provided for that purpose;
 - (d) have an open flame under a tent or any other type of pop up structure.

10. TENTS, CAMPING & LODGING

- 10.1 No **person** shall **camp**, dwell or lodge in a **park**.

11. VEHICLES

- 11.1 No **person** in a **park** shall:
- (a) drive or operate a **vehicle** other than on a roadway or driveway provided for such purpose;
 - (b) instruct, teach or coach any **person** in the driving or operation of a **vehicle**;
 - (c) wash, clean, polish, service, maintain or repair a **vehicle**.
- 11.2 Notwithstanding Section 11.1 (c), a **person** may, in the case of an emergency, make minor repairs to a **vehicle**.

12. TRAILS

- 12.1 No **person** shall own, operate or drive on a **hiking trail** a:

- (a) **off road vehicle;**
- (b) **vehicle.**

12.2 No **person** shall own, operate or drive on a **multi-use trail** a:

- (a) **off road vehicle;**
- (b) **vehicle** with the exception of a **bicycle** and a **power-assisted bicycle.**

13. REFUSE

13.1 No **person** shall dispose of, deposit or dump or cause to be disposed of, deposited or dumped **refuse** in a **park** except in a waste receptacle provided for that purpose.

13.2 No **person** shall dispose of, deposit or dump or cause to be disposed of, deposited or dumped household **refuse** in a **park** waste receptacle.

13.3 No **person** shall dispose of, deposit or dump or cause to be disposed of, deposited or dumped snow, fill or soil in a **park.**

13.4 No **person** shall dump or drain or cause to be dumped or drained pool or hot-tub water in a **park.**

13.5 No **person** shall dump or cause to be dumped into any waters of any pond, stream, or watercourse of any kind any reptiles, fish, animals or other living organisms.

14. PARKS – WORKS, INJURY, DAMAGE OR ENCROACHMENT

14.1 No **person** in a **park** shall:

- (a) injure, damage, destroy, deface, alter, excavate or remove or cause to be injured, damaged, destroyed, defaced, altered, excavated or removed any **landscaping works** or **park** property;
- (b) encroach, place, deposit, construct, install or erect an **item** or **obstruction** or cause to be placed, deposited, constructed, installed or erected an **item** or **obstruction**;
- (c) operate or use machinery, equipment or construction equipment;

unless authorized by the **Town.**

14.2 No **person** shall install a gate in a fence adjacent to a **park** that creates an access point to a **park** without authorization from the **Town.**

15. PERMIT

15.1 A **person** making an application for a **permit** shall submit:

- (a) a complete application in the form provided by the **Town**;
- (b) when applicable, and as required, the Business Name Registration and/or Articles of Incorporation obtained from the applicable provincial or federal Ministry;
- (c) the **permit** fee as provided for in the **Town's** Parks and Events Rates and Fees By-law;
- (d) any documents, and obtain all required approvals and inspections from the appropriate approval authority having jurisdiction as outlined on the applicable Schedule to this By-law;
- (e) any other documents as may be required by the **General Manager**.

15.2 A **person** making application for a **permit** shall submit, as required, a minimum of fifteen (15) business days prior to a **special event, film production** of use of **Town lands**, proof of insurance underwritten by an insurer licensed to conduct business in the Province of Ontario and in a form satisfactory to the **General Manager**:

- (a) a certificate of insurance evidencing coverage in force, in Commercial General Liability and shall provide coverage for bodily injury, property damage and personal injury and shall include but not be limited to:
 - i) a limit of liability of not less than \$2,000,000/occurrence with an aggregate of not less than \$4,000,000;
 - ii) add the **Town** as an additional insured with respect to the operations of the **permit holder**;
 - iii) the policy shall contain a provision for cross liability and severability of interest in respect of the named insured;
 - iv) non-owned automobile coverage with a limit not less than \$2,000,000 and shall include contractual non-owned coverage (SEF 96);
 - v) Tenants' Legal Liability;
 - vi) Products and completed operations coverage;
 - vii) Contractual Liability;
 - viii) the policy shall provide for thirty (30) days prior notice of cancellation;
 - ix) Host Liquor Liability;
 - x) should **special effect pyrotechnics** be included as part of a **special event, film production** or a facility use **permit**, coverage shall include pyrotechnics;

- 15.3 A **permit holder's** insurance shall be primary coverage and not additional to and shall not seek contribution from any other insurance policies available to the **Town**.
- 15.4 A **person** making an application for a **permit** shall be a minimum of eighteen (18) years of age.
- 15.5 An application for a **film production permit** shall be submitted a minimum of fifteen (15) business days prior to the **film production**.
- 15.6 An application for a **special event permit** shall be submitted a minimum of sixty (60) business days prior to the **special event** unless:
- (a) it includes a temporary **highway** closure which shall be submitted a minimum of ninety (90) business days;
 - (a) the **special event** has the potential of more than five hundred (500) participants in attendance, then the application shall be submitted a minimum of one hundred and twenty (120) business days;
- prior to the **special event**.
- 15.7 A **person** making application for a **special event** or **film production permit** may be subject to additional inspection(s), documentation or approval(s) not outlined on the applicable schedule taking into consideration the activities identified as part of the application.
- 15.8 An application that is not submitted within the minimum timelines established by this by-law shall not be processed without the authorization of the **General Manager**.
- 15.9 A **permit** may not be assigned and is not transferable without the consent of the **General Manager**.
- 15.10 A **permit** is only valid for the location, date and time specified on the **permit**.

16. EXEMPTIONS

- 16.1 The requirement to obtain a **permit** under this By-law does not apply for a **special event** held by the **Town** or in partnership with the **Town**.
- 16.2 Notwithstanding section 16.1, the documents, inspections or approvals required to obtain a **permit** apply.
- 16.3 A **film production permit** is not required for:
- (a) photography, filming and videography related to current affairs and newcasts, weddings, sports teams and family photos;

- (b) a **film production** on private property unless **special effect pyrotechnics, special effects** or **fireworks** are being used.
- 16.4 The provisions of this By-law do not apply to the **Town** for the purpose of carrying out their duties or delivering any of its programs or services, the Ontario Provincial Police, a provincial or federal agency or body, an **Emergency Vehicle** and any other agency authorized by the **Town** for the purpose of carrying out their duties.

17. PERMIT – TERMS AND CONDITIONS - GENERAL

17.1 A **permit holder** shall operate in compliance with:

- (a) this By-law,
- (b) the terms and conditions of a **permit**;
- (c) posted rules or regulations;
- (d) a **posted sign**;
- (e) **Town** By-laws or policies;
- (f) **Town's** RZone Policy or any successor policy;
- (g) **Town's** Alcohol Risk Management policy;
- (h) any directive, order or guidelines issued by the public health authority;
- (i) Alcohol and Gaming Commission guidelines and the **Liquor Licence and Control Act**;
- (j) Technical Standards and Safety Authority guidelines and the **TSSA**;
- (k) protocols and guidance documents issued by the **permit holder's** National or Provincial sports organization;
- (l) all federal and provincial legislation.

17.2 A **permit holder** shall carry and have in their possession and produce upon request of an **Officer** a **permit**.

17.3 A **permit holder** shall immediately report when a **person** has been **critically injured** as required by the *Occupation Health and Safety Act, R.S.O. 1990, c. O. 1*, as amended, and its regulations to the **Town** in a manner as prescribed by the **Town**.

17.4 A **permit holder** shall:

- (a) return and restore **Town lands** to its original condition immediately prior to the expiry of a **permit** or use of **Town lands**;
- (b) return all equipment leased or loaned by the **Town** immediately upon conclusion of the rental or event or at any other time approved by the **General Manager**;

- (c) be responsible for and pay for all damages to all existing utilities and services when such damage arises out of the work undertaken by the **permit holder** or on behalf of the **permit holder**;
 - (d) be responsible for and pay all **costs** associated with the:
 - i) use, set up, restoration and maintenance of **Town lands**;
 - ii) delivery, installation of loaned equipment.
- 17.5 A **permit holder** as part of the consideration for the **Town** granting the use of **Town lands** shall defend, indemnify and save harmless the **Town**, its elected officials, officers, employees and agents from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to advertising or any copyright or trademark infringements, bodily injury, sickness, disease or death or to damage to or destruction of tangible property including loss of revenue or incurred expense resulting from disruption of service, arising out of or allegedly attributable to the negligence, acts, errors, omissions, misfeasance, nonfeasance, fraud or willful misconduct of the **permit holder**, its directors, officers, employees, agents, contractors, subcontractors, attendees, or any of them, in connection with or in any way related to the delivery or performance of the **permit**. This indemnity shall be in addition to and not in lieu of any insurance to be provided by the **permit holder** in accordance with the **permit** and shall survive the **permit**.
- 17.6 The **permit holder** agrees to defend, indemnify and save harmless the **Town** from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever arising out of or related to the **permit holder**, its contractors or sub-contractors status with WSIB. This indemnity shall be in addition to and not in lieu of any proof of WSIB status and compliance to be provided by or to the **permit holder**, in accordance with the **Permit**, and shall survive the **permit**.
- 17.7 A **permit holder** acknowledges that **Town** staff or an authorized representative of the **Town** may inspect any bag, container or **item** brought onto **Town lands**.
- 17.8 A **permit holder** or their designate as approved by the **General Manager** shall be on-site and available for the duration of the use of **Town lands**.
- 17.9 A **permit holder** shall maintain insurance coverage as required by this By-law.
- 17.10 A **permit holder** shall collect proof of WSIB certification for its contractors.
18. **PERMIT – TERMS AND CONDITIONS - SPECIAL EFFECTS, SPECIAL EFFECT PYROTECHNICS AND FIREWORKS**

- 18.1 No **person** shall handle or discharge or cause to be handled or discharged **special effect pyrotechnics** other than in accordance with the NRCAN Pyrotechnics Special Effects manual (2014) or any successor manual.
- 18.2 No **person** shall permit or cause the discharge of **special effect pyrotechnics** unless supervised by a certified special effect pyrotechnician.
- 18.3 The special effect pyrotechnician shall ensure the **pyrotechnic event** is conducted in compliance with Explosive Regulation 2013-211, as amended or any successor legislation.
- 18.4 The special effect pyrotechnician shall keep the **pyrotechnic event** plan for two (2) years after the date of **pyrotechnic event**.
- 18.5 No **person** shall use or handle or permit to be used or handled flammable liquids or materials other than in accordance with the NFPA 160 – Standard for the Use of Flame Effects before an Audience.
- 18.6 No **person** shall handle or discharge or cause to be handled or discharged **fireworks** other than in accordance with the NRCAN Display Fireworks manual (Second edition 2010) or any successor manual.

19. PERMIT – ADMINISTRATIVE SUSPENSIONS

- 19.1 Where required in accordance with this By-law, a **permit holder's** policy of liability insurance expires, is cancelled, or is otherwise terminated, the **permit** shall be automatically suspended effective on the date of such expiration, cancellation, revocation or termination and shall remain so until such insurance has been reinstated.
- 19.2 Where a **permit holder** fails to comply with this by-law or the terms and conditions of a **permit**, the **permit** shall be automatically suspended effective on the date of the breach.
- 19.3 An administrative suspension of a **permit** without a hearing shall be imposed for fourteen (14) days if the **General Manager** is satisfied that the continuation of the activity poses an immediate danger to health and safety of any **person** or to any **Town lands** or in accordance with Section 20. Before any suspension is imposed, the **General Manager** shall provide the **permit holder** with the reasons for the suspension, either orally or in writing, and an opportunity to respond to them.
- 19.4 An administrative suspension imposed under Section 19.3 may be imposed on such conditions as the **General Manager** considers appropriate.

20. PERMITS – GROUNDS FOR REFUSAL, REVOCATION OR SUSPENSION

- 20.1 An **applicant** or **permit holder** is entitled to a **permit** upon meeting the requirements of this By-law except where:

- (a) the past or present conduct of any **person**, including any partner, the officers, directors, employees or agents of a corporation affords reasonable cause to believe that the **person** will not carry on or engage in the activity in respect of which the application is made in accordance with the law or with honesty or integrity; or
- (b) the **applicant** or **permit holder** has past breaches or contraventions of any law or any provision of this By-law or any other municipal by-law or Provincial or Federal Statute associated with the carrying on of such activity; or
- (c) the **applicant** or **permit holder** has failed to pay a fine or penalty imposed by the **Town** or a Court for a conviction or a breach of this or any other municipal by-law; or
- (d) the **applicant** or **permit holder** has failed to comply with any term, condition or direction of the **General Manager** or **Officer** or has failed to permit any investigation or inspection by the **General Manager** or **Officer**; or
- (e) the **applicant** or **permit holder** has failed to comply with this By-law or the terms and conditions of a **permit**; or
- (f) the issuing of a **permit** would be contrary to the public interest with respect to health and safety or risk to participants, spectators or the public; or
- (g) the **applicant** or **permit holder** has submitted an application or other documents to the **Town** containing false statements, incorrect, incomplete, or misleading information; or
- (h) the **applicant** or **permit holder** has exhibited discriminatory behaviour against a **person** on any grounds protected by the Ontario Human Rights Code; or
- (i) the **applicant** or **permit holder** has not paid the required **permit** fees.

20.2 The **General Manager** may revoke, suspend, refuse to issue, or refuse to renew a **permit** where the **applicant** or **permit holder** would not be entitled to a **permit** on any grounds set out in this By-law.

20.3 Where the application for a **permit** has been revoked, suspended or cancelled, the fees paid by the **applicant** or **permit holder**, in respect of the **permit**, shall not be refunded.

20.4 No **person** shall re-apply to obtain or a **permit** for a minimum of one (1) year from the later of:

- (a) the date of the **General Manager's** decision to refuse to issue, renew or revoke a **permit**;

- (b) where the decision of the **General Manager** is appealed, the date of the **Appeal Tribunal's** decision if the **Appeal Tribunal** upholds the decision to refuse to issue, renew or revoke the **permit**.

21. PERMITS – GROUNDS FOR REFUSAL, REVOCATION OR SUSPENSION – TERMS AND CONDITIONS – RIGHT TO A HEARING

- 21.1 With the exception of Section 19, before a **permit** is refused, revoked, suspended, cancelled or issued with terms or conditions, written notice shall be given by the **General Manager** to the **applicant** or **permit holder**.
- 21.2 Notice shall be served to the **applicant's** or **permit holder's** last known address or email address filed with the **Town** and shall:
 - (a) contain sufficient information to specify the nature of, or reason for, any recommendation;
 - (b) inform the **applicant** or **permit holder** of entitlement to a hearing before the **Appeal Tribunal**, if a request in writing for a hearing is returned to the **Clerk** within fourteen (14) days after the date of service of the notice; and
 - (c) inform the **applicant** or **permit holder** that if no written request is received, the decision with respect to the **permit** is final and binding.
- 21.3 On receipt of a written request for a hearing from an **applicant** or **permit holder**, the **Clerk** shall:
 - (a) schedule a hearing; and
 - (b) give the **applicant** or **permit holder** notice of the hearing at least twenty (20) days prior to the hearing date; and
 - (c) post notice of the hearing on the **Town's** website at least twenty (20) days prior to the hearing date.
- 21.4 Service of any notice on the **applicant** or **permit holder** under this by-law shall be made by personal delivery, ordinary mail or email transmission. The notice shall be deemed to have been served on the fifth (5th) day after the day of mailing or on the date of personal service or on the date of the email transmission.

22. ESTABLISHMENT OF APPEAL TRIBUNAL

- 22.1 The **Appeal Tribunal** shall hear and render decisions regarding the refusal, revocation or suspension of a **permit**, and the imposing of terms and conditions on a **permit**.
- 22.2 The decision of the **Appeal Tribunal** shall be final and binding.

23. HEARING PROCESS

- 23.1 The provisions of the *Statutory Powers and Procedures Act, R.S.O. 1990, c. S. 22*, as amended, shall apply to all hearings conducted under this By-law.
- 23.2 A hearing shall be held in public, unless determined otherwise in accordance with the *Statutory Powers and Procedures Act, R.S.O. 1990, c. S. 22*, as amended, and the **Appeal Tribunal** shall hear the **applicant** or **permit holder** and every other **person** who desires to be heard, and the **Appeal Tribunal** may give its decision orally or adjourn the hearing and reserve its decision but in any case the decision shall be provided in writing.
- 23.3 The decision of the **Appeal Tribunal**, shall be in writing and shall set out the reasons for the decision, and shall be signed.
- 23.4 Any authority or permission granted by the **Appeal Tribunal** may be for such time and subject to such terms and conditions as the **Appeal Tribunal** considers advisable and as are set out in the decision.
- 23.5 When a **person** who has been given written notice of a hearing does not attend at the appointed time and place, the **Appeal Tribunal** may proceed with the hearing in their absence, and the **person** shall not be entitled to any further notice of the proceedings.
- 23.6 The **Clerk** shall no later than ten (10) days from the making of the decision send one (1) copy of the decision to:
- (a) the **applicant** or **permit holder**;
 - (b) each **person** who appeared in **person** or by Counsel or by Agent at the hearing and who filed with the **Clerk** a written request for notice of the decision.

24. ORDERS AND REMEDIAL ACTION

- 24.1 If an **Officer** has reasonable grounds to believe that a contravention of this By-law has occurred or the terms and conditions of a **permit** have not been complied with, or determines that an **item** on **Town lands** exists in contravention of this By-law, the **Officer** may make an Order requiring the **person** or **owner** from which the **item** comes from, relates to, or was created for, to:
- (a) discontinue the contravening activity,
 - (b) discontinue causing the **obstruction** and to remove the **item** and repair, as necessary, at their expense, so that **Town lands** are brought back to its former condition prior to any works, **obstruction** or **item** being placed on **Town lands**;

- (c) do or take any action to correct the contravention.

24.2 An Order under section 24.1 shall set out:

- (a) reasonable particulars of the contravention adequate to identify the contravention;
- (b) the location of the **lands** on which the contravention occurred; and
- (c) either:
 - (i) in the case of an Order under section 24.1 (a), the date by which there must be compliance with the Order; or
 - (ii) in the case of an Order under section 24.1 (b) and 24.1 (c), the action to be done and the date by which the action must be done.

24.3 An Order made under this By-law may be served personally, by ordinary mail to the last known address or by email transmission to:

- (a) the **person** or **owner** the **Officer** believes contravened this By-law; and
- (b) such other **persons** or **owners** affected by the Order as the **Officer** making the Order determines.

24.4 The Order shall be deemed to have been served on the fifth (5th) day after the date of mailing or on the date of personal service or on the date of email transmission.

24.5 An **Officer** who is unable to effect service of an Order pursuant to this By-law shall place a placard containing the Order in a conspicuous place on the **lands** or **item** and the placing of the placard shall be deemed to be sufficient service. The placing of the placard of the Order shall be deemed to be served on the date of placing the placard.

24.6 Where the order is not complied with in the time period stipulated, the **Town** may remove the **obstruction** or **item** and repair, as necessary, **Town lands** and all the **Costs** incurred by the **Town** in undertaking this work shall be **costs** owed to the **Town** by the **person** or **owner** from which the works, **obstruction** or **item** comes from, relates to, or was created for.

25. UNSAFE CONDITION – REMOVAL AND RESTORATION

25.1 Notwithstanding Section 24.1, if an **Officer** determines that any works, **obstruction** or **item** on **Town lands** is, or may create, an **unsafe condition**, the **Officer** may take any action necessary to have the works, **obstruction** or **item** immediately removed and **Town lands** repaired, if necessary, and all the

costs incurred by the **Town** in undertaking the work shall be **costs** owed to the **Town** by the **person** or **owner** from which the **obstruction** comes from, relates to, or was created for.

- 25.2 Where work is performed by the **Town** it shall not relieve the **person** or **owner** or their agents, servants or workers from any responsibility, or any liability arising out of the performance of the work completed by the **Town**.

26. REMOVAL, STORAGE AND DISPOSAL OF ITEMS

- 26.1 Any works, **item** or **obstruction** removed by the **Town** from **Town lands** under this By-law may at the discretion of an **Officer** be deposited on **lands** from which they come from, relate to, or be stored at a **Town** facility for sixty (60) days at the **owner's** expense.
- 26.2 Any works, **item** or **obstruction** removed under this By-law shall only be released to its **owner** after the **owner** has shown proof of ownership and paid the **Town** any **costs** regarding the removal and storage of any works, **item** or **obstruction**.
- 26.3 Any works, **item** or **obstruction** removed under this By-law that is stored at a **Town** facility for more than sixty (60) days and for which an **owner** has not been identified may be disposed of by the **Town** in any manner that it deems appropriate.
- 26.4 Any works, **item** or **obstruction** removed under this By-law that is stored at a **Town** facility for more than sixty (60) days and for which the **owner**, having been identified, has failed to pay the applicable **costs** and claim the **item** or **obstruction**, may be disposed of pursuant to the provisions of the *Repair and Storage Liens Act, R.S.O. 1990, c. R. 25*, as amended.
- 26.5 The **Town** shall not be responsible for any damage to any **item** or **obstruction** removed and stored.

27. USE OF CONTRACTOR, RECOVERY OF EXPENSES AND RETURN OF SECURITIES

- 27.1 All **costs** incurred by the **Town** in connection with the enforcement of this By-law shall be paid to the **Town** by the **person** owing those **costs** and may be collected:
- (a) by drawing on the posted security deposit;
 - (b) in the same manner as property taxes by adding the **costs** to the tax roll of the property from which the **item** on the **Town lands** relates;
 - (c) through court action.
- 27.2 The **Town** may retain the services of a contractor to carry out any of the work that the **Town** may carry out under this By-law.

- 27.3 The **Town** shall first draw on the security deposit provided by a **permit holder** to cover any **costs**.
- 27.4 All **costs** owed to the **Town** are due and payable within thirty (30) days of the billing date set out on the invoice and, in the event of failure to pay the entire amount due within the said thirty (30) days, interest may be applied at the rate of 1.25% per month (15% annually).
- 27.5 The **Town** upon the expiry of a **permit** and being satisfied that **Town lands** have been restored to its original condition shall refund the security deposit to the **permit holder**.

28. ENFORCEMENT AND PENALTY PROVISIONS

- 28.1 The enforcement of this By-law shall be conducted by an **Officer**.
- 28.2 An **Officer** may enter on **lands** at any reasonable time for the purpose of carrying out an inspection to determine whether or not:
- (a) the By-law is complied with;
 - (b) the **permit**, or the terms or conditions of a **permit** are complied with;
 - (c) a direction or Order made under the *Municipal Act, 2001, S.O. 2001, c.25*, as amended, is complied with.
- 28.3 For the purposes of an inspection under this By-law, an **Officer** may:
- (a) require the production for inspection of documents or things relevant to the inspection;
 - (b) inspect and remove documents or things relevant to the inspection for the purpose of making copies or extracts;
 - (c) require information from any **person** concerning a matter related to the inspection; and
 - (d) alone or in conjunction with a **person** possessing special or expert knowledge, make examinations or take tests, samples or photographs necessary for the purposes of the inspection.
- 28.4 All documents and records shall be kept in a good and business-like manner for review by the **Officer** at their request.
- 28.5 A receipt shall be provided for any document or thing removed under this By-law and the document or thing shall be promptly returned after the copies or extracts are made.

- 28.6 Every **person** who contravenes any provision of this By-law, including failing to comply with an Order made under this By-law, is guilty of an offence and is liable to a fine, and such other penalties, as provided for in the *Provincial Offences Act, R.S.O. 1990, c. P.33*, as amended, and the *Municipal Act, 2001, S.O. 2001*, as amended.
- 28.7 Any **person** who is charged with an offence under this By-law or an Order issued pursuant to this By-law or every director or officer of a corporation, who knowingly concurs in the contravention by the laying of an information under Part III of the *Provincial Offences Act, R.S.O. 1990, c. P. 33*, as amended, is guilty of an offence and if found guilty of the offence is liable pursuant to the *Municipal Act, 2001, S.O. 2001*, as amended, to the following:
- (a) on a first offence, to a fine not more than \$50,000.00; and
 - (b) on a second offence and each subsequent offence, to a fine of not more than \$100,000.00
- 28.8 Every **Person** who is issued a Part 1 offence notice or summons upon conviction is guilty of an offence under this By-law shall be subject to a fine, to a maximum as provided for in the *Provincial Offences Act, R.S.O. 1990, c. P. 33*, as amended.
- 28.9 No **Person** shall hinder or **obstruct**, or attempt to hinder or **obstruct**, any **Officer** exercising a power or performing a duty under this By-law.
- 28.10 Every **Person** who is alleged to have contravened any of the provisions of this By-law, shall identify themselves to an **Officer** upon request, failure to do so shall be deemed to have hindered or **obstructed** an **Officer** in the execution of their duties.
- 28.11 Upon conviction any penalty imposed under this By-law may be collected under the authority of the *Provincial Offences Act, R.S.O. 1990, c. P. 33*, as amended.
- 28.12 If a **Person** is convicted of an offence under this By-law, the court in which the conviction has been entered and any court of competent jurisdiction may, in addition to any other remedy and to any penalty imposed, make an order prohibiting the continuation or repetition of the offence by the **Person** convicted.

29. SEVERABILITY

- 29.1 If a court of competent jurisdiction declares any section or part of this By-law invalid, it is the intention of Council of the **Town** that the remainder of this By-law shall continue in force unless the court makes an order to the contrary.

30. SINGULAR AND PLURAL USE

- 30.1 In this By-law, unless the context otherwise requires words importing the singular shall include the plural and use of the masculine shall include the feminine, where applicable

31. REPEAL

- 31.1 That the following by-laws and policies are hereby repealed:

By-laws 7-81, 76-2008 and 128-2016
Parks and Facilities Permit – Terms and Conditions Policy
Parks and Open Space Unusable Conditions Policy

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED this XX day of XXXX, 2023.

Lisa Post, Mayor

Carolina Khan, Town Clerk

SCHEDULE 'A' to BY-LAW 2023-XX

SPECIAL EVENT PERMIT REQUIREMENTS

1. APPLICATION REQUIREMENTS

1.1 In addition to the requirements set out in Section 15 of this By-law, an **Applicant** for a **Special Event Permit** shall submit, as required, the following to the satisfaction of the **General Manager**:

- (a) a site plan detailing the design and layout of the **Special Event** that includes the following:
 - i) a legend to determine symbols or icons on the plan;
 - ii) the event name, date and location including street address or location
 - iii) the boundaries of the site;
 - iv) the location and particulars of all existing and proposed buildings, structures, signs, booths, lighting, stages, tents, canopies, fencing and generators and any other infrastructure to be used in connection with the **Special Event** and any accommodation and/or residential building on adjacent properties;
 - v) all areas to be designated for food and beverage sales or consumption;
 - vi) location of all activity zones and programming (**amusement devices**);
 - vii) location of all primary and secondary **special event** access points and emergency access points;
 - viii) location of all emergency access routes for **emergency vehicles** that:
 - a) avoids any temporary or permanent or gated access points;
 - b) temporary **highway** closures;
 - c) has easy access from a main street;
 - d) is separated from the main flow of event attendees (pedestrians and **vehicles**);
 - ix) location of all **highways, trails** and routes to be used and temporary **highway** closure requirements;
 - x) location of any barricades used to block off parking, **highways** or other areas;
 - xi) all areas to be designated for **vehicle** parking;
 - xii) location of designated First Aid tent or area;
 - xiii) location of designated safe area;
 - xiv) location of signs to point out:
 - a) location of washroom
 - b) location of the concession
 - c) location of the first aid tent or area
 - d) location of safe area

- e) venue rules
 - f) codes of conduct;
- xvi) the use of **fireworks, special effects** and **special effect pyrotechnics**;
- (b) proof that **special event** staff or volunteers have current first aid certification;
- (c) an Emergency Action Plan that includes plans for communicating, decision making and mitigating against the following emergencies:
 - i) lost child;
 - ii) site evacuation;
 - iii) fire and fire hazards;
- (d) an Extreme Weather Response Protocol that includes:
 - i) how all tents and temporary structures will be weighted down (staking or spiking into concrete/pavement is not allowed);
 - ii) a method other than the use of cell phones for communication between **special event** staff and volunteers (eg: two-way radios, extra batteries);
 - iii) designated Safe Areas for attendees to access:
 - a) shade, cool air and water when it is warm;
 - b) heat and warmth when it is cold
- (e) a security plan that outlines plans for communicating and decision making and includes:
 - i) a schedule of all event activities;
 - ii) a schedule of all security activities, before, during, and after the event;
 - iii) a description of the risk factors that are unique to the event, such as a large audience, sale of alcohol, violence and vandalism, no identification checking, etc.;
 - iv) a list of key personnel, including security guards, any emergency workers, facility managers, event organizers and details regarding their roles and responsibilities;
 - v) command post location, policies and procedures;
 - vi) detail of post assignments including post locations;
 - vii) details on security communications – two-way radios, cell phones, a public address system etc
 - viii) security transportation outlining how security is going to move through the event and respond to emergencies;
 - ix) a section detailing emergency procedures;

- x) details regarding crowd management and ushering;
- (f) a traffic management plan that controls the management of traffic and parking including all **vehicle**, pedestrian, and cyclist movements to, from the **special event** and includes:
- i) detours of public transit routes and **highways**;
 - ii) **emergency vehicle** access and egress;
 - iii) pedestrian flow;
 - iv) temporary barriers and devices necessary for traffic control or parking;
 - v) designated accessible pick-up and drop-off locations for persons with a disability;
 - vi) the pick-up and drop-off locations for buses, taxis, shuttles and limousines;
 - vii) **vehicles** that exceed the load or dimension limits set out in Parts VII and VIII of the **Highway Traffic Act**;
 - viii) off-site parking and shuttle service arrangements;
 - ix) such other traffic and parking information as required by the **General Manager**;
- (g) a waste management plan that outlines:
- i) the management of **refuse**, recycling, septate and hazards before, during and after the **special event**;
 - ii) location of garbage/recycling stations;
 - iii) location of lavatory facilities;
- (h) documentation that lavatory facilities have been retained that meets the threshold of one (1) washroom per one hundred (100) attendees or as otherwise required by the **General Manager**;
- (i) written details regarding:
- i) serving of food and beverages including alcohol and the provision for potable water;
 - ii) the advertising, promotional and marketing campaign plan;
 - iii) a list of **amusement devices** to be featured that includes:
 - a) methods used to secure the structure(s)
 - b) number of safety straps or tie downs per structure
 - c) structure size
 - d) structure weight
 - iv) the proposed use of:
 - a) generators, propane appliance and any other specialized equipment to be used during the **special event**, including type of fuel used to operate the equipment;
 - b) exotic animals;
 - c) sound equipment;

- d) **vehicles** that exceed the load or dimension limits set out in Parts VII and VIII of the **Highway Traffic Act**;
 - e) **special effects**;
- (j) a security deposit in the amount determined by **General Manager** for potential **costs** in the form of payment method authorized by the **General Manager**;
- (k) a copy of Technical Standards and Safety Authority certification for each **amusement device**;
- (l) a copy of the Ontario Electrical Safety Authority permit;
- (m) a copy of the liquor licence or special occasion permit issued by the Alcohol and Gaming Commission of Ontario;
- (n) proof that arrangements have been made to obtain locates;
- (o) a minimum of fifteen (15) business days prior to **special event**, verification that the services of a paid duty police officer and/or Fire Division staff to supervise or assist with:
 - i) temporary **highway** closures;
 - ii) discharge of **fireworks** or the detonation of **special effect pyrotechnics**;
 - iii) traffic control;
 - iv) any dangerous situation identified by the **General Manager**

has been retained at the **applicant's** expense.
- (p) a minimum of fifteen (15) business days prior to the **special event**, where **special effect pyrotechnics** are to be used, a copy of **special effect pyrotechnics** certificate for the pyrotechnician who will be supervising the operation or use of **special effect pyrotechnics**;
- (q) a minimum of fifteen (15) business days prior to the **special event**, where a **special effect pyrotechnics** are to be used, a copy of the **pyrotechnic event** plan that includes the following information:
 - i) the name of the pyrotechnician in charge and the number and expiry date of their fireworks operator certificate;
 - ii) a description of the size of the event, including the placement of the **special effect pyrotechnics**, the proximity of the audience and the location every exit, every storage area for the pyrotechnics and every smoke detector that may be triggered by the pyrotechnics used in the event;

- iii) the type and product name of each **special effect pyrotechnic** that will be used and name of the **person** who obtained its authorization;
- iv) a description of each **special effect pyrotechnic**;
- v) the anticipated height, duration and fallout effect of the effects of each **special effect pyrotechnic**;
- vi) a description of the anticipated effects of each special purpose pyrotechnic;
- vii) the method and sequence of firing the **special effect pyrotechnics**;
- viii) an assessment of the likelihood of harm to people or property resulting from the use of the **special effect pyrotechnics**.

1.2 The issuing of a **special event permit**, is subject to input or approval as determined by the **General Manager** from the:

- (a) **Town's** Infrastructure Services Department where the **special event** requires a temporary **highway** closure;
- (b) **Town's** Fire Division;
- (c) **Town's** Chief Building Official;
- (d) Ontario Provincial Police;
- (e) **BIA**;
- (f) Wellington Dufferin Guelph Public Health;
- (g) **TSSA**;
- (h) any other agency deemed necessary by the **General Manager**.

SCHEDULE 'B' to BY-LAW 2023-XX

SPECIAL EVENT PERMIT TERMS AND CONDITIONS

1. DUTIES AND RESPONSIBILITIES

1.1 A **special event permit holder** shall:

- (a) provide and maintain a reasonable and safe alternate route for **vehicle** and pedestrian traffic;
- (b) provide and maintain reasonable local access routes for all **land Owner(s)** whose access will be affected by the **special event**, parking lots, **parks**, thoroughfares and walkways;
- (c) not install fencing that:
 - i) blocks access to a driveway, parking lot, walkway or thoroughfare, emergency access points and emergency access routes;
 - ii) is staked or spiked into concrete/pavement;
- (d) have a complete first aid kit on site easily accessible to **special event** staff and volunteers;
- (e) as required by the **General Manager**, have a designated First Aid tent or area set up with:
 - i) clearly marked signs identifying its location;
 - i) multiple complete first aid kits, including portable kits;
 - iii) cots and mats in place where patrons can lay down;
 - iv) equipment such as Epi-pens and Benadryl liquid, on hand for dealing with allergic reactions;
 - v) Automatic External Defibrillator (AED) for events where paramedics are not present.
- (f) supply, erect and maintain at their own expense all barricades, signs, covers, lights, flagmen and other safety warning devices as may be required by the **General Manager** to protect **vehicle** and pedestrian traffic;
- (g) when playing music at the **special event**, compliance with ENTANDEM regulations including payment of any required fees;
- (h) ensure all access points are marked;
- (i) designate a **person** in attendance at the **special event** that:

- i) tracks the number of **person(s)** in attendance;
 - ii) knows the layout of the **special event**;
 - iii) knows the location of all emergency exits;
- (j) have and communicate with all **special event** staff and volunteers all details regarding approved plans and protocols;
- (k) adhere to all approved plans and protocols;
- (l) call 911 in the event of an emergency and for the safe evacuation of all attendees;
- (m) collect a certificate of insurance with a coverage limit not less than two (2) million dollars in Commercial General Liability for any **third-party sponsor, supplier or vendor** invited to participate in the **special event**;
- (n) maintain the site in a clean and sanitary condition for the duration of the **special event**;
- (o) properly dispose of and remove all **refuse** from the site within twenty-four (24) hours of the conclusion of the **special event**;
- (p) not use any Town logo or crest in any marketing material for the **special event** without the prior approval of the **General Manager** and the Town's communications division;
- (q) acknowledges that the **General Manager**, Fire Chief or the OPP have the absolute and unfettered authority to shut down the **special event** at their sole discretion taking into consideration an emergency or any potential emergency.

2. NOTIFICATION

- 2.1 Where a **special event** requires a temporary **highway** closure within the **BIA** and the **BIA** is not the **applicant** the **General Manager** shall provide notice regarding the **special event** to the **BIA** a minimum of thirty (30) days prior to the **special event** that contains the following information:
 - (a) the date and hours of the **special event**;
 - (b) the **highways** subject to a temporary **highway** closure and the duration of the closure;
 - (c) **Town** staff contact information.
- 2.2 Where a **special event** requires a temporary **highway** closure and the **special event** has not occurred annually over the previous two (2) consecutive years the **General Manager** shall provide notice to the **land owner(s)** impacted by

the **special event** and the temporary **highway closure** a minimum of thirty (30) days prior to the **special event** that contains the following information:

- (a) the date and hours of the **special event**;
- (b) the **highways** subject to a temporary **highway** closure and the duration of the closure;
- (c) **Town** staff contact information.

- 2.3 The **General Manager** shall take into consideration any concerns raised by **land owner(s)** impacted by the **special event** and impose additional terms and conditions on a **permit** as deemed appropriate.

3. RESTRICTED HOURS

- 3.1 No **person** shall permit or cause a **special event** to occur between the hours of 11:00 p.m. one day and 7:00 a.m. the following day unless otherwise approved by the **General Manager**.

SCHEDULE 'C' to BY-LAW 2023-XX

FILM PRODUCTION PERMIT REQUIREMENTS

1. APPLICATION REQUIREMENTS

1.1 In addition to the requirements set out in Section 15 of this By-law, an **Applicant** for a **Film Production Permit** shall submit a minimum of fifteen (15) business days prior to the **film production**, as required, the following to the satisfaction of the **General Manager**:

- (a) where the **film production** is taking place in a **park** a copy of a parks and facility use **permit**;
- (b) where **special effect pyrotechnics** are to be used, a copy of **special effect pyrotechnics** certificate for the pyrotechnician who will be supervising the operation or use of **special effect pyrotechnics**;
- (c) where **special effect pyrotechnics** are to be used, a copy of the **pyrotechnic event** plan that includes the following information:
 - i) the name of the pyrotechnician in charge and the number and expiry date of their fireworks operator certificate;
 - ii) a description of the size of the event, including the placement of the **special effect pyrotechnics**, the proximity of the audience and the location every exit, every storage area for the pyrotechnics and every smoke detector that may be triggered by the pyrotechnics used in the event;
 - iii) the type and product name of each **special effect pyrotechnic** that will be used and name of the **person** who obtained its authorization;
 - iv) a description of each **special effect pyrotechnic**;
 - v) the anticipated height, duration and fallout effect of the effects of each **special effect pyrotechnic**;
 - vi) a description of the anticipated effects of each special purpose pyrotechnic;
 - vii) the method and sequence of firing the **special effect pyrotechnics**;
 - viii) an assessment of the likelihood of harm to people or property resulting from the use of the **special effect pyrotechnics**
- (d) verification that the services of a paid duty police officer and/or Fire Division staff to supervise or assist with:
 - i) **intermittent traffic stoppages** or temporary **highway** closures;

- ii) detonation of **special effect pyrotechnics**;
- iii) the appearance of police uniforms, mock police vehicles, prop guns, crossbows, bombs or other weapons;
- iv) the use of **special effects**;
- v) any dangerous situation identified by the **General Manager**

has been retained at the **applicant's** expense.

- (e) a site plan that includes maps of all **film production** locations, dates and times and verbiage indicating the following:

- i) dates and hours of **film production** at each location;
- ii) **film production** company name, contact name, phone number and email address;
- iii) parking requirements for **production vehicles** and the number of **production vehicles**;
- iv) reserved parking spaces necessitated by **film production** plans;
- v) temporary **highway** closures or **intermittent traffic stoppages**;
- vi) the use and location of generator(s);
- vii) the use of lighting;
- viii) particulars regarding the use of a sidewalk;
- ix) parking restrictions;
- x) temporary **highway** closures or **intermittent traffic stoppages**;
- xi) the use of **special effect pyrotechnics**;

- (f) proof of notification in a format approved by the **General Manager** to **land Owner(s)** within a sixty (60) metre radius of the **film production** to be provided a minimum of three (3) days in advance of the proposed **film production**;

- 1.2 The issuing of a **film production permit**, is subject to input or approval as determined by the **General Manager** from the:

- (a) **Town's** Infrastructure Services Department where the **film production** requires **intermittent traffic stoppages** or a temporary **highway** closure;
- (b) **Town's** Fire Division;
- (c) **Town's** Chief Building Official;
- (d) Ontario Provincial Police;
- (e) **BIA**;
- (f) any other agency deemed necessary by the **General Manager**.

SCHEDULE 'D' to BY-LAW 2023-XX

FILM PRODUCTION PERMIT TERMS AND CONDITIONS

1. DUTIES AND RESPONSIBILITIES

- 1.1 A **film production permit holder** shall ensure a paid duty police officer and/or Fire Division staff is present to supervise:
- (a) **intermittent traffic stoppages** or temporary **highway** closures;
 - (b) detonation of **special effect pyrotechnics**;
 - (c) the appearance of police uniforms, mock police vehicles, prop guns, crossbows, bombs or other weapons;
 - (d) any dangerous situation identified by the **General Manager**.

2. ACKNOWLEDGMENT

- 2.1 A **film production permit holder** shall make every effort to provide the **Town** with:
- (a) a screen credit on the final and published production;
 - (b) stills or clips of the **film production** to the **Town** for its use in marketing and promotion of the community;
 - (c) testimonials and comments about their experience of **film production** in the **Town** and permission to include such testimonials and comments for the **Town's** own use;
 - (d) copies of media releases, casting calls or public notices or advertisements related to the **film production**.

3. LOCAL SOURCING

- 3.1 A **film production permit holder** shall make every effort to patronize local businesses and services during **film production** including casual employment of cast and crew, food catering and accommodations.

4. FILM PRODUCTION VEHICLES

- 4.1 A **film production permit holder** shall park essential **film production vehicles** in a **Town** approved designated area. All other **film production** related crew/private owned **vehicles** are required to park in public parking areas.
- 4.2 A **film production permit holder** shall display in the window of a **film production vehicle** the **film production permit**.

5. GENERATOR

- 5.1 A generator shall be equipped with a silencing attachment unless otherwise approved by the **General Manager**.

6. LIGHTING

- 6.1 Lighting shall be oriented away from a neighbouring property.

7. RESTRICTED HOURS

- 7.1 No **person** shall permit or cause **film production** to occur in a residential area between the hours of 11:00 p.m. one day to 7:00 a.m. the following day unless otherwise approved by the **General Manager**.

8. INTERMITTENT TRAFFIC STOPPAGE

- 8.1 No **person** shall permit or cause an **intermittent traffic stoppage** for a period of time that exceeds five (5) minutes.

SCHEDULE 'E' to BY-LAW 2023-XX

PARKS AND FACILITY USE PERMIT REQUIREMENTS

1. APPLICATION REQUIREMENTS

- 1.1 In addition to the requirements set out in Section 15 of this By-law, an **Applicant** for a Parks and Facility Use **permit** shall submit, as required, the following to the satisfaction of the **General Manager**:
- (a) a security deposit in the amount determined by **General Manager** for potential **costs** in the form of payment method authorized by the **General Manager**;
 - (b) a copy of Technical Standards and Safety Authority certification for each **amusement device**;
 - (c) a minimum of fifteen (15) business days prior to the use of a **park**, a copy of the liquor licence or special occasion permit issued by the Alcohol and Gaming Commission of Ontario;
 - (d) a minimum of fifteen (15) business days prior to the use of the **park**, a copy of **special effect pyrotechnics** certificate for the pyrotechnician who will be supervising the operation or use of **special effect pyrotechnics**;
 - (e) a minimum of fifteen (15) business days prior to the use of the **park**, a copy of the **pyrotechnic event** plan that includes the following information:
 - i) the name of the pyrotechnician in charge and the number and expiry date of their fireworks operator certificate;
 - ii) a description of the size of the event, including the placement of the **special effect pyrotechnics**, the proximity of the audience and the location every exit, every storage area for the pyrotechnics and every smoke detector that may be triggered by the pyrotechnics used in the event;
 - iii) the type and product name of each **special effect pyrotechnic** that will be used and name of the person who obtained its authorization;
 - iv) a description of each **special effect pyrotechnic**;
 - v) the anticipated height, duration and fallout effect of the effects of each **special effect pyrotechnic**;
 - vi) a description of the anticipated effects of each special purpose pyrotechnic;

- vii) the method and sequence of firing the **special effect pyrotechnics**;
 - viii) an assessment of the likelihood of harm to people or property resulting from the use of the **special effect pyrotechnics**
 - (f) a minimum of fifteen (15) business days prior to use of the **park**, verification that the services of a paid duty police officer, security company and/or Fire Division staff to supervise:
 - i) detonation of **special effect pyrotechnics**;
 - ii) the event;
 - ii) any dangerous situation identified by the **General Manager**

has been retained at the **applicant's** expense;
 - (g) a minimum of fifteen (15) business day prior to the use of the **park**, pay ENTANDEM fees to the **Town**.
- 1.2 The issuing of a parks and facility use **permit**, is subject to input or approval as determined by the **General Manager** from the:
- (a) **Town's** Fire Division;
 - (b) Ontario Provincial Police;
 - (c) Wellington Dufferin Guelph Public Health;
 - (d) any other agency deemed necessary by the **General Manager**.

SCHEDULE 'F' to BY-LAW 2023-XX

PARKS AND FACILITY USE PERMIT TERMS AND CONDITIONS

1. DUTIES AND RESPONSIBILITIES

1.1 A parks and facility use **permit holder** shall:

- (a) not advertise any event or occasion in relation to the use of a **park** without approval from the **General Manager**;
- (b) not serve or sell alcohol without a special occasion permit issued by the Alcohol and Gaming Commission of Ontario;
- (c) not use of amplified sound other than in accordance with **Town** by-laws and operating procedures;
- (d) only permit a **service animal** in a **Town** facility and produce upon request, documentation from a designated regulated health professional;
- (e) comply with the aquatic admission standards and to have the required number of guardians present;
- (f) be allotted by facility staff a dressing room and shall vacate the dressing room within thirty (30) minutes of expiry of the **permit**;
- (g) in the event of a fire:
 - i) call 911;
 - ii) if it is safe to do so, supervise the evacuation of all attendees, including those requiring assistance;
 - iii) upon arrival of fire services inform the officer-in-charge of the conditions and the status of the evacuation;
- (h) acknowledge that the issuing of a **permit** does not give priority booking status for any future parks and facility use request;
- (i) not permit gaming without a lottery licence;
- (j) not excavate, dig or insert an object or structure including a tent in a **park** without first obtaining applicable locates;
- (k) contact the **Town** in the case of inclement weather to determine if the **park** has been closed;
- (l) not use or permit the use of a **park** when it is closed;

- (m) conduct prior to the use of a **park** an inspection of the **park** and the surrounding area to ensure it is safe for use. To refrain or discontinue the use of **Town lands** should it be unsafe and immediately report the unsafe condition to on-site **Town** staff or by calling the number provided by the **Town**;
- (n) where the **Town** provides a referral on where a **permit holder** may obtain insurance it in no way limits the obligations on a **permit holder** or implies any additional duties or obligations on the **Town**;
- (o) advise the **Town** if it is anticipated news media will be in attendance at any time during the **permit holder's** use of the **park**;
- (p) not charge an admission fee without approval from the **Town**;
- (q) not park or permit parking other than in a designated parking area. A request for alternative parking arrangements is subject to approval by the **General Manager**;
- (r) have paid duty police or security guards in attendance for the duration of the **permit** or as otherwise approved by the **General Manager**;
- (s) properly dispose of and immediately remove all **refuse** prior to the expiry of a **permit**;
- (t) maintain a clean and safe environment;
- (u) remove all personal property and items, and to vacate the **park** immediately upon the expiry of the **permit** in a safe and respectful manner. To pay any additional costs imposed by the **Town** where a **permit holder** or its attendees fail to vacate the **park** by the required time.

SCHEDULE 'G' to BY-LAW 2023-XX

1. CLASSICATION OF AUTHORIZED EXPLOSIVES

- 1.1 The Chief Inspector of Explosives must classify each authorized explosive by type, hazard category and UN number in accordance with this section.

2. TYPE

- 2.1 Each authorized explosive is classified according to its intended use as one of the following types:
- (a) E — high explosives:
 - i) E.1 — blasting explosives,
 - ii) E.2 — perforating explosives,
 - iii) E.3 — special-application explosives;
 - (b) I — initiation systems;
 - (c) P — propellant powder:
 - i) P.1 — black powder and hazard category PE 1 black powder substitutes,
 - ii) P.2 — smokeless powder and hazard category PE 3 black powder substitutes;
 - (d) C — cartridges:
 - i) C.1 — small arms cartridges,
 - ii) C.2 — blank cartridges for tools,
 - iii) C.3 — percussion caps;
 - (e) D — military explosives and law enforcement explosives;
 - (f) F — fireworks:
 - i) F.1 — consumer fireworks,
 - ii) F.2 — display fireworks,

- iii) F.3 — special effect pyrotechnics,
 - iv) F.4 — fireworks accessories;
- (g) R — rocket motors:
 - i) R.1 — model rocket motors,
 - ii) R.2 — high-power rocket motors,
 - iii) R.3 — rocket motor accessories; or
- (h) S — special purpose explosives:
 - i) S.1 — low-hazard special purpose explosives,
 - ii) S.2 — high-hazard special purpose explosives.

3. HAZARD CATEGORY

- 3.1 Each authorized explosive is also classified for the purposes of *manufacturing and storage into one or more of the following potential effects (PE) categories, if applicable. The classification is made according to hazard, determined on the basis of manufacturing operations, the quantity of explosive and how the explosive will be packaged:
- (a) PE 1 — mass explosion hazard;
 - (b) PE 2 — serious projection hazard but not a mass explosion hazard;
 - (c) PE 3 — fire hazard and either a minor blast or minor projection hazard, or both, but not a mass explosion hazard; or
 - (d) PE 4 — fire hazard or slight explosion hazard, or both, with only local effect.

Subject: Outdoor Patio/Display of Merchandise By-laws

Department: Community Services

Division: Economic Development

Report #: CMS-2023-001

Meeting Date: 2023-01-09

Recommendations

That report CMS-2023-01, dated January 9, 2023 be received;

And that Council pass a by-law amending the Outdoor Boulevard Café by-law as outlined within this report for the period of April 1 to October 31 on an annual basis with a maximum of six parking spaces permitted for extended outdoor cafes, issued on a first-come, first-served basis;

And that Council pass a by-law amending the Display of Merchandise by-law as outlined within this report for the period of April 1 to October 31 on an annual basis;

And that Planning staff be directed to amend Outdoor Boulevard Café and Display of Merchandise by-laws, guidelines, applications, and permits accordingly.

Background and Analysis

In the spring of 2020, Council moved quickly to adapt the Town's Outdoor Boulevard Café and Display of Merchandise by-laws in response to the COVID-19 pandemic and the impact that the virus was having on Orangeville's retailers and food establishments.

The Outdoor Boulevard Café amendments enabled establishments to open temporary patios and to apply for new outdoor boulevard café permits that permitted extending into a maximum of two parking spaces in front of their restaurants, provided that adequate sidewalk accessibility was maintained for patrons and the public.

Under the Display of Merchandise by-law, amendments permitted retail stores, while maintaining a sidewalk/walking area of no less than 1.5 m (5 ft), to maintain their existing outdoor display space of .75 m (2.5 ft) from their facades or to erect a tent on the street side of the boulevard, but not on the roadway.

These measures allowed the public to safely enjoy services, meet social distancing requirements and other public health guidelines while also supporting the Town's retail and food sector businesses by expanding their capacity levels. The amendments were very well received by both the business community and the public and were re-introduced in 2021 and again in 2022 with Council's approval.

At the March 21, 2022 Council meeting, staff were directed to report back to Council with respect to permanently extending the Outdoor Boulevard Café and Display of Merchandise by-laws effective April 1 to October 31 on an annual basis.

Outdoor Boulevard Cafes on municipal property

Measures implemented to support business owners as they worked to re-establish their pre-COVID revenue levels were successful and the amendments to the by-laws appear to have been well received by business owners in the downtown core. The expanded spaces have been well patronized throughout the season.

Staff also consulted with the BIA Board of Management and staff regarding their interest in making the seasonal expansions permanent. Based on feedback from their customers and other BIA members, some members of the Board were concerned about the impact of extended cafes on parking once pre-pandemic parking demand returns, particularly during peak periods, and should additional restaurants wish to expand their spaces. Other Board members felt that the patios added to the attraction of downtown, loved the by-law and wanted to encourage more parking lot patios. As such, the BIA Board made the following resolution at its November 17, 2022 meeting:

Moved by M. Beattie, R. Hough

Carried.

Motion to request that the temporary Boulevard Café bylaw be extended for one more year so it can be tested in a year when parking demand is back to pre-pandemic levels;

And that the number of street parking spaces allotted for extended restaurant patios be capped at a maximum of 6 for the extended trial period;

And that these parking space patio permits should be allotted on a first come, first serve basis.

As outlined in Attachment 1 to this report, over the past three years (2020-2022 inclusive), an average of 10 Boulevard Café permits have been issued annually. Of these, only two businesses have utilized adjacent on-street parking areas for extended patios each year, resulting in a loss of three parking spaces per year - one located on Broadway (Son of a Chef), and two on First Street (Rustik). In the three years that the

program has been operating on a temporary basis, staff have received no complaints or been made aware of any problems.

Based on the limited uptake of parking spaces for outdoor cafes to date, staff do not identify the need for another temporary, trial year. However, given the BIA's concern for future demand, it may be reasonable to cap the total number of allotted parking spaces available to the program at six, with the allotments issued successively.

Therefore, it is recommended that the outdoor boulevard café expansions be approved annually from April 1 to October 31 with a total maximum of six parking spaces permitted and issued on a first-come, first-served basis. Should issues arise in the future, the by-law can be revisited as needed.

Display of Merchandise

No concerns have been expressed to staff with respect to measures taken to expand the outdoor display space for downtown retailers. The BIA Board also had no concerns with respect to the temporary amendments made to the Display of Merchandise by-law and submitted the following resolution:

Moved by R. Hough

Carried.

Motion to support the permanent adoption of the temporary merchandise display by-law.

Recommendations

It is recommended that amendments to the Outdoor Boulevard Café and Display of Merchandise by-laws be made as outlined below:

i) Outdoor Boulevard Cafés on municipal property:

That the temporary patio license season be extended from April 1 – October 31 annually with the following stipulations:

- That a maximum of six parking spaces be approved annually to accommodate extended patios and that the allotment of parking spaces for outdoor cafes be issued on a first-come, first-served basis.

- That parking spaces allotted for extended restaurant patios not exceed two parking spaces directly in front of the food establishment.

- That a 1.5 metre wide unobstructed and barrier-free pedestrian pathway be maintained as described within the bylaw.

- That all Public health and safety guidelines be complied with.

- That, throughout the season, adequate sidewalk accessibility be maintained and that all required safety measures applied by the Town as part of the permit application process be adhered to.
- That permits issued to businesses include clauses that ensure the removal of all outdoor patio furniture, equipment and other items as required for snow removal/property maintenance by the Town.
- That all other elements of the existing Outdoor Boulevard Café by-law remain in place (Attachment 2 - Outdoor Café By-law 2003-41).

Businesses interested in obtaining an Outdoor Boulevard Café license will be able to apply by submitting a completed application to the Planning Division.

ii) Display of Merchandise

- That expanded outdoor display space as outlined below be permitted on an annual basis between April 1 and October 31.
 - That, while maintaining a sidewalk/walking area of no less than 1.5 m, businesses may utilize outdoor display space of .75 m (2.5 ft) from their façades; OR,
- Businesses may erect a tent on the street side of the boulevard, but not on the roadway, to display merchandise. Tents must be anchored/secured but not attached/embedded to the sidewalk and weights must be used. Tents cannot be positioned adjacent to the façade.
- That retailers interested in expanding their space by erecting a tent on the street side of the sidewalk will be required to:

- Submit sketches and description of proposed display area, including an outline of tent location/size/anchors.

- Submit a Certificate of Insurance with proof of a liability insurance policy in an amount of no less than \$2,000,000, with a cross liability clause naming the 'Corporation of the Town of Orangeville' as an additionally insured.

Sketches and Certificates of Insurance will be submitted to the Planning Division for review and approval.

Amending the by-laws as outlined above enlivens the downtown area during the busy tourism period and provides the business community with opportunities to expand revenue generation.

Strategic Alignment

Orangeville Forward – Strategic Plan

Priority Area: Economic Vitality

Objective: Attract, retain and expand businesses

Sustainable Neighbourhood Action Plan

Theme: Economic Development and Culture

Strategy: Implement initiatives that further Orangeville's identity as a cultural hub in the region

Notice Provisions

N/A

Financial Impact

None at this time

Respectfully submitted

Ray Osmond
Acting CAO/General Manager,
Community Services

Prepared by

Ruth Phillips
Manager, Economic Development &
Culture

Attachment(s): 1. Boulevard Café Permits 2020-2022
2. Outdoor Café By-law 2003-41

CMS-2023-01 - Attachment 1

2022				
#	Business Name	Address	used parking space?	# of parking spaces used
BC1/22	Bluebird Café	100 Broadway	no	0
BC2/22	Thistle & Rose	171 Broadway	no	0
BC3/22	Rustik	199 Broadway	yes	2
BC4/22	Son of Chef Bakery	114 Broadway, Unit 3	yes	1
BC5/22	Euphoria Café	148 Broadway	no	0
BC6/22	Black Wolf Smokehouse	139 Broadway	no	0
BC7/22	Mochaberry	177B Broadway	no	0
BC8/22	Bar on Broadway	114 Broadway	no	0
BC9/22	Pia's	177 Broadway	no	0
Total parking spaces used				3
2021				
#	Business Name	Address	used parking space?	# of parking spaces used
BC1/21	Black Wolf Smokehouse	139 Broadway	no	0
BC2/21	Bluebird Café	100 Broadway	no	0
BC3/21	Top Hat Tea Room	75 Broadway	no	0
BC4/21	Rustik	199 Broadway	yes	2
BC5/21	Mochaberry	177B Broadway	no	0
BC6/21	Lavender Blue	125 Broadway	n/a	n/a
BC7/21	Euphoria	154 Broadway	no	0
BC8/21	Son of a Chef	114 Broadway	yes	1
BC9/21	Bar on Broadway	114 Broadway	no	0
BC10/21	Pia's	177 Broadway	no	0
Total parking spaces used				3
2020				
#	Business Name	Address	used parking space?	# of parking spaces used
BC 1/20	The Foal Village Pub	171 Broadway	Did not set up patio in 2020 due to COVID	
BC 2/20	Rustik	199 Broadway	yes	2
BC 3/20	Euphoria	154 Broadway	no	0
BC 4/20	The Black Wolf Smokehouse	139 Broadway	no	0
BC 5/20	Bluebird Café	100 Broadway	no	0
BC 6/20	Son of a Chef	114 Broadway	yes	1
BC 7/20	Fromage	111 Broadway	no	0
BC 8/20	Bar on Broadway	114 Broadway	no	0
BC 9/20	Pia's	177 Broadway	no	0
BC 10/20	Mochaberry	177B Broadway	no	0
BC 11/20	Top Hat Tea Room	75 Broadway	no	0
Total parking spaces used				3



The Corporation of Town Of Orangeville

By-Law Number 41- 2003

A By-Law to Permit the Creation of Outdoor Cafés on the Municipal Boulevard of Broadway in the Central Business District

WHEREAS the *Municipal Act, 2001*, S.O. 2001, c.25, S.8 provides a Municipality natural person powers for the purposes of exercising capacity, rights and powers of the Act;

AND WHEREAS the *Municipal Act, 2001*, S.O. 2001, c.25, S.130 authorizes a municipality to regulate matters for purposes related to the health, safety and well-being of its inhabitants;

AND WHEREAS the Council of the Town of Orangeville wishes to permit the establishment of boulevard cafés in the Central Business District while ensuring the safe and accessible passage over sidewalks;

NOW THEREFORE the council of The Corporation of the Town of Orangeville hereby enacts as follows:

1 Definitions

In this by-law:

- 1.1 “Central Business District” means the area that is zoned Central Business District (CBD) by By-law 22-90, as amended.
- 1.2 “eating establishment” means a building or place where food and beverages are prepared and/or are offered for sale for consumption on or off the premises.
- 1.3 “Officer” means a municipal by-law enforcement officer, provincial offences officer, police officer or a public health inspector.
- 1.4 “outdoor boulevard café” means a designated outdoor area on the sidewalk associated with an eating establishment where food and drink are offered for sale, served and/or consumed, no wider than the width of the eating establishment’s storefront, excluding the width of the entrance.
- 1.5 “sidewalk” means the hard surface provided for use of pedestrians on the municipal road allowance and situated between any building and the curb of the street.
- 1.6 “summer season” means the period of time between May 1 and September 30 of any given year.
- 1.7 “Town” means The Corporation of the Town of Orangeville.

2 Requirement For Permit

- 2.1 No person shall create an outdoor boulevard café in the Central Business District of the Town of Orangeville unless a permit has been obtained in accordance with the requirements of this by-law.

3 Exception

- 3.1 The regulations in this by-law do not apply to events organized by the Orangeville Business Improvement Area or authorized by the Town, which events involve the closing of Broadway to vehicular traffic.

4 Application

- 4.1 Every person applying for a permit, as required by this by-law, shall file with the Director of Planning, or his designate, a completed application in the form prescribed by the Director of Planning. The application will be accompanied by a scaled plan showing the extent of the outdoor boulevard café onto the sidewalk and illustrations of all associated structures and the required insurance certificate. The application will also indicate how the proposal complies with the conditions of this by-law. The application will be circulated to the Building and Public Works Departments and the designated members of Heritage Orangeville for comment prior to approval.

- 4.2 There will be no fee for a permit required by this by-law.

5 Commencement And Expiry

- 5.1 Any permit issued under the provisions of this by-law shall be limited to the summer season only of the year in which it is issued.

6 General Conditions

- 6.1 An outdoor boulevard café may be located partially or entirely on the sidewalk adjacent to an eating establishment.
- 6.2 An outdoor boulevard café must be associated and accessory to an eating establishment, restaurant or food store use that is permitted by the Town's Zoning By-law and all other applicable Town by-laws.
- 6.3 The playing of music is prohibited at an outdoor boulevard café.
- 6.4 The right of access for the Town will be maintained should repairs or maintenance be required on the boulevard on which the outdoor boulevard café is located.
- 6.5 Any and all emergency accesses and exits as marked on the approved plan will be maintained.
- 6.6 A liability insurance policy in an amount of no less than \$2,000,000, with a cross liability clause naming the Town as an additional insured will be obtained.
- 6.7 An outdoor boulevard café shall not impede the flow of pedestrian traffic. A minimum 1.5 metre wide free and clear pathway must be maintained on the sidewalk at all times.
- 6.8 An outdoor boulevard café must be enclosed by a fence or railing that is at least 0.9 metres high, but no more than 1.2 metres high. If alcoholic beverages are to be served, the fencing requirements of the Alcohol and Gaming Commission of Ontario will supersede this requirement.
- 6.9 Where possible, a fence associated with an outdoor boulevard café shall not obstruct the sight lines of an intersection.
- 6.10 No permanent structures shall be permitted.
- 6.11 All elements of an outdoor boulevard café (i.e. fencing, tables, chairs, heaters, etc.) must be removed from the sidewalk at the termination of the permit.
- 6.12 Any and all lighting associated with an outdoor boulevard café must be directed away from residential areas, other properties and streets.

7 Inspection

- 7.1 Any person to whom a permit has been issued pursuant to this by-law shall permit any Officer to inspect the premises for which the permit was issued at any time.

8 Heritage Permits

- 8.1 Issuance of a permit for an outdoor boulevard café by the Town will constitute approval of a Heritage Permit for the alteration of the exterior of a building within the Downtown Orangeville Heritage Conservation District, as designated under Part V of the *Ontario Heritage Act*.

9 Revocation, Suspension

- 9.1 The Town reserves the right to terminate permission at any time for any or no reason upon fourteen (14) days written notice, mailed or delivered to the applicant's last known address.

10 Offence and Penalty

- 10.1 Any person who contravenes any provision of this by-law is guilty of an offence and upon conviction is liable to a fine and/or penalty as provided for in the *Provincial Offences Act, R.S.O. 1990, Chapter P.33 as amended*, for each offence and such penalty and/or fine shall be recoverable under the *Provincial Offences Act*

11 Word Usage

- 11.1 As used in this by-law, words used in the present tense include the future; words used in the masculine gender include the feminine and neuter; and the singular number includes the plural and the plural the singular.
- 11.2 The headings and subheadings used in this by-law shall not form part of the by-law, but shall be deemed to be inserted for convenience of reference only.

12 Severability

- 12.1 Should any section or subsection of this by-law or any part or parts thereof be found by law to be illegal or beyond the power of Council to enact, such section or subsection or part or parts thereof shall be deemed to be severable so that the remainder of this by-law is separate and therefore enacted as such.

13 Conflict with any Other By-Law

- 13.1 In the event of any conflict between any provisions of this by-law and any other by-law previously passed, the provisions of this by-law shall prevail.

14 Short Title

- 14.1 This by-law shall be known as the "Outdoor Boulevard Café By-law."

15 Effective Date

- 15.1 This by-law shall come into force and take effect on the date of passing.

Read three times and finally passed in open Council this 5th day of May, 2003.

Signed by D. Brown

Drew Brown, Mayor

Signed by C. Johns

Cheryl Johns, Clerk

Subject: 2023 Interim Tax Levy

Department: Corporate Services

Division: Finance

Report #: CPS-2023-001

Meeting Date: 2023-01-09

Recommendations

That report CPS-2023-001, regarding the 2023 Interim Tax Levy, be received;

And that Council pass a by-law to provide for the levy and collection of interim taxes required.

Background and Analysis

Under Section 317 (1) of the Municipal Act, 2001, S.O. 2001, municipalities are permitted to pass a by-law to levy interim taxes on all rateable properties for local municipal purposes. The maximum allowable interim levy is 50% of the prior year's adjusted taxes.

The proposed interim tax levy by-law provides for the levy of interim taxes for the 2023 taxation year as authorized under the authority of Section 317 of the Municipal Act S.O. 2001.

Consistent with the Town's practice in previous years, the 2023 interim tax levy will be payable in installments. The tax installment dates requested are February 23rd and April 25th, which have been included in the 2023 Interim Tax Levy By-Law. The 2023 final tax rates will be established following the approval of budgets of the Town of Orangeville, The County of Dufferin and of the Province. The interim levy will be deducted from the final levy.

Strategic Alignment

Orangeville Forward – Strategic Plan

Priority Area: Strong Governance

Objective: Financial Responsibility

Sustainable Neighbourhood Action Plan

Theme: Corporate and Fiscal

Strategy: Demonstrate municipal leadership by considering the environment, social and economic impacts of all Town decisions.

Notice Provisions

Not applicable

Financial Impact

The interim levy is required to provide the necessary cash flow to meet the obligations for the Town including interim payments to the County of Dufferin and the School Boards until the annual tax rate can be set and final notices are prepared in May 2023.

Respectfully submitted

Prepared by

Nandini Syed, MPA, CMM III, CPA, CMA,
Treasurer, Corporate Services

Connie Brown, Supervisor Customer
Service, Taxation and Revenue,
Corporate Services

Attachment(s):

1. 2023 Interim Tax Levy By-law



The Corporation of the Town of Orangeville

By-law Number - 2023

A By-Law to provide for the levy and collection of rates or levies for the Town of Orangeville for the interim levy for the year 2023.

Whereas section 317(1) of the Municipal Act, S.O. 2001, c.25, as amended, provides for interim tax levies:

Be it therefore enacted by the Municipal Council of the Corporation of the Town of Orangeville as follows:

1. That the interim tax levy for 2023 shall equal but not exceed 50% of the total amount of taxes levied on each property in the Town of Orangeville for municipal and school purposes for the previous year (2022).
2. That for purposes of the preceding calculation, if any taxes for municipal and school purposes were levied on a property for only part of the previous year because assessment was added to the collector's roll during the year, an amount shall be added equal to the additional taxes that would have been levied on the property if the taxes for municipal and school purposes had been levied for the entire year.
3. That the taxes shall be payable in two installments as follows for all property classes:
 - i. February 23rd, 2023
 - ii. April 25th, 2023
4. That a penalty charge of one and one quarter (1.25) per cent of the amount of taxes due and unpaid be added on the first day of default and on the first day of each calendar month thereafter in which default continues, as set out in the Municipal Act.
5. That the Treasurer for the Town of Orangeville is hereby authorized to mail or cause to be mailed, the notice specifying the amount of taxes payable by any person liable for taxes, to the address of the person or persons to whom such notice is required.

6. That taxes are payable at the Municipal Office, 87 Broadway, Orangeville, Ontario, L9W 1K1.

Passed in open Council this 9th day of January 2023

Lisa Post, Mayor

Carolina Khan, Clerk

Subject: 2023 Interim Borrowing

Department: Corporate Services

Division: Finance

Report #: CPS-2023-002

Meeting Date: 2023-01-09

Recommendations

That report CPS-2023-002, 2023 Interim Borrowing, dated January 9, 2023, be received;

And that Council pass a by-law to authorize external temporary borrowing in 2023.

Background and Analysis

Subsection 407(1) of the Municipal Act, 2001 (the “Act”) permits a municipality to authorize the temporary borrowing of funds to meet the current expenditures of the Corporation, until the main revenue source of property taxes have been collected and other revenues received.

Pursuant to subsection 407(2), unless otherwise approved by the Ontario Municipal Board, the total amount borrowed at any one time plus any outstanding amounts of principal borrowed and accrued interest shall not exceed,

- (a) from January 1 to September 30 in the year, 50 per cent of the total estimated revenues as set out in the budget adopted for the year; and
- (b) from October 1 to December 31 in the year, 25 per cent of the total estimated revenues as set out in the budget adopted for the year.

Subsection 407(3) permits that pending the current year budget approval; the limits upon borrowing shall be calculated using the budget adopted for the previous year. Therefore, the amount that may be temporarily borrowed shall not exceed the sum of \$28,000,000 between January 1 and September 30, 2023; and shall not exceed the sum of \$14,000,000 between October 1 and December 31, 2023.

The use of temporary borrowing is a common and efficient cash management tool. While we do not anticipate using this option in 2023, it is common practice and

recommended that Council enact a by-law to authorize the temporary borrowing of monies, as required, up to the maximum allowed to meet the current expenditures of the municipality pending cash receipt of property taxes and other revenues. A by-law requesting interim borrowing is presented for Council's consideration.

Strategic Alignment

Orangeville Forward – Strategic Plan

Priority Area: Strong Governance

Objective: Financial responsibility

Sustainable Neighbourhood Action Plan

Theme: Corporate and Fiscal

Strategy: Demonstrate municipal leadership by considering the environment, social and economic impacts of all Town decisions.

Notice Provisions

None

Financial Impact

All amounts borrowed in the year to meet current expenditures of the Corporation, with interest thereon, can be accommodated within the 2023 operating budget.

Respectfully submitted

Reviewed by

Nandini Syed, MPA, CMM III, CPA, CMA
Treasurer, Corporate Services

Mandip Jhajj, CPA, CGA
Deputy Treasurer, Corporate Services

Prepared by

Dylan Prince, CPA
Financial Analyst - Operations, Corporate Services

Attachment(s): Not Applicable

Subject: 2022 Municipal and School Board Election Accessibility Report

Department: Corporate Services

Division: Clerks

Report #: CPS-2023-003

Meeting Date: 2023-01-09

Recommendations

That Report CPS- 2023-003 2022 Municipal and School Board Election Accessibility Report, be received.

Background and Analysis

In addition to existing accessibility requirements pursuant to the Accessibility for Ontarians with Disabilities Act, 2005, the Municipal Elections Act states:

Section 12.1 (1)

A clerk who is responsible for conducting an election shall have regard to the needs of electors and candidates with disabilities.

Section 12.1 (2)

Within 90 days after voting day in a regular election, the clerk shall submit a report to council about the identification, removal and prevention of barriers that affect electors and candidates with disabilities.

Section 41 (3)

The clerk shall make such changes to some or all of the ballots as he or she considers necessary or desirable to allow electors with visual impairments to vote without assistance referred to in paragraph 4 of subsection 52 (1).

Section 45 (2)

In establishing the locations of voting places, the clerk shall ensure that each voting place is accessible to electors with disabilities

Pursuant to the reporting requirements established in the Municipal Elections Act, this report outlines the various initiatives undertaken to ensure an accessible 2022 Municipal and School Board Election.

Voting Location Accessibility Checklist

The Voting Location Accessibility Checklist was developed for the purposes of the election and was reviewed by the Joint Accessibility Advisory Committee (JAAC) prior to locations being confirmed for use in the election. Town of Orangeville and County of Dufferin staff visited every voting location and verified all the items on the Voting Location Accessibility Checklist (see attachment 1) to ensure each location was fully accessible. JAAC was subsequently provided an update on the results of the visits once complete.

Election Accessibility Plan 2022

Attachment 2 to this report is the Election Accessibility Plan which sets out the measures implemented to ensure the 2022 Municipal and School Board Election was accessible to all voters.

The plan highlights a number of measures which include, but are not limited to, voting proxies to allow residents to appoint a proxy to vote on their behalf and accessible voting equipment, which included the use of an audio ballot marker that uses either a sip'n'puff, handheld assisted technology device, or paddles to mark a ballot.

The Town also offered both a Reduced Hour Voting Program and a new Vote at Home program. The Reduced Hour Voting Program was available at each long-term care home in Orangeville as well as at the hospital, to allow residents at those institutions the opportunity vote. The Vote at Home Program allowed residents who were homebound to have election officials attend at their home to administer the vote. Nineteen residents utilized this service and staff received very positive feedback about the initiative.

Accessibility Feedback Form

Attachment 3 to this report is the Accessibility Feedback Form which was available to the public on the Town website and on the election portal. This form was also provided to Election Officials to complete regarding any election related accessibility concerns.

The only accessibility issues identified were the distance from the parking lot at Alder Street Recreation Centre to the entrance doors and the use of the second floor for the voting place. Clerk's staff have noted such concerns and will consider this feedback in future election planning, in particular to address distance concerns and to enhance awareness of elevator access.

Strategic Alignment**Orangeville Forward – Strategic Plan**

Priority Area: Municipal Services, Strong Governance

Objective: Delivered with a focus on customer service, transparent and fair decision making process

Sustainable Neighbourhood Action Plan

Theme: Corporate and Fiscal

Strategy: Demonstrate municipal leadership by considering the environmental, social, and economic impacts of all Town decisions

Notice Provisions

Not Applicable

Financial Impact

Not Applicable.

Respectfully submitted

Karen Landry
General Manager, Corporate Services

Reviewed by

Carolina Khan
Town Clerk, Corporate Services

Prepared by

Tracy Macdonald
Deputy Clerk, Corporate Services

Attachment(s):

1. Voting Location Accessibility Checklist
2. Election Accessibility Plan 2022
3. Accessibility Feedback Form

Voting Location Accessibility Checklist	
Voting Location: Alder	
Address:	275 Alder Street
Facility Type:	Town facility
Date of Review:	
Key Required:	Key Arrangements:
Contact Person:	
Alternate Contact:	

Comments

1. Exterior Access:

Is there Exterior Signage?		Yes	No	
	Is the identifier clearly visible from the street and sidewalk?	<input type="checkbox"/>	<input type="checkbox"/>	

Is there accessible parking?		Yes	No	
	What is the total number of parking spaces on site?	<input type="checkbox"/>	<input type="checkbox"/>	
	What is the total number of accessible parking spaces on site?	<input type="checkbox"/>	<input type="checkbox"/>	
	Location in respect to the entrance/distance to walk	<input type="checkbox"/>	<input type="checkbox"/>	
	Are the accessible parking spaces located on a firm, level surface?	<input type="checkbox"/>	<input type="checkbox"/>	
	Are the accessible parking spaces designated by a vertical sign? As outlined in section 5 of Traffic by law	<input type="checkbox"/>	<input type="checkbox"/>	
	Are the accessible parking spaces designated by markings on the pavement?	<input type="checkbox"/>	<input type="checkbox"/>	
	Is the parking area well lit?	<input type="checkbox"/>	<input type="checkbox"/>	

Is there an unobstructed path from parking to main entrance?		Yes	No	
	Are curb cuts provided to the barrier-free path of travel?	<input type="checkbox"/>	<input type="checkbox"/>	
	Is the approach to the voting area easy to travel (no broken pavement or potholes)?	<input type="checkbox"/>	<input type="checkbox"/>	
	Is there a ramp located in the barrier-free path of travel?	<input type="checkbox"/>	<input type="checkbox"/>	
	Accessible route from parking to entrance?	<input type="checkbox"/>	<input type="checkbox"/>	
	Handrails on ramp?	<input type="checkbox"/>	<input type="checkbox"/>	
	Is the path well lit?	<input type="checkbox"/>	<input type="checkbox"/>	

Drop-Off and Loading Zones

	Location	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Signage	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Lighting	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Surface - gravel, pavement etc.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Suitable for Voter Drop-off	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

2. Interior Access

Is there an accessible entrance into the building?		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
	Is the entrance well lit?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
	Is there any form of obstacle at the entrance ie lip on the doorway?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
	Is the width of the door opening a minimum of	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
	Does the main accessible entrance have an automatic door opener? If no, can door safely be propped open	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
	Is the entrance clearly marked with signage?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
	Adequate turnaround space in vestibule for wheelchair	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Are interior corridors and doorways accessible?		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
	Path of travel from entrance	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
	Is the elevator clearly visible or is there adequate signage?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
	Is the area free of obstacles? (no uneven surfaces, tripping hazards)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
	Is the width of the door opening wide enough to permit a wheelchair?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
	Is the flooring non-slip, even and level? Doormats level with the floor?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
	Are corridors wide enough for a wheelchair to pass?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
	Adequate headroom	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
	Corridors free from obstacles?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
	Well lit?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
	Is door hardware accessible?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
	Direction of door swing - inward or outward	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	

Elevator

	Location	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Signage	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Audible Announcements	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Doors opens wide enough for wheelchair and stay open min 7 seconds	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

	Buttons height	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Internal dimensions minimum large enough for a wheelchair	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Lighting	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Power Assist	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Braille numbers/Control Panel Lettering	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

3. Voting Location

	Is the voting location well lit?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Are there seats available for people to rest if needed?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Is there enough space inside the voting area for a wheelchair to move easily?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Fire Exits

	Fire Exits? Signed?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Fire Exits Accessible?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Stairways (only to be used if ramp/elevator also available)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Stairways - Inside	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Stairways - Outside	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Stairway well lit?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Handrails on both sides?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Surfaces - slippery if wet	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Does the building have an accessible washroom?

	Is the washroom clearly identified by signage?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Is the width of the door opening wide enough for a wheelchair?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Accessible door handle	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Power assist	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Location of button	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Direction of door swing inward or outward	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Accessible washroom stall	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	toilet flush control automatic/located on side where individual would transfer from	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Are grab bars mounted on the wall behind the urinal and on the side wall?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Additonal Notes:

Facilities Check
Tables Available:
Chairs Available:
Wireless Internet Available:
Location of outlets
Kitchen Facilities:
Regulations for service animals:
Locations of windows, doors, exits

Voting Location Accessibility Checklist	
Voting Location: Best Western Plus Orangeville Inn and Suites	
Address:	7 Buena Vista Dr
Facility Type:	Hotel
Date of Review:	
Key Required:	Key Arrangements:
Contact Person:	
Alternate Contact:	

Comments

1. Exterior Access:

Is there Exterior Signage?	
	Is the identifier clearly visible from the street and sidewalk?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Is there accessible parking?	
	What is the total number of parking spaces on site?
	What is the total number of accessible parking spaces on site?
	Location in respect to the entrance/distance to walk
	Are the accessible parking spaces located on a firm, level surface?
	Are the accessible parking spaces designated by a vertical sign? As outlined in section 5 of Traffic by law
	Are the accessible parking spaces designated by markings on the pavement?
	Is the parking area well lit?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Is there an unobstructed path from parking to main entrance?	
	Are curb cuts provided to the barrier-free path of travel?
	Is the approach to the voting area easy to travel (no broken pavement or potholes)?
	Is there a ramp located in the barrier-free path of travel?
	Accessible route from parking to entrance?
	Handrails on ramp?
	Is the path well lit?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Drop-Off and Loading Zones

	Location	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Signage	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Lighting	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Surface - gravel, pavement etc.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Suitable for Voter Drop-off	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

2. Interior Access

Is there an accessible entrance into the building?		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Is the entrance well lit?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Is there any form of obstacle at the entrance ie lip on the doorway?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Is the width of the door opening a minimum of	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Does the main accessible entrance have an automatic door opener? If no, can door safely be propped open	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Is the entrance clearly marked with signage?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Adequate turnaround space in vestibule for wheelchair	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are interior corridors and doorways accessible?		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Path of travel from entrance	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Is the elevator clearly visible or is there adequate signage?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Is the area free of obstacles? (no uneven surfaces, tripping hazards)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Is the width of the door opening wide enough to permit a wheelchair?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Is the flooring non-slip, even and level? Doormats level with the floor?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Are corridors wide enough for a wheelchair to pass?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Adequate headroom	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Corridors free from obstacles?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Well lit?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Is door hardware accessible?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Direction of door swing - inward or outward	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Elevator

	Location	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Signage	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Audible Announcements	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Doors opens wide enough for wheelchair and stay open min 7 seconds	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

	Buttons height	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Internal dimensions minimum large enough for a wheelchair	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Lighting	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Power Assist	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Braille numbers/Control Panel Lettering	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

3. Voting Location

	Is the voting location well lit?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Are there seats available for people to rest if needed?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Is there enough space inside the voting area for a wheelchair to move easily?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Fire Exits

	Fire Exits? Signed?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Fire Exits Accessible?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Stairways (only to be used if ramp/elevator also available)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Stairways - Inside	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Stairways - Outside	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Stairway well lit?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Handrails on both sides?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Surfaces - slippery if wet	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Does the building have an accessible washroom?

	Is the washroom clearly identified by signage?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Is the width of the door opening wide enough for a wheelchair?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Accessible door handle	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Power assist	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Location of button	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Direction of door swing inward or outward	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Accessible washroom stall	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	toilet flush control automatic/located on side where individual would transfer from	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Are grab bars mounted on the wall behind the urinal and on the side wall?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Additonal Notes:

Facilities Check
Tables Available:
Chairs Available:
Wireless Internet Available:
Location of outlets
Kitchen Facilities:
Regulations for service animals:
Locations of windows, doors, exits

Voting Location Accessibility Checklist	
Voting Location: New Hope Community Church	
Address:	690 Riddell Road
Facility Type:	Church
Date of Review:	
Key Required:	Key Arrangements:
Contact Person:	
Alternate Contact:	

Comments

1. Exterior Access:

Is there Exterior Signage?	
	Is the identifier clearly visible from the street and sidewalk?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Is there accessible parking?	
	What is the total number of parking spaces on site?
	What is the total number of accessible parking spaces on site?
	Location in respect to the entrance/distance to walk
	Are the accessible parking spaces located on a firm, level surface?
	Are the accessible parking spaces designated by a vertical sign? As outlined in section 5 of Traffic by law
	Are the accessible parking spaces designated by markings on the pavement?
	Is the parking area well lit?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Is there an unobstructed path from parking to main entrance?	
	Are curb cuts provided to the barrier-free path of travel?
	Is the approach to the voting area easy to travel (no broken pavement or potholes)?
	Is there a ramp located in the barrier-free path of travel?
	Accessible route from parking to entrance?
	Handrails on ramp?
	Is the path well lit?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Drop-Off and Loading Zones

	Location	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Signage	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Lighting	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Surface - gravel, pavement etc.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Suitable for Voter Drop-off	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

2. Interior Access

Is there an accessible entrance into the building?		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Is the entrance well lit?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Is there any form of obstacle at the entrance ie lip on the doorway?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Is the width of the door opening a minimum of	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Does the main accessible entrance have an automatic door opener? If no, can door safely be propped open	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Is the entrance clearly marked with signage?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Adequate turnaround space in vestibule for wheelchair	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are interior corridors and doorways accessible?		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Path of travel from entrance	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Is the elevator clearly visible or is there adequate signage?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Is the area free of obstacles? (no uneven surfaces, tripping hazards)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Is the width of the door opening wide enough to permit a wheelchair?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Is the flooring non-slip, even and level? Doormats level with the floor?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Are corridors wide enough for a wheelchair to pass?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Adequate headroom	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Corridors free from obstacles?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Well lit?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Is door hardware accessible?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Direction of door swing - inward or outward	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Elevator

	Location	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Signage	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Audible Announcements	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Doors opens wide enough for wheelchair and stay open min 7 seconds	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

	Buttons height	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Internal dimensions minimum large enough for a wheelchair	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Lighting	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Power Assist	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Braille numbers/Control Panel Lettering	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

3. Voting Location

	Is the voting location well lit?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Are there seats available for people to rest if needed?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Is there enough space inside the voting area for a wheelchair to move easily?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Fire Exits

	Fire Exits? Signed?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Fire Exits Accessible?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Stairways (only to be used if ramp/elevator also available)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Stairways - Inside	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Stairways - Outside	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Stairway well lit?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Handrails on both sides?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Surfaces - slippery if wet	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Does the building have an accessible washroom?

	Is the washroom clearly identified by signage?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Is the width of the door opening wide enough for a wheelchair?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Accessible door handle	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Power assist	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Location of button	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Direction of door swing inward or outward	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Accessible washroom stall	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	toilet flush control automatic/located on side where individual would transfer from	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Are grab bars mounted on the wall behind the urinal and on the side wall?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Additonal Notes:

Facilities Check
Tables Available:
Chairs Available:
Wireless Internet Available:
Location of outlets
Kitchen Facilities:
Regulations for service animals:
Locations of windows, doors, exits

Voting Location Accessibility Checklist	
Voting Location: Tony Rose	
Address:	6 Northmen Way
Facility Type:	Town facility
Date of Review:	
Key Required:	Key Arrangements:
Contact Person:	
Alternate Contact:	

1. Exterior Access:

Is there Exterior Signage?		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<input type="checkbox"/>	Is the identifier clearly visible from the street and sidewalk?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Is there accessible parking?		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<input type="checkbox"/>	What is the total number of parking spaces on site?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<input type="checkbox"/>	What is the total number of accessible parking spaces on site?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<input type="checkbox"/>	Location in respect to the entrance/distance to walk	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<input type="checkbox"/>	Are the accessible parking spaces located on a firm, level surface?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<input type="checkbox"/>	Are the accessible parking spaces designated by a vertical sign? As outlined in section 5 of Traffic by law	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<input type="checkbox"/>	Are the accessible parking spaces designated by markings on the pavement?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<input type="checkbox"/>	Is the parking area well lit?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Is there an unobstructed path from parking to main entrance?		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<input type="checkbox"/>	Are curb cuts provided to the barrier-free path of travel?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<input type="checkbox"/>	Is the approach to the voting area easy to travel (no broken pavement or potholes)?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<input type="checkbox"/>	Is there a ramp located in the barrier-free path of travel?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<input type="checkbox"/>	Accessible route from parking to entrance?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<input type="checkbox"/>	Handrails on ramp?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<input type="checkbox"/>	Is the path well lit?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Drop-Off and Loading Zones

	Location	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Signage	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Lighting	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Surface - gravel, pavement etc.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Suitable for Voter Drop-off	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

2. Interior Access

Is there an accessible entrance into the building?		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Is the entrance well lit?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Is there any form of obstacle at the entrance ie lip on the doorway?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Is the width of the door opening a minimum of	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Does the main accessible entrance have an automatic door opener? If no, can door safely be propped open	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Is the entrance clearly marked with signage?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Adequate turnaround space in vestibule for wheelchair	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are interior corridors and doorways accessible?		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Path of travel from entrance	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Is the elevator clearly visible or is there adequate signage?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Is the area free of obstacles? (no uneven surfaces, tripping hazards)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Is the width of the door opening wide enough to permit a wheelchair?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Is the flooring non-slip, even and level? Doormats level with the floor?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Are corridors wide enough for a wheelchair to pass?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Adequate headroom	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Corridors free from obstacles?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Well lit?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Is door hardware accessible?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Direction of door swing - inward or outward	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Elevator

	Location	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Signage	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Audible Announcements	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Doors opens wide enough for wheelchair and stay open min 7 seconds	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

	Buttons height	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Internal dimensions minimum large enough for a wheelchair	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Lighting	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Power Assist	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Braille numbers/Control Panel Lettering	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

3. Voting Location

	Is the voting location well lit?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Are there seats available for people to rest if needed?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Is there enough space inside the voting area for a wheelchair to move easily?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Fire Exits

	Fire Exits? Signed?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Fire Exits Accessible?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Stairways (only to be used if ramp/elevator also available)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Stairways - Inside	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Stairways - Outside	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Stairway well lit?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Handrails on both sides?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Surfaces - slippery if wet	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Does the building have an accessible washroom?

	Is the washroom clearly identified by signage?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Is the width of the door opening wide enough for a wheelchair?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Accessible door handle	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Power assist	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Location of button	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Direction of door swing inward or outward	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Accessible washroom stall	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	toilet flush control automatic/located on side where individual would transfer from	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Are grab bars mounted on the wall behind the urinal and on the side wall?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Additonal Notes:

Comments

Facilities Check
Tables Available:
Chairs Available:
Wireless Internet Available:
Location of outlets
Kitchen Facilities:
Regulations for service animals:
Locations of windows, doors, exits

[illegible]

Voting Location Accessibility Checklist	
Voting Location:	
Address:	
Facility Type:	
Date of Review:	
Key Required:	Key Arrangements:
Contact Person:	
Alternate Contact:	

1. Exterior Access:

Is there Exterior Signage?		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<input type="checkbox"/>	Is the identifier clearly visible from the street and sidewalk?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Is there accessible parking?		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<input type="checkbox"/>	What is the total number of parking spaces on site?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<input type="checkbox"/>	What is the total number of accessible parking spaces on site?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<input type="checkbox"/>	Location in respect to the entrance/distance to walk	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<input type="checkbox"/>	Are the accessible parking spaces located on a firm, level surface?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<input type="checkbox"/>	Are the accessible parking spaces designated by a vertical sign? As outlined in section 5 of Traffic by law	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<input type="checkbox"/>	Are the accessible parking spaces designated by markings on the pavement?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<input type="checkbox"/>	Is the parking area well lit?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Is there an unobstructed path from parking to main entrance?		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<input type="checkbox"/>	Are curb cuts provided to the barrier-free path of travel?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<input type="checkbox"/>	Is the approach to the voting area easy to travel (no broken pavement or potholes)?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<input type="checkbox"/>	Is there a ramp located in the barrier-free path of travel?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<input type="checkbox"/>	Accessible route from parking to entrance?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<input type="checkbox"/>	Handrails on ramp?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<input type="checkbox"/>	Is the path well lit?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Drop-Off and Loading Zones

Location	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Signage	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Lighting	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Surface - gravel, pavement etc.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Suitable for Voter Drop-off	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

2. Interior Access

Is there an accessible entrance into the building?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is the entrance well lit?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is there any form of obstacle at the entrance ie lip on the doorway?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is the width of the door opening a minimum of	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Does the main accessible entrance have an automatic door opener? If no, can door safely be propped open	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is the entrance clearly marked with signage?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Adequate turnaround space in vestibule for wheelchair	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are interior corridors and doorways accessible?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Path of travel from entrance	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is the elevator clearly visible or is there adequate signage?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is the area free of obstacles? (no uneven surfaces, tripping hazards)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is the width of the door opening wide enough to permit a wheelchair?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is the flooring non-slip, even and level? Doormats level with the floor?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are corridors wide enough for a wheelchair to pass?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Adequate headroom	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Corridors free from obstacles?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Well lit?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is door hardware accessible?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Direction of door swing - inward or outward	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Elevator

Location	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Signage	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Audible Announcements	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Doors opens wide enough for wheelchair and stay open min 7 seconds	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

	Buttons height	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Internal dimensions minimum large enough for a wheelchair	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Lighting	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Power Assist	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Braille numbers/Control Panel Lettering	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

3. Voting Location

	Is the voting location well lit?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Are there seats available for people to rest if needed?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Is there enough space inside the voting area for a wheelchair to move easily?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Fire Exits

	Fire Exits? Signed?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Fire Exits Accessible?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Stairways (only to be used if ramp/elevator also available)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Stairways - Inside	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Stairways - Outside	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Stairway well lit?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Handrails on both sides?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Surfaces - slippery if wet	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Does the building have an accessible washroom?

	Is the washroom clearly identified by signage?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Is the width of the door opening wide enough for a wheelchair?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Accessible door handle	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Power assist	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Location of button	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Direction of door swing inward or outward	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Accessible washroom stall	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	toilet flush control automatic/located on side where individual would transfer from	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Are grab bars mounted on the wall behind the urinal and on the side wall?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Additional Notes:

Comments

Facilities Check
Tables Available:
Chairs Available:
Wireless Internet Available:
Location of outlets
Kitchen Facilities:
Regulations for service animals:
Locations of windows, doors, exits

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

Voting Location Accessibility Checklist	
Voting Location: Canadian Reformed Church	
Address:	55 C Line
Facility Type:	Church
Date of Review:	
Key Required:	Key Arrangements:
Contact Person:	
Alternate Contact:	

1. Exterior Access:

Is there Exterior Signage?		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<input type="checkbox"/>	Is the identifier clearly visible from the street and sidewalk?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Is there accessible parking?		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<input type="checkbox"/>	What is the total number of parking spaces on site?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<input type="checkbox"/>	What is the total number of accessible parking spaces on site?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<input type="checkbox"/>	Location in respect to the entrance/distance to walk	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<input type="checkbox"/>	Are the accessible parking spaces located on a firm, level surface?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<input type="checkbox"/>	Are the accessible parking spaces designated by a vertical sign? As outlined in section 5 of Traffic by law	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<input type="checkbox"/>	Are the accessible parking spaces designated by markings on the pavement?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<input type="checkbox"/>	Is the parking area well lit?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Is there an unobstructed path from parking to main entrance?		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<input type="checkbox"/>	Are curb cuts provided to the barrier-free path of travel?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<input type="checkbox"/>	Is the approach to the voting area easy to travel (no broken pavement or potholes)?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<input type="checkbox"/>	Is there a ramp located in the barrier-free path of travel?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<input type="checkbox"/>	Accessible route from parking to entrance?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<input type="checkbox"/>	Handrails on ramp?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<input type="checkbox"/>	Is the path well lit?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Drop-Off and Loading Zones

Location	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Signage	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Lighting	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Surface - gravel, pavement etc.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Suitable for Voter Drop-off	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

2. Interior Access

Is there an accessible entrance into the building?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is the entrance well lit?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is there any form of obstacle at the entrance ie lip on the doorway?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is the width of the door opening a minimum of	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Does the main accessible entrance have an automatic door opener? If no, can door safely be propped open	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is the entrance clearly marked with signage?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Adequate turnaround space in vestibule for wheelchair	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are interior corridors and doorways accessible?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Path of travel from entrance	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is the elevator clearly visible or is there adequate signage?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is the area free of obstacles? (no uneven surfaces, tripping hazards)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is the width of the door opening wide enough to permit a wheelchair?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is the flooring non-slip, even and level? Doormats level with the floor?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are corridors wide enough for a wheelchair to pass?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Adequate headroom	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Corridors free from obstacles?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Well lit?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is door hardware accessible?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Direction of door swing - inward or outward	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Elevator

Location	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Signage	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Audible Announcements	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Doors opens wide enough for wheelchair and stay open min 7 seconds	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

	Buttons height	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Internal dimensions minimum large enough for a wheelchair	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Lighting	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Power Assist	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Braille numbers/Control Panel Lettering	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

3. Voting Location

	Is the voting location well lit?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Are there seats available for people to rest if needed?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Is there enough space inside the voting area for a wheelchair to move easily?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Fire Exits

	Fire Exits? Signed?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Fire Exits Accessible?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Stairways (only to be used if ramp/elevator also available)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Stairways - Inside	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Stairways - Outside	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Stairway well lit?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Handrails on both sides?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Surfaces - slippery if wet	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Does the building have an accessible washroom?

	Is the washroom clearly identified by signage?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Is the width of the door opening wide enough for a wheelchair?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Accessible door handle	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Power assist	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Location of button	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Direction of door swing inward or outward	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Accessible washroom stall	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	toilet flush control automatic/located on side where individual would transfer from	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Are grab bars mounted on the wall behind the urinal and on the side wall?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Additional Notes:

Check traffic by law section 5 re parking/signs

Comments

Facilities Check
Tables Available:
Chairs Available:
Wireless Internet Available:
Location of outlets
Kitchen Facilities:
Regulations for service animals:
Locations of windows, doors, exits

[illegible]

Voting Location Accessibility Checklist	
Voting Location: Town Hall	
Address:	87 Broadway
Facility Type:	Town facility
Date of Review:	
Key Required:	Key Arrangements:
Contact Person:	
Alternate Contact:	

1. Exterior Access:

Is there Exterior Signage?		Yes	No
<input type="checkbox"/>	Is the identifier clearly visible from the street and sidewalk?	<input type="checkbox"/>	<input type="checkbox"/>

Is there accessible parking?		Yes	No
<input type="checkbox"/>	What is the total number of parking spaces on site?	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	What is the total number of accessible parking spaces on site?	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Location in respect to the entrance/distance to walk	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Are the accessible parking spaces located on a firm, level surface?	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Are the accessible parking spaces designated by a vertical sign? As outlined in section 5 of Traffic by law	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Are the accessible parking spaces designated by markings on the pavement?	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Is the parking area well lit?	<input type="checkbox"/>	<input type="checkbox"/>

Is there an unobstructed path from parking to main entrance?		Yes	No
<input type="checkbox"/>	Are curb cuts provided to the barrier-free path of travel?	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Is the approach to the voting area easy to travel (no broken pavement or potholes)?	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Is there a ramp located in the barrier-free path of travel?	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Accessible route from parking to entrance?	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Handrails on ramp?	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Is the path well lit?	<input type="checkbox"/>	<input type="checkbox"/>

Drop-Off and Loading Zones

Location	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Signage	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Lighting	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Surface - gravel, pavement etc.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Suitable for Voter Drop-off	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

2. Interior Access

Is there an accessible entrance into the building?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is the entrance well lit?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is there any form of obstacle at the entrance ie lip on the doorway?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is the width of the door opening a minimum of	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Does the main accessible entrance have an automatic door opener? If no, can door safely be propped open	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is the entrance clearly marked with signage?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Adequate turnaround space in vestibule for wheelchair	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are interior corridors and doorways accessible?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Path of travel from entrance	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is the elevator clearly visible or is there adequate signage?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is the area free of obstacles? (no uneven surfaces, tripping hazards)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is the width of the door opening wide enough to permit a wheelchair?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is the flooring non-slip, even and level? Doormats level with the floor?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are corridors wide enough for a wheelchair to pass?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Adequate headroom	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Corridors free from obstacles?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Well lit?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is door hardware accessible?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Direction of door swing - inward or outward	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Elevator

Location	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Signage	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Audible Announcements	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Doors opens wide enough for wheelchair and stay open min 7 seconds	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

	Buttons height	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Internal dimensions minimum large enough for a wheelchair	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Lighting	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Power Assist	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Braille numbers/Control Panel Lettering	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

3. Voting Location

	Is the voting location well lit?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Are there seats available for people to rest if needed?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Is there enough space inside the voting area for a wheelchair to move easily?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Fire Exits

	Fire Exits? Signed?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Fire Exits Accessible?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Stairways (only to be used if ramp/elevator also available)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Stairways - Inside	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Stairways - Outside	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Stairway well lit?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Handrails on both sides?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Surfaces - slippery if wet	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Does the building have an accessible washroom?

	Is the washroom clearly identified by signage?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Is the width of the door opening wide enough for a wheelchair?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Accessible door handle	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Power assist	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Location of button	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Direction of door swing inward or outward	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Accessible washroom stall	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	toilet flush control automatic/located on side where individual would transfer from	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Are grab bars mounted on the wall behind the urinal and on the side wall?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Additional Notes:

Check traffic by law section 5 re parking/signs

Comments

Facilities Check
Tables Available:
Chairs Available:
Wireless Internet Available:
Location of outlets
Kitchen Facilities:
Regulations for service animals:
Locations of windows, doors, exits

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

[illegible]

Voting Location Accessibility Checklist	
Voting Location: Christian Reformed Church	
Address:	50 Blind Line
Facility Type:	Church
Date of Review:	
Key Required:	Key Arrangements:
Contact Person:	
Alternate Contact:	

1. Exterior Access:

Is there Exterior Signage?		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<input type="checkbox"/>	Is the identifier clearly visible from the street and sidewalk?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Is there accessible parking?		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<input type="checkbox"/>	What is the total number of parking spaces on site?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<input type="checkbox"/>	What is the total number of accessible parking spaces on site?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<input type="checkbox"/>	Location in respect to the entrance/distance to walk	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<input type="checkbox"/>	Are the accessible parking spaces located on a firm, level surface?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<input type="checkbox"/>	Are the accessible parking spaces designated by a vertical sign? As outlined in section 5 of Traffic by law	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<input type="checkbox"/>	Are the accessible parking spaces designated by markings on the pavement?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<input type="checkbox"/>	Is the parking area well lit?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Is there an unobstructed path from parking to main entrance?		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<input type="checkbox"/>	Are curb cuts provided to the barrier-free path of travel?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<input type="checkbox"/>	Is the approach to the voting area easy to travel (no broken pavement or potholes)?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<input type="checkbox"/>	Is there a ramp located in the barrier-free path of travel?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<input type="checkbox"/>	Accessible route from parking to entrance?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<input type="checkbox"/>	Handrails on ramp?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
<input type="checkbox"/>	Is the path well lit?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Drop-Off and Loading Zones

	Location	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Signage	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Lighting	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Surface - gravel, pavement etc.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Suitable for Voter Drop-off	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

2. Interior Access

Is there an accessible entrance into the building?		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Is the entrance well lit?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Is there any form of obstacle at the entrance ie lip on the doorway?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Is the width of the door opening a minimum of	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Does the main accessible entrance have an automatic door opener? If no, can door safely be propped open	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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	Adequate turnaround space in vestibule for wheelchair	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are interior corridors and doorways accessible?		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Path of travel from entrance	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Is the elevator clearly visible or is there adequate signage?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Is the area free of obstacles? (no uneven surfaces, tripping hazards)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Is the width of the door opening wide enough to permit a wheelchair?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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	Is door hardware accessible?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Direction of door swing - inward or outward	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Elevator

	Location	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Signage	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Audible Announcements	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Doors opens wide enough for wheelchair and stay open min 7 seconds	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

	Buttons height	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Internal dimensions minimum large enough for a wheelchair	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Lighting	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Power Assist	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Braille numbers/Control Panel Lettering	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

3. Voting Location

	Is the voting location well lit?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Are there seats available for people to rest if needed?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Is there enough space inside the voting area for a wheelchair to move easily?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Fire Exits

	Fire Exits? Signed?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Fire Exits Accessible?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Stairways (only to be used if ramp/elevator also available)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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	Stairway well lit?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Handrails on both sides?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Surfaces - slippery if wet	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

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	Accessible door handle	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Power assist	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Location of button	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Direction of door swing inward or outward	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Accessible washroom stall	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	toilet flush control automatic/located on side where individual would transfer from	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
	Are grab bars mounted on the wall behind the urinal and on the side wall?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Additonal Notes:

Comments

Facilities Check
Tables Available:
Chairs Available:
Wireless Internet Available:
Location of outlets
Kitchen Facilities:
Regulations for service animals:
Locations of windows, doors, exits

[illegible]



2022 Municipal Election

October 24, 2022

Election Accessibility Plan 2022

For information or assistance, please contact us at:

Main Town Hall Number:
In Person:

519-941-0440
87 Broadway
Orangeville, ON

Email:

elections@orangeville.ca

Website:

elections.orangeville.ca



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1. Overview

1.1 Introduction

The 2022 Municipal Election Accessibility Plan supports fair, full and equal access to electoral services for persons with disabilities.

This plan is intended to highlight measures that the Town will be implementing to ensure equal opportunity for all voters and candidates. These objectives include:

- That all voting locations are accessible;
- That persons with disabilities are able to independently cast their vote and verify their selection;
- That persons with disabilities have full and equal access to all information on where and when to vote and information on eligible candidates;
- That persons with disabilities can fully participate in the Municipal Election as an voter, candidate or election official;
- That efforts are made to ensure that voters with disabilities are aware of the accessibility measures available via channels including, but not limited to the newspaper, the Town's website and social media.

The Town Clerk's Office will continue to learn, develop and adjust our approaches in order to meet the needs of persons with disabilities. The review of accessibility issues and initiatives and addressing barrier prevention or removal is an ongoing practice. This plan may be improved and updated as new opportunities are identified or become available.

1.2 Municipal Elections Act

The Town Clerk is responsible for conducting municipal elections and establishing policies and procedures to ensure that all voters have the opportunity to fully participate in the 2022 municipal election.

The Municipal Elections Act, 1996, as amended, states the following:

- 12.1(1) A clerk who is responsible for conducting an election shall have regard to the needs of voters and candidates with disabilities.
- 12.1(2) The clerk shall prepare a plan regarding the identification, removal and prevention of barriers that affect voters and candidates with disabilities and shall make the plan available to the public before voting day in a regular election.
- 12.1(3) Within 90 days after voting day in a regular election, the clerk shall prepare a report about the identification, removal and prevention of barriers that affect voters and candidates with disabilities and shall make the report available to

the public.

- 41 (3) The clerk shall make such changes to some or all of the ballots as he or she considers necessary or desirable to allow voters with visual impairments to vote without the assistance referred to in paragraph 4 of subsection 52 (1).
- 45 (2) In establishing the locations of voting places, the clerk shall ensure that each voting place is accessible to voters with disabilities.
- 52 (1) 4. The deputy returning officer may permit an voter who needs assistance in voting to have such assistance as the deputy returning officer considers necessary.

1.3 Accessibility for Ontarians with Disabilities Act

The Accessibility for Ontarians with Disabilities Act 2005, as amended, ("AODA"), includes the following definitions:

"barrier" means anything that prevents a person with a disability from fully participating in all aspects of society because of his or her disability, including a physical barrier, an architectural barrier, an information or communications barrier, an attitudinal barrier, a technological barrier, a policy or a practice; ("obstacle")

"disability" means,

- (a) any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device,
- (b) a condition of mental impairment or a developmental disability,
- (c) a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
- (d) a mental disorder, or
- (e) an injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997;

1.4 Election Accessibility Plan (the “plan”)

This plan provides an overview of the following items:

- developing and providing accessibility training to all election officials
- providing information to voters and candidates in an accessible format
- ensuring all voting locations are accessible to voters with differing abilities
- assisting candidates and voters with differing abilities
- continuing to consult with individuals and with groups, such as the Joint Accessibility Advisory Committee who are knowledgeable in providing services to persons with differing abilities to better understand their needs.

2. Staff Training

All staff carrying out election duties will be trained to recognize and ensure that persons with disabilities are served in a manner that accommodates their needs.

Training will include:

1. How to interact and communicate with persons with various disabilities including those who use assistive devices or require the assistance of a service animal or a support person.
2. How to use voting equipment and assistive devices to deliver election services.
3. What to do if a person is having difficulty accessing election information or services.

3. Election Communications

Candidates and voters with disabilities will be able to receive information and copies of election documents in a format that takes into account their disability. The format may be agreed upon between the requester and the Town Clerk.

This plan and other information regarding accessibility will be provided to candidates and third party advertisers and posted on the Town’s website.

3.1 Candidates and Third Party Information

Expenses directly related to an individual’s disability which would not have been incurred if not for the election, are not subject to the spending limit if they are incurred by a candidate or a third party advertiser who is an individual with a disability.

3.2 Information for Election Workers

Election Worker application forms shall be available in an AODA compliant format.

3.3 Notice of Temporary Service Disruption

If there is a temporary disruption in the delivery of election information or services, Town staff shall provide public notice on the Town's website, at the physical site of the disruption and when possible, in the local media. The notice shall include the following information:

- Reason for the disruption
- Expected duration of the disruption
- If available, an alternative means of obtaining the service

Every effort shall be made to provide alternative methods of providing the information or service to persons with disabilities.

4. Accessible Voting Locations

In order to ensure that each Voting Location is accessible to voters with disabilities, a Voting Location Accessibility Audit Checklist will be completed prior to confirming the site as a voting location.

Information regarding Advance Voting opportunities and Election Day voting information will be available on the Town's election portal at elections.orangeville.ca.

4.1 Parking

Accessible parking spaces will be clearly marked and in compliance with the Town's Traffic By-law. Routine checks will be made to ensure all entrances remain barrier free through the course of advance voting days and voting day.

4.2 Entrance to Voting Locations

Every effort shall be made to ensure that the entrance door(s) into a voting location are barrier free and are wide enough for a wheelchair or other mobility device to pass through. If the doors are heavy, awkward to open or have handles that are in close reach, where possible they will be propped open in a safe manner, an alternative entrance will be provided, or election staff will be available to assist.

4.3 Interior Voting Area

Access to the interior voting area and voting booth shall be level and easily traversed. Any doormats or carpeting shall be level with the floor to prevent potential tripping hazards. All voting areas are to be well lit, and seating made available.

4.4 Voting Assistance

On voting day, election officials will accommodate all voters requesting assistance.

4.5 Support Persons

Persons with disabilities may be accompanied by a support person within the voting location. In addition, an Election Official in each voting location can assist a voter, if needed. Prior to entering the voting booth, the Election Official shall, in conjunction with the person with the disability, determine the extent to which they need assistance and the best way in which this assistance can be provided.

4.6 Accessible Voting Equipment – Advance Voting and Voting Day

The Town will provide accessible voting equipment on advance voting days and on voting day at one designated location for all eligible voters. This includes the use of an audio ballot marker that uses either a sip'n'puff, Assisted Technology Device or paddle to mark and move through ballot suggestions. Magnifying sheets will be made available to assist any individual with visual impairments.

4.7 Reduced Hour Voting Locations

The Clerk will establish reduced hour voting locations at various designated times on voting day to give eligible residents the opportunity to vote, in accordance with section 45 (7) of the Municipal Elections Act, at:

1. An institution for the reception, treatment or vocational training of members or former members of the Canadian Forces.
2. An institution in which, on September 1, 20 or more beds are occupied by persons who are disabled, chronically ill or infirm.
3. A retirement home in which, on September 1, 50 or more beds are occupied.

If the voter is unable to physically attend the voting location, an Election Official may attend to a voter in their specific living areas or at their bedside to assist them to vote.

4.8 Vote at Home Program

A qualified voter who requires assistance or is unable to go to a voting location because of a disability can make a request to the Clerk for an election official(s) to attend at their home to administer the voting process.

4.9 Proxy Voting

A person with a disability that is homebound or otherwise unable to go to a voting location may appoint another person to act as a voting proxy to cast a ballot on their behalf. The appointment must be made on the prescribed form available at the Clerk's Office. The person being appointed as a proxy will be required to take a statutory

declaration before a Commissioner of Oaths. Once certified the voting proxy may be exercised at any advance voting location or on election day.

4.10 Service Animals

Candidates, Scrutineers and Voters requiring service animals are permitted to be accompanied by a service animal at all voting locations.

A service animal should be easily identified through visual indicators, such as a harness or a vest.

5. Continued Improvements/Feedback

Clerk's Division staff are available throughout the election to assist with any issues that may arise with respect to providing an accessible election.

5.1 Feedback Process

Your feedback provides election staff with an opportunity to take corrective measures to prevent similar recurrences, address training needs, enhance service delivery and provide alternative methods of providing election information and services.

Feedback regarding the manner in which the election services are provided to persons with disabilities may be submitted by:

Telephone:

Email

Website

Mail or in person

519-941-0440

elections@orangeville.ca

elections.orangeville.ca

Clerk's Office, Town Hall

87 Broadway, Orangeville ON L9W 1K1

5.2 Post-Election Accessibility Report

A post-election accessibility report will be presented to Town Council and will assess the plan put in place to address accessibility barriers. The report will also identify gaps in service and/or areas that can be improved on for future elections.

The post-election report will be posted on the Town's website in an accessible format.



Accessibility Feedback

The following information is requested for the purpose of obtaining and responding to your feedback.

* Indicates mandatory fields

Keeping accessibility in mind, tell us about your experience at the voting location:

* Voting Location Address:

* Date:

* Time:

Did you experience any challenges with any of the following items:

Exterior Access

- ☐ Building location signage
- ☐ Parking
- ☐ Parking signage
- ☐ Exterior pathway
- ☐ Exterior lighting

Interior Access

- ☐ Level-access entrance
- ☐ Ability to operate entrance doors
- ☐ Entrance door width
- ☐ Interior lighting

- ☐ Signage – fire, exit
- ☐ Protruding obstacles
- ☐ Interior doors
- ☐ Interior door thresholds
- ☐ Hallways
- ☐ Elevator
- ☐ Seating
- ☐ Washroom

Voting/Marking a ballot

*

Were you able to vote?

- ☐ Yes
- ☐ No

Other Comments:

Tell us how to contact you

If you would like a response to your feedback, please provide your preferred contact method below.

First Name	<input type="text"/>
Last Name	<input type="text"/>
Email Address	<input type="text"/>
Telephone Number	<input type="text"/>
Street Address	<input type="text"/>
Municipality	<input type="text"/>
Province	<input type="text"/>
Postal code	<input type="text"/>

Subject: Terms of Reference, 2022-2026 Committees of Council

Department: Corporate Services

Division: Clerks

Report #: CPS-2023-004

Meeting Date: 2023-01-09

Recommendations

That Report CPS-2023-004, Terms of Reference, 2022-2026 Committees of Council, be received;

And that Council approve the Terms of Reference, included as attachments 1 – 12 to this report, for:

- **Access Orangeville Committee**
- **Committee of Adjustment**
- **Economic Development and Culture Committee**
- **Equity, Diversity and Inclusion Committee**
- **Fire Services Advisory Committee**
- **Heritage Orangeville Committee**
- **Homelessness Task Force**
- **Mayor's Youth Advisory Council**
- **Official Plan Steering Committee**
- **Property Standards/Dog Designation**
- **Seniors Advisory Committee (Age Friendly Advisory Committee)**
- **Sustainable Orangeville Committee**

And that staff continue with the recruitment of committee and board volunteers and provide applications to Council for consideration by the March 6, 2023 Council meeting;

And that the Clerk (or their designate) be appointed to the Dufferin Provincial Offences Administration Board of Management.

Background and Analysis

At its December 12, 2022 meeting, Council established the following committees of Council and respectively appointed members of Council as noted below:

Access Orangeville Committee – Councillor Stevens
Committee of Adjustment – No member of Council
Economic Development and Culture Committee – Councillor Andrews
Equity, Diversity and Inclusion Committee – Councillor Andrews
Fire Services Advisory Committee – Councillor Stevens
Heritage Orangeville Committee – Councillor Sherwood
Homelessness Task Force – Councillor Andrews, Councillor Sherwood
Mayor’s Youth Advisory Council – Mayor Post
Official Plan Steering Committee – Mayor Post, Deputy Mayor Taylor
Property Standards/Dog Designation – No member of Council
Seniors Advisory Committee (Age Friendly Advisory Committee) – Councillor MacIntosh
Sustainable Orangeville Committee – Councillor Prendergast

Council directed staff to report back with draft Terms of Reference for each of the committees. Terms of Reference are attached as Attachments 1 – 12 to Report CPS-2023-004.

Council also appointed Councillor Stevens to the Dufferin Provincial Offences Administration Board of Management and instructed staff to report back with a recommendation for a staff appointment to this Board. In consultation with the senior leadership team, staff recommend that the Clerk (or their designate), be appointed to the Dufferin Provincial Offences Board of Management.

Strategic Alignment

Orangeville Forward – Strategic Plan

Priority Area: Strong Governance

Objective: Transparent and fair decision-making processes

Sustainable Neighbourhood Action Plan

Theme: Corporate and Fiscal

Strategy: Create and integrate sustainability principles into Town policies, processes and practices

Notice Provisions

Not applicable.

Financial Impact

None

Respectfully submitted

Reviewed by

Karen Landry
Acting General Manager, Corporate Services

Carolina Khan
Town Clerk, Corporate Services

Prepared by

Tracy Macdonald
Deputy Clerk, Corporate Services

Attachment(s):

1. Access Orangeville Committee
2. Committee of Adjustment
3. Economic Development and Culture Committee
4. Equity, Diversity and Inclusion Committee
5. Fire Services Advisory Committee
6. Heritage Orangeville Committee
7. Homelessness Task Force
8. Mayor's Youth Advisory Council
9. Official Plan Steering Committee
10. Property Standards/Dog Designation Committee
11. Seniors Advisory Committee
(Age Friendly Advisory Committee)
12. Sustainable Orangeville Committee



Terms of Reference

Access Orangeville Committee

Date Approved by Council: January 9, 2023

Sunset Date: N/A

Mandate:

Pursuant to the requirements of the Accessibility for Ontarians with Disabilities Act, Access Orangeville Committee shall,

Duties of the Committee (Section 29 (4))

- (a) advise the Council about the requirements and implementation of accessibility standards and the preparation of accessibility reports and such other matters for which Council may seek its advice under subsection (5) of the Accessibility for Ontarians with Disabilities Act;
- (b) review in a timely manner the site plans and drawings described in section 41 of the *Planning Act* that the committee selects; and
- (c) perform all other functions that are specified in the regulations.

Duty of council (Section 29 (5))

The council shall seek advice from the committee on the accessibility for persons with disabilities to a building, structure or premises, or part of a building, structure or premises,

- (a) that the council purchases, constructs or significantly renovates;
- (b) for which the council enters into a new lease; or
- (c) that a person provides as municipal capital facilities under an agreement entered into with the council in accordance with section 110 of the Municipal Act, 2001.

Supplying site plans

When the committee selects site plans and drawings described in section 41 of the Planning Act to review, the council shall supply them to the committee in a timely manner for the purpose of the review.

The Committee may also provide advice on matters Council is considering which affect persons with disabilities and other citizens with access issues, and report to Council or to another Committee designated by Council for that purpose.

The Committee may also direct and monitor community working groups participating in specific projects or initiatives per the Committee's work plan. Any working groups will be established by resolution of the committee. The working group shall report back to the committee, following a working group meeting, at the next regular Access Orangeville Committee meeting.

Goals/Objectives:

The goals of the Access Orangeville Committee are to encourage and facilitate accessibility on behalf of all persons by:

1. Soliciting feedback from the community on issues relating to people with disabilities and other citizens with access issues, and bring to Council matters identified by the Committee as requiring action by the municipality.
2. Working with Council for the preparation, implementation and effectiveness of its accessibility plan.
3. Working cooperatively with municipal Departments, Boards, Commissions and Committees whose activities affect access issues, including to:
 - (a) provide advice and information on directions for future planning of municipal services, programs and facilities; and
 - (b) monitor municipal services, programs and facilities to ensure full participation of all citizens; and
 - (c) evaluate the progress of accessibility activities.
4. To inform citizens of the existence and mission of this Committee and to work with them to identify existing social and physical barriers to access and participation.
5. To work with Council and staff to increase public awareness of the issues of accessibility and inclusion for people with disabilities and all citizens.
6. To work with local government to change policies, as required, as they pertain to people with disabilities.

Reporting to Council:

The Committee will report to Council through the distribution of minutes as well as present and submit an annual report.

Enabling Legislation, By-Law or Staff Report:

Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11
Ontario Regulation 191/11 Integrated Accessibility Standards
CPS-2022-069, December 12, 2022

Committee Composition:

As required by the Accessibility for Ontarians with Disabilities Act, a majority of the members of the committee shall be persons with disabilities.

The Committee membership shall be a combination of persons with disabilities, service providers familiar with accessibility issues and members of the general public.

- 1 member of Council
- Up to 6 members of the public

Skills Requested:

- passion for accessibility and a barrier free community
- background in one or more areas of focus, including persons with disabilities, barrier free access and or inclusive communities.

Administration Section

Department Linkage and Staff Support:

Corporate Services Department, Clerk's Division
Community Services Department
Other divisions to provide support, as needed

Meeting Frequency: Monthly or at the call of the Chair



Terms of Reference

Committee of Adjustment

Date Approved by Council: **January 9, 2023**

Sunset Date: **N/A**

Mandate:

To act as a quasi-judicial hearing body that receives applications and make decisions on requests for minor variances from the provisions of the Town's Zoning By-law and requests for consent with respect to:

- severing property to create a new lot or form a lot addition
- easements
- entering into an agreement or lease that extends for more than 21 years
- reviewing applications for validation of titles

Goals/Objectives:

Planning Act, s. 45:

- (1) The committee of adjustment, upon the application of the owner of any land, building or structure affected by any by-law that is passed under section 34 or 38 of the Planning Act or a predecessor of such sections, or any person authorized in writing by the owner, may, despite any other Act, authorize such minor variance from the provisions of the by-law, in respect of the land, building or structure or the use thereof, as in its opinion is desirable for the appropriate development or use of the land, building or structure, if in the opinion of the committee the general intent and purpose of the by-law and of the official plan, if any, are maintained
- (2) The committee of adjustment shall authorize a minor variance under subsection (1) only if, in addition to satisfying the requirements of that subsection, the minor variance conforms with,
 - (a) the prescribed criteria, if any; and
 - (b) the criteria established by the local municipality by by-law, if any.

Reporting to Council:

N/A

Enabling Legislation, By-Law or Staff Report:

Planning Act
CPS-2022-069, December 12, 2022

Committee Composition:

No less than three and up to five (5) members of the public

The members of the Committee of Adjustment will also be appointed to serve on the Property Standards Appeal Committee and Dog Designation Appeal Committee.

Skills Requested

Preference may be given to eligible candidates:

- knowledge of planning processes including minor variance and consent processes
- with knowledge and prior experience in administrative law
- able to carry out a fair and impartial hearing
- able to communicate effectively with the public
- able to write a clear and concise decision
- with excellent written and oral communication skills

Administration Section

Department Linkage and Staff Support:

Corporate Services Department, Clerk's Division
Infrastructure Services Department, Planning Division
Other divisions to provide support, as needed

Meeting Frequency: Once per month or as required



Terms of Reference

Economic Development and Culture Committee

Date Approved by Council: January 9, 2023

Sunset Date: N/A

Mandate:

The purpose of the Economic Development and Culture Committee is to:

- advise Council on the Economic Development and Culture plans and how to best achieve its economic goals
- advise and make recommendations to Council regarding policies, strategies and implementation plans to support and enhance the Town of Orangeville's business and economic development, tourism and cultural programs.
- assist the administration of the Town of Orangeville to implement Town Council approved Business and Economic Development Plans.

The Committee may also direct and monitor working groups, comprised of current committee members, participating in specific projects or initiatives, e.g. arts and culture awards. Any working groups will be established by resolution of the committee. The working group shall report back to the committee, following a working group meeting, at the next regular Economic Development and Culture Committee meeting.

Goals/Objectives:

1. To hear and consider representations by individuals, organizations or delegations of citizens with respect to economic development, tourism and culture and make recommendations as warranted.
2. To provide advice on matters associated with major Economic Development and Culture plans.
3. To support specific projects and initiatives that promote arts and cultural events and activity within the community and which help to fulfill the municipal Tourism Strategy and Action Plan;
4. To provide advice and comment on decisions the Economic Development and Culture Division may take forward to Council.
5. To act as liaison to the public, business community and investors in support of the development and prosperity of the business community.

6. To remain fully informed and act as a strategic planning advisor on tourism projects, cultural initiatives and business undertakings in the community as well as proposed future projects which could support the retention and expansion of Orangeville's business community.
7. To participate in relevant ad hoc sub-committees as established and deemed necessary for a specific purpose by the Committee or by Council.

Reporting to Council:

The Committee will report to Council through the distribution of minutes as well as present and submit an annual report.

Enabling Legislation, By-Law or Staff Report:

CPS-2022-069, December 12, 2022

Committee Composition:

The Committee shall consist of up to seven (7) members composed of:

- 1 member of Council
- 1 representative of the business community (e.g. manufacturing, post-secondary education, professional services, or creative sectors)
- Up to 2 members of the public
- 1 representative appointed by each of the following groups:
 - Dufferin Board of Trade
 - Orangeville Business Improvement Area
 - Orangeville and District Real Estate Board

Skills Requested

- Experience and knowledge of manufacturing, post-secondary education, professional services, arts and culture sector or creative sector
- Business experience and expertise within the general business community or the arts and culture industry

Administration Section

Department Linkage and Staff Support:

Community Services Department, Economic Development and Culture Division
Corporate Services Department, Clerk's Division
Other divisions to provide support, as needed

Meeting Frequency: Quarterly or at the call of the Chair



Terms of Reference

Equity, Diversity and Inclusion (EDI) Committee

Date Approved by Council: January 9, 2023

Sunset Date: N/A

Mandate:

The Equity, Diversity and Inclusion (EDI) Committee will serve as a main advisory body to Council on matters and issues related to equity, diversity and inclusivity in the Town. The Committee will consult externally with the community, with a focus on liaising with marginalized groups, groups that have historically experienced discrimination, and internally with staff, to progress EDI initiatives, which includes providing advice, feedback, and making recommendations to Town Council.

The Committee may also direct and monitor community working groups participating in specific projects or initiatives on behalf of the EDI Committee and per the Committee's approved work plan. Any working groups will be established by resolution of the committee. The working group shall report back to the committee, following a working group meeting, at the next regular EDI Committee meeting.

Goals/Objectives:

- Advise on short-term, intermediate, and long-term EDI issues, matters and opportunities to increase the community's equity, diversity and inclusivity
- Develop a work plan to be approved by Council
- Provide advice, feedback and make recommendations to Council on issues and matters related to equity, diversity and inclusivity in the Town
- Identify best practices through research and raise awareness in the community
- Identify systematic and institutional barriers in the Town processes, services, programs or facilities
- Identify barriers in the community that impact the social, health and/or economic well-being of residents and propose solutions
- Provide advice on programs, services and processes from an EDI perspective

Reporting to Council:

The Committee will report to Council through the distribution of minutes as well as present and submit an annual report.

Enabling Legislation, By-Law or Staff Report:

CPS-2022-069, December 12, 2022

Committee Composition:

A total of up to seven (7) members representing diverse backgrounds and groups (national origin, ethnicity, language, race, colour, sexual orientation, gender identity, age, etc.).

- Two Members of Council
- Up to 5 members of the public

Skills Requested

- Commitment to addressing equity, diversity, inclusion issues in the community
- experience working on diversity and inclusion issues and/or, lived experience as a member of a group that has historically been discriminated against. Committee members should reside, do business or volunteer in the community.

Administration Section:

Department Linkage and Staff Support:

Corporate Services Department, Human Resources Division and Clerk's Division
Other divisions to provide support, as needed

Meeting Frequency: Quarterly or at the call of the Chair



Terms of Reference

Fire Service Advisory Committee

Date Approved by Council: January 9, 2023

Sunset Date: N/A

Mandate:

The purpose of this committee is to provide opportunities for communication and discussion between the Town of Orangeville and municipalities that enter into agreements with the Town for fire protection, prevention and inspection services.

Goals/Objectives:

1. To maintain communications and address matters as required among the municipalities contracting fire services provided by the Town of Orangeville.
2. To make recommendations to the Councils of the participating municipalities as required.

Reporting to Council:

As required

Enabling Legislation, By-Law or Staff Report:

CPS-2022-069, December 12, 2022

Committee Composition:

- 1 Council member from the Town of Orangeville
- 1 member from each municipality that contracts fire protection service from the Town of Orangeville (Town of Mono, Townships of Amaranth and East Garafraxa)

Skills Requested

N/A

Administration Section:

Department Linkage and Staff Support:

Community Services Department, Fire Division
Other divisions to provide support, as needed

Meeting Frequency: As required



Terms of Reference

Heritage Orangeville

Date Approved by Council: **January 9, 2023**

Sunset Date: **N/A**

Mandate:

In order to recognize, protect and enhance the Town's architectural, cultural and historical heritage resources, Heritage Orangeville provides advice and recommendations to Council on:

- i) matters relating to the identification or designation of properties of cultural heritage value or interest as well as the designation of heritage conservation districts pursuant to the Ontario Heritage Act;
- ii) promoting awareness, education, stewardship and conservation of Orangeville's heritage;
- iii) establishing partnerships with heritage groups and organizations; and
- iv) promoting excellence and recognition in the heritage community.

The Committee may also direct or monitor working groups, participating in specific projects or initiatives per the Committee's work plan. Any working groups will be established by resolution of the committee. The working group shall report back to the committee, following a working group meeting, at the next regular Heritage Orangeville meeting.

Goals/Objectives:

Heritage Orangeville will accomplish its mandate by:

1. fulfilling its statutory role pursuant to Section 28 the Ontario Heritage Act to advise and assist Council on all matters relating to:
 - a. the designation of individual properties (Part IV) or heritage conservation districts (Part V)
 - b. Applications to alter, erect, demolish or remove any buildings or structures on designated properties or within designated areas
 - c. Applications to repeal by-laws which designate individual properties as heritage properties
 - d. Recommendations to enter into heritage conservation easement agreements or covenants
 - e. any other heritage matters as Council may deem appropriate by by-law

2. researching, evaluating and identifying properties and areas that may deserve protection by maintaining an inventory of listed properties of cultural heritage value or interest
3. providing advice with respect to development applications, demolition applications and capital projects as appropriate, with respect to their potential for direct or indirect impacts on the Town's heritage features and attributes
4. providing advice and recommendations as to how the conservation of heritage features may be achieved through the adoption and implementation of Official Plan policies pursuant to the Planning Act
5. providing advice and recommendations with respect to Town policies, regulations and guidelines as appropriate, pertaining to recognition, protection and enhancement of cultural heritage resources
6. conducting community recognition programs for architectural preservation through commemorative initiatives such as plaquing, awards for restoration and sympathetic infill development
7. conducting education programs and initiatives for property owners with respect to appropriate conservation, maintenance and restoration practices, including the making of sympathetic improvements to enhance the Town's heritage character and vibrancy
8. conducting community engagement and awareness programs for Orangeville's heritage through publications, events, public speaking, displays, signage and plaques
9. monitoring and providing advice with respect to federal and provincial government directives and funding initiatives on heritage-related matters; and
10. liaising between the Town and the Dufferin County Museum and Archives and other heritage organizations, as desirable to implement the objectives and mandate of Heritage Orangeville.

Reporting to Council:

The Committee will report to Council through the distribution of minutes as well as present and submit an annual report.

Enabling Legislation, By-Law or Staff Report:

Ontario Heritage Act
Planning Act
Municipal Conflict of Interest Act
CPS-2022-069, December 12, 2022

Committee Composition:

The Committee shall consist of up to seven (7) members composed of:

- 1 member of Council
- Up to 5 members of the public
- 1 representative from the Orangeville Business Improvement Area

Skills Requested

Preference may be given to candidates who demonstrate:

- i) an interest in the complexities, benefits and challenges of heritage preservation, both generally and within the context of the Town of Orangeville; and
- ii) have a special interest or knowledge in one or more of the following areas:
 - a. conducting research with respect to heritage and historical matters
 - b. architecture and urban design
 - c. restoration, conservation, construction practices related to heritage resources
 - d. local history, genealogy
 - e. historical public outreach and education
 - f. planning, land development and geography

Administration Section

Department Linkage and Staff Support:

Infrastructure Services Department, Planning Division
Corporate Services Department, Clerk's Division
Other divisions to provide support, as needed

Meeting Frequency: Monthly, or as required



Terms of Reference

Homelessness Task Force

Date Approved by Council: January 9, 2023

Sunset Date: N/A

Mandate:

To advise and explore options and work with stakeholders relating to homelessness issues in the Town.

Goals/Objectives:

- Evaluate completed needs assessments and formulate recommendations regarding next steps
- Report to Council on the results of the needs assessments and recommendations for next steps, including any funding requirements

The Committee may also invite representatives from social service agencies and other organizations that have subject matter expertise to share information about resources, identify service needs and provide feedback to the Committee.

Reporting to Council:

The Committee will report to Council through the distribution of minutes as well as present and submit an annual report.

Enabling Legislation, By-Law or Staff Report:

CPS-2022-069, December 12, 2022

Committee Composition:

The Committee shall consist of seven (7) members comprised of:

- 2 members of Council
- Up to 5 members of the public

Skills Requested

Individuals with service sector experience in the areas of:

- housing and outreach
- emergency shelters, drop-ins
- mental health, addiction
- legal services
- youth outreach

In addition, individuals with experience relating to homelessness or are directly impacted by homelessness.

Administration Section

Department Linkage and Staff Support:

CAO's Office

Corporate Services Department, Clerk's Division

Other divisions to provide support, as needed

Meeting Frequency: Monthly or at the call of the Chair



Terms of Reference

Mayor's Youth Advisory Council

Date Approved by Council: January 9, 2023

Sunset Date: N/A

Mandate:

To advise Council of recreational and social issues that are important to the Town's younger population and to strengthen community relationships and create a mechanism for open and meaningful dialogue.

The Committee may also direct or monitor working groups, participating in specific projects or initiatives per the Committee's work plan. Any working groups will be established by resolution of the committee. The working group shall report back to the committee, following a working group meeting, at the next regular Mayor's Youth Advisory Council meeting.

Goals/Objectives:

1. To keep Council informed of important matters affecting youth
2. To occasionally host youth workshops/forums and events
3. To act as a positive advocate for youth
4. To actively seek input from youth on important matters (e.g. conducting surveys)
5. To provide leadership experiences for youth

Reporting to Council:

The Committee will report to Council through the distribution of minutes as well as present and submit an annual report.

Enabling Legislation, By-Law or Staff Report:

CPS-2022-069, December 12, 2022

Committee Composition:

The Committee shall consist of up to seven (7) members composed of:

- 1 member of Council
- Up to 6 members of the public between the ages of 16 and 20

Skills Requested

Preference may be given to candidates who demonstrate an understanding and desire to promote youth initiatives within the community.

Administration Section

Department Linkage and Staff Support:

CAO's Office
Corporate Services Department, Clerk's Division
Other divisions to provide support, as needed

Meeting Frequency: Quarterly, or as required



Terms of Reference

Official Plan Review Steering Committee

Date Approved by Council: January 9, 2023

Sunset Date: Will dissolve upon the final reporting to Council with respect to the adoption of the final Official Plan amendment related to this review.

Mandate:

- 1) To provide input, guidance and recommendations regarding the Official Plan Review (OPR), based on:
 - good planning principles
 - maintaining harmony with provincial and County planning policy frameworks; and
 - planning objectives of importance to the Town
- 2) To engage in public consultation throughout the OPR Process.

Goals/Objectives:

The Official Plan Review Steering Committee will accomplish its mandate through its involvement in the phasing of the OPR process as follows:

Phase 1 - Amendments and updates to policies not related to growth management or land use permissions:

- Review draft amendments and background information and provide general guidance and input to Town staff through the completion of the Phase 1 amendment to the Plan
- Hold meetings, as required, throughout Phase 1 of the OPR to discuss the proposed amendments to the Plan
- Provide direction to Council with respect to the final amendment proposed for adoption to conclude Phase 1 of the OPR.

Phase 2 - Updates to growth management and allocation framework, including land use designations and use permissions:

- Provide input and guidance to Town staff and to any consultant retained by the Town, with respect to the advancement and completion of Phase 2 of the OPR.
- Review and provide input and comment on any draft background report(s), engagement plans and draft amendments to the Official Plan.

- Hold meetings, as required, to review and discuss: i) amendments proposed to the plan; ii) supporting background information; and iii) comments received through public engagement and agency consultation.
- Facilitate additional public engagement by hosting public consultation meetings and/or inviting members of the public or stakeholder group representatives to appear before the Steering Committee to provide input on the OPR.
- Invite Town staff or agency representatives, that have subject matter expertise, to provide advice to the Steering Committee regarding the OPR.
- Provide direction to Council with respect to the final amendment proposed for adoption to conclude Phase 2 of the OPR.

Reporting to Council:

The Committee will:

- 1) Report to Council through the distribution of minutes
- 2) Submit comments to the Planning Division for inclusion in any recommendation reports and/or presentations to Council
- 3) Provide presentations and/or delegate to Council, as necessary

Enabling Legislation, By-Law or Staff Report:

CPS-2022-069, December 12, 2022

In August of 2020, Council established a Steering Committee for the Town of Orangeville Official Plan Review, to increase awareness and inclusion in the decision-making process with respect to the completion of the review and update to the Town's Official Plan. The Official Plan Steering Committee has led discussion and input on general policy updates proposed through a first phase of the Town's Official Plan Review. The continuation of this Committee will lead discussion on Phase 2 of this Review exercise, which will focus on land use and growth management-related policies.

Committee Composition:

The Committee shall consist of eleven (11) members comprised of:

- 2 members of Council*
- 2 citizens who reside in the Town of Orangeville and have knowledge in planning matters
- 1 member recommended from each of the following Advisory Committees and interest groups:
 - Access Orangeville
 - Committee of Adjustment
 - Economic Development and Culture
 - Greater Dufferin Area Homebuilders Association
 - Heritage Orangeville
 - Orangeville Business Improvement Area (BIA)

- Sustainable Orangeville

*Councillors that serve on any of the Committees or interest groups listed cannot be appointed as the representative of that Committee.

Skills Requested

Members should:

- be advocates for good planning and the broader public interest; and
- have a reasonable understanding of land use planning related matters at the Town, County and Provincial levels.

Administration Section

Department Linkage and Staff Support:

Infrastructure Services Department, Planning Division
Corporate Services Department, Clerk's Division
Other divisions to provide support, as needed

Meeting Frequency: Monthly, or at the call of the Chair



Terms of Reference

Property Standards Appeal Committee and Dog Designation Appeal Committee

Date Approved by Council: January 9, 2023

Sunset Date: N/A

Mandate:

Property Standards Committee:

To act as a quasi-judicial hearing body that hears appeals relating to issued Orders under the Town's Property Standards By-law, which establishes the minimum levels of maintenance of properties and buildings in the municipality. The committee has the authority to confirm, modify or rescind an Order to demolish, repair or to extend the time for complying with an Order under the by-law.

Dog Designation Appeal Committee:

To act as a quasi-judicial hearing body that hears appeals relating to Notices to Muzzle issued under the Town's Animal Control By-law.

Goals/Objectives:

Appeal hearings will be conducted in accordance with the rules established by the respective Town by-law, the Statutory Powers and Procedures Act, and the Building Code Act, as appropriate.

Reporting to Council:

N/A

Enabling Legislation, By-Law or Staff Report:

Building Code Act
Property Standards By-law
Animal Control By-Law
CPS-2022-069, December 12, 2022

Committee Composition:

Up to five (5) members of the public (to be the same members as appointed to the Committee of Adjustment)

Skills Requested

Preference may be given to eligible candidates:

- with knowledge and prior experience in administrative law
- able to carry out a fair and impartial hearing
- able to communicate effectively with the public
- able to write a clear and concise decision
- with excellent written and oral communication skills
- with knowledge and/or experience in the areas of property maintenance and/or animal care

Administration Section

Department Linkage and Staff Support:

Corporate Services Department, Clerk's Division
Infrastructure Services Department
Other divisions to provide support, as needed

Meeting Frequency: As required



Terms of Reference

Age Friendly Advisory Committee

Date Approved by Council: January 9, 2023

Sunset Date: N/A

Mandate:

To engage, educate and partner with residents with respect to issues affecting seniors and to make recommendations to Council on ways to make the Town a more age-friendly community. The Committee shall review the Town's Age-Friendly Community Action Plan and provide recommendations to Council on updating the plan.

The Committee may also direct and monitor working groups, comprised of current committee members, participating in specific projects or initiatives per the Committee's work plan. Any working groups will be established by resolution of the committee. The working group shall report back to the committee, following a working group meeting, at the next regular Age Friendly Advisory Committee meeting.

Goals/Objectives:

1. Engage

- consult with residents about issues affecting seniors
- provide opportunities for seniors to engage with and help address local concerns
- provide a forum for seniors to exchange information about current issues and emerging concerns
- meet with representatives of older adults from different ethnic and cultural groups to discuss ways to meet the needs of older adults

2. Educate

- improve awareness of services available to seniors in Orangeville

3. Partner

- form partnerships in the community to educate, inform and improve quality of life for seniors

4. Plan

- identify barriers to access by seniors in municipal programs and make suggestions for improvement
- develop and bring forward recommendations to Council on how to make Orangeville a more age-friendly community, relating to matters within the Municipality's jurisdiction (e.g. transportation, communications and civic participation)

- define what an “Age-Friendly Community” looks like in the local context

Reporting to Council:

The Committee will report to Council through the distribution of minutes as well as present and submit an annual report.

Enabling Legislation, By-Law or Staff Report:

CPS-2022-069, December 12, 2022

Committee Composition:

The Committee shall consist of up to seven (7) members, composed of:

- 1 member of Council
- Up to 4 members of the public
- 1 representative from the Equity, Diversity and Inclusion Committee
- 1 representative from the Orangeville Seniors Centre

Skills Requested

Preference may be given to candidates who demonstrate:

- passion for accessibility and a barrier free community
- background in one or more areas of focus, including persons with disabilities, seniors, barrier free access and/or inclusive communities.
- understanding and desire to promote “Age-Friendly” initiatives within the community.

Administration Section

Department Linkage and Staff Support:

Corporate Services Department, Clerk’s Division
Community Services Department
Other divisions to provide support, as needed

Meeting Frequency: Quarterly, or as required



Terms of Reference

Sustainable Orangeville

Date Approved by Council: **January 9, 2023**

Sunset Date: **N/A**

Mandate:

The purpose of this committee is to assist in the development, implementation, and promotion of environmentally sustainable practices within the Town of Orangeville to reduce the Town's environmental impact and improve the quality of life of its residents, now and in the future in the areas of including but not limited to:

- urban food systems (e.g. community gardens)
- active transportation awareness and infrastructure (e.g. cycling)
- waste reduction initiatives (garbage, recycling and composting)
- water conservation and stewardship
- air quality
- energy conservation
- urban forestry improvements and initiatives (e.g. tree planting)
- assist with implementation of the Town's Sustainable Neighbourhood Action Plan (SNAP)

The Committee may also direct or monitor community working groups participating in specific projects or initiatives per the Committee's work plan, for example:

- Communities in Bloom program to encourage community volunteerism, pride and active participation in the ongoing development of a healthy and beautiful Orangeville
- Earth Week celebrations and projects
- Urban Harvest Projects

Any working groups will be established by resolution of the committee. The working group shall report back to the committee, following a working group meeting, at the next regular Sustainable Orangeville meeting.

Goals/Objectives:

1. To advise on short-term, intermediate and long term environmental and sustainability strategic initiatives.
2. To raise new, relevant, unexplored environmental/sustainability issues pertinent to Orangeville and the County.

3. To prepare and submit to Council for endorsement, annual work plans for:
 - a. Sustainable Orangeville; and
 - b. volunteer community working groups, such as Communities in Bloom, Urban Harvest Group, etc.

The annual work plans must include specific targets and objectives supporting the work, priorities and underlying principles of the Committee and the Town of Orangeville.

Reporting to Council:

The Committee will report to Council through the distribution of minutes as well as present and submit an annual report.

Enabling Legislation, By-Law or Staff Report:

CPS-2022-069, December 12, 2022

Committee Composition:

A total of up to seven (7) members, comprised of:

- 1 member of Council
- Up to 6 members of the public

Skills Requested

- passion for environmental stewardship
- background in one or more sustainable areas of focus (as listed under Mandate)

Administration Section

Department Linkage and Staff Support:

Community Services Department
Other divisions to provide support, as needed

Meeting Frequency: Monthly, or as required

Subject: Vaccination Policy Review

Department: Corporate Services

Division: Human Resources

Report #: CPS-2023-006

Meeting Date: 2023-01-09

Recommendations

That report CPS-2023-006 regarding vaccination policy review be received; and

That council suspend the COVID-19 Vaccination Policy for participating individuals and the COVID-19 Vaccination Policy for Members of Council, Local Boards and Committees effective January 10, 2023.

Background and Analysis

Council at its meeting held on September 27, 2021, adopted a COVID-19 Vaccination Policy for Members of Council, Local Boards and Committees. Subsequently, Council at its meeting held on October 15, 2021, endorsed the COVID-19 Vaccination Policy for participating individuals. Participating individuals include employees, volunteers, students and all businesses/entities including their employees, contractors and other representatives who have in-person interactions operating at Town facilities.

When the vaccination policies were passed, it was decided by Council that the policies would be revisited as appropriate to review if the policies were still necessary. The intention, at the time of passing the policies, was to enforce the policies only for the duration necessary to protect employees, Councillors, and the public against COVID-19, based on public health guidance.

Council at its meeting held on April 25, 2022, directed staff to report back in January 2023 on the COVID-19 Vaccination policies.

Below are the options that may be taken:

Option 1 – Suspend the Vaccination Policies

Suspend the policies, reserving the right to reinstate the policies based on any new government and/or public health directives.

Staff's recommendation is based on the following:

- The policies have achieved what was intended at the time, to provide a safe work environment for all employees, volunteers, elected officials, contractors and members of the public.
- It allows the Town to quickly facilitate reinstatement of the policy should any new government and/or public health directives be issued
- It reduces the challenge the Town is facing securing contractors for procurement related activities. For example, contractors are facing difficulty finding the various tradespeople who are vaccinated in accordance with the Town's policy.

Should Council decide to suspend these policies, there would be no need to introduce an infectious disease policy.

Option 2 – Revoke the Vaccination Policies

Revoke the policies. The policies would no longer be in effect. Should the Town be requested to adopt any new government and/or public health directive a new policy would have to be prepared and adopted.

Option 3 – Continue to Enforce the Policies

Continue to enforce the policies which requires a participating individual to be immunized with a two-dose COVID-19 vaccine series.

Option 4 – Amend the Policies

Amend the policies to reflect current government and/or public health guidance. Such amendments would include requiring a booster(s).

For Council's information, attached as Schedule A to this report is a list outlining the action taken by various municipalities on their respective vaccination policies to date.

Next Steps

Should the policies be suspended, staff will report back to Council upon any new government and/or public health directives, which may prompt a reinstatement (amendment) of the policies.

Strategic Alignment

Orangeville Forward – Strategic Plan

Priority Area: N/A

Objective: N/A

Sustainable Neighbourhood Action Plan

Theme: N/A

Strategy: N/A

Notice Provisions

None

Financial Impact

None

Respectfully submitted

Karen Landry
Acting General Manager, Corporate Services

Prepared by

Jennifer Gohn
Manager, Human Resources, Corporate
Services

Attachment(s): 1. Status of Vaccination Policies in Various Municipalities

Status of Vaccination Policies in Various Municipalities	
Municipality	Vaccination Policy Status
Guelph	Policy rescinded effective September 1, 2022
Muskoka	Policy rescinded
Ottawa	Policy amended effective April 4, 2022, to apply only to employees in high-risk settings. Policy no longer applies to council, committees, and local boards
Barrie	Policy rescinded
Owen Sound	Policy rescinded in May 2022
Haldimand County	Policy rescinded in April 2022 however, the policies have been maintained for LTC home and Paramedic services.
City of Waterloo	Policy suspended May 28, 2022
Vaughan	As of November 28, 2022, maintaining policy.
Oshawa	As of November 28, 2022, maintaining policy.
County of Huron	Policy rescinded. In Long Term Care, still requiring a minimum of 2 doses as well as Rapid Antigen testing at the start of each shift.
Milton	Policy rescinded for all employees and volunteers
Timmins	As of November 25, 2022, maintaining the Vaccination Policy
Caledon	As of November 25, 2022, continues to require proof of full vaccination and all vendors and contractors providing services.
Whitby	As of November 25, 2022, continuing the vaccination requirement for the foreseeable future.
Kitchener	Policy suspended in May 2022 and as of November 24, 2022, no plans to reinstate at this time.

Subject: Greenwood Cemetery By-law Update

Department: Infrastructure Services

Division: Transportation and Development

Report #: INS-2023-001

Meeting Date: 2023-01-09

Recommendations

That report INS-2023-001, Greenwood Cemetery By-law Update, be received;

And that Council amend By-law 2018-050 to replace Schedule “A”, Greenwood Cemetery Price List with an updated Schedule “A”;

And that Staff review and amend Schedule “A”, Price List on an annual basis by applying the unadjusted Consumer Price Index (CPI) to the unit rates and fees.

Background

Orangeville owns and operates Greenwood Cemetery, located at the northwest corner of Broadway and Veteran’s Way. Legislation governing the operation of such a facility falls under the Funeral, Burial and Cremation Services Act 2002 (FBCSA). This Act sets out a framework around the establishment, operation and creation of trustees of care and maintenance funds for cemeteries.

In October of 1995, Orangeville passed By-law 95-95, a by-law to maintain, manage, regulate and control the Orangeville Greenwood Cemetery.

The Cemetery Act was replaced by the FBCSA in 2002 and Ontario Regulation 30/11 and 184/12, which came into effect February 2011. This legislation requires the Town to update the by-laws which govern the care and maintenance of the Greenwood Cemetery.

Analysis

The Town’s existing Cemetery By-law came into effect in December of 1995. Since that time the Bereavement Authority of Ontario (BAO) who administers the Funeral, Burial and Cremation Services has updated their regulations and associated cemetery

document language. In order to ensure consistency with provincial legislation and the Bereavement Authority of Ontario (BAO) standards, Staff recommends that the Town's current By-law 2018-050 be amended as follows:

- Replacing Schedule "A", Greenwood Cemetery Price List with an updated Schedule "A", having an Effective Date of January 9, 2023 and which sets out the fees and charges for interment rights, cemetery supplies and services. The by-law amendment shall also permit Staff to continue to review and adjust the Price List on an annual basis by applying the unadjusted Consumer Price Index (CPI), published by Statistics Canada to the fee rates.

Strategic Alignment

Orangeville Forward – Strategic Plan

Priority Area: Municipal Services

Objective: Effective and Efficient

Sustainable Neighbourhood Action Plan

Theme: Corporate and Fiscal

Strategy: Create and integrate sustainability principles into Town policies, processes and practices.

Notice Provisions

None

Financial Impact

There is no financial impact from this report.

Respectfully submitted

Tim Kocialek, P.Eng., PMP
General Manager

Reviewed by

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

December 16, 2022

Dear Head of Council, Municipal Chief Executive Officer and Clerk, and AMO Staff

**Re: Greenbelt Amendments and Revocation of the Central Pickering Development Plan and
O. Reg. 154/03**

The government is committed to taking bold action to address Ontario's housing supply crisis by building 1.5 million homes over the next 10 years.

That is why the government has taken further action to support this goal by making changes to the Greenbelt and revoking the Central Pickering Development Plan and the associated Minister's Zoning Order (O. Reg. 154/03) to help build at least 50,000 new homes, while leading to an overall expansion of the Greenbelt by approximately 2,000 acres.

Further to the letters sent on Nov 4, 2022 regarding proposed amendments to the Greenbelt and the letter on October 25, 2022 regarding the proposed revocation of the CPDP, I am writing to provide an update that the government has approved Amendment No. 3 to the Greenbelt Plan (by OIC 1745/2022), amended the Greenbelt Area boundary (O. Reg. 59/05), and revoked the Central Pickering Development Plan (by OIC 1746/2022). The amendments were approved as proposed without modifications.

As Minister, I approved the related amendments to the Oak Ridges Moraine Conservation Plan (O. Reg. 140/02) and revoked the Central Pickering Development Planning Area and the related Minister's Zoning Order (O. Reg. 154/03).

Information on the Greenbelt Area boundary regulation, and the Oak Ridges Moraine Conservation Plan, and the revocation of the Central Pickering Development Plan and Minister's Zoning Order can be found at:

- Designation of Greenbelt Area (O. Reg. 567/22) - <https://www.ontario.ca/laws/regulation/r22567>
- Oak Ridges Moraine Conservation Plan (O. Reg. 568/22) - <https://www.ontario.ca/laws/regulation/r22568>
- Zoning Area - Regional Municipality of Durham, Part of The City of Pickering (O. Reg. 566/22) - <https://www.ontario.ca/laws/regulation/r22566>

Further details on these changes, including updated mapping, will be available online soon.

Thank you to those municipalities who provided feedback. The province looks forward to continued collaboration with municipal partners to get more homes built faster.

Sincerely,



Steve Clark

Minister

- c. Kate Manson-Smith, Deputy Minister, Municipal Affairs and Housing
Sean Fraser, Assistant Deputy Minister, Municipal Affairs and Housing, Planning and Growth Division
Hannah Evans, Assistant Deputy Minister, Municipal Services Division

Resolution

Date: December 9, 2022
Resolution No. 94/22

Moved By: Pat Mullin
Seconded By: Stephen Dasko

#94/22

***WHEREAS** Credit Valley Conservation (CVC) provided comments to the Province outlining CVC's concerns with Bill 23 on November 18, 2022; and*

***WHEREAS** CVC's comments, as well as those provided by Conservation Ontario and our municipal partners were not addressed by the Province prior to Bill 23 attaining Royal Assent;*

***THEREFORE BE IT RESOLVED THAT** CVC's Board of Directors requests that the Province pause implementation of Bill 23 and reconvene the Conservation Authorities Working Group (CAWG) to address the concerns raised by Credit Valley Conservation Authority, Conservation Ontario and our municipal partners prior to the changes to the Conservation Authorities Act (Schedule 2) being brought into full force and effect, and further*

***THAT** this resolution be sent to the Premier's Office, Minister of Municipal Affairs and Housing, Minister of Natural Resources and Forestry, Conservation Ontario, watershed municipalities and conservation authorities.*

Original signed T. Adams
CARRIED

NOTICE OF PUBLIC INFORMATION CENTRE
COUNTY OF DUFFERIN OFFICIAL PLAN AMENDMENT
MUNICIPAL COMPREHENSIVE REVIEW
PHASE 2 OFFICIAL PLAN AMENDMENT – SCHEDULES AND MAPS
AND TRANSPORTATION MASTER PLAN CURRENT CONDITIONS AND FINDINGS

TAKE NOTICE that the County of Dufferin will hold a Public Information Center in person and virtually pursuant to subsection 17(15) and 17(16) of the Planning Act, R.S.O. 1990, c.P.13, as amended, regarding a proposed draft schedules and maps to the County of Dufferin County Official Plan as a result of the County's Municipal Comprehensive Review (MCR) exercise under Section 26 of the Planning Act, R.S.O. 1990, c.P.13, as amended.

Public Information Center (in person)

The PIC is scheduled for Saturday, January 21, 2023 from 12 to 1 pm at 55 Zina Street. Pre-registration is required via email at dmarwaha@dufferincounty.ca no later than January 16, 2023.

Public Information Center (virtual)

The virtual PIC is scheduled for January 21, 2023 from 1:30 to 3 pm and will be held virtually via ZOOM. To participate in the meeting, pre-registration is required via email at dmarwaha@dufferincounty.ca by no later than noon on January 16, 2023.

THE PURPOSE AND EFFECT OF THE OFFICIAL PLAN AMENDMENT

This proposed second phase Official Plan Amendment (OPA) has been prepared in association with the County's MCR to bring the County Official Plan into conformity with the Provincial Growth Plan, A Place to Grow: Growth Plan for the Greater Golden Horseshoe (Growth Plan) (Office Consolidation 2020), to ensure that it has appropriate regard for matters of Provincial interest, and is consistent with the Provincial Policy Statement, 2020.

This proposed OPA represents the second of multiple amendments to the existing County Official Plan that relates to the schedules and maps for the county growth structure, including a settlement area hierarchy, natural heritage, and agricultural areas to reflect the potential growth allocations presented in the Land Needs Assessment (LNA).

The second phase OPA applies to the whole of the County of Dufferin and therefore, a key map is not provided with this Notice.

The purpose of the Public Information Center and public meeting is to present the proposed second phase OPA being put forward for consideration as a result of the County's MCR exercise under Section 26 of the Planning Act, R.S.O. 1990, c.P.13, as amended, and to provide an opportunity for the public to provide input.

FOR FURTHER INFORMATION PLEASE CONTACT:

Silva Yousif, Senior Planner, County of Dufferin

syousif@dufferincounty.ca



Township of Amaranth
374028 6th Line
Amaranth ON L9W 0M6
Telephone: (519) 941-1007
Fax: (519) 941-1802
info@amaranth.ca

PROPOSED CONSENT APPLICATION -
NOTICES OF A COMPLETE APPLICATION & NOTICE OF PUBLIC MEETING

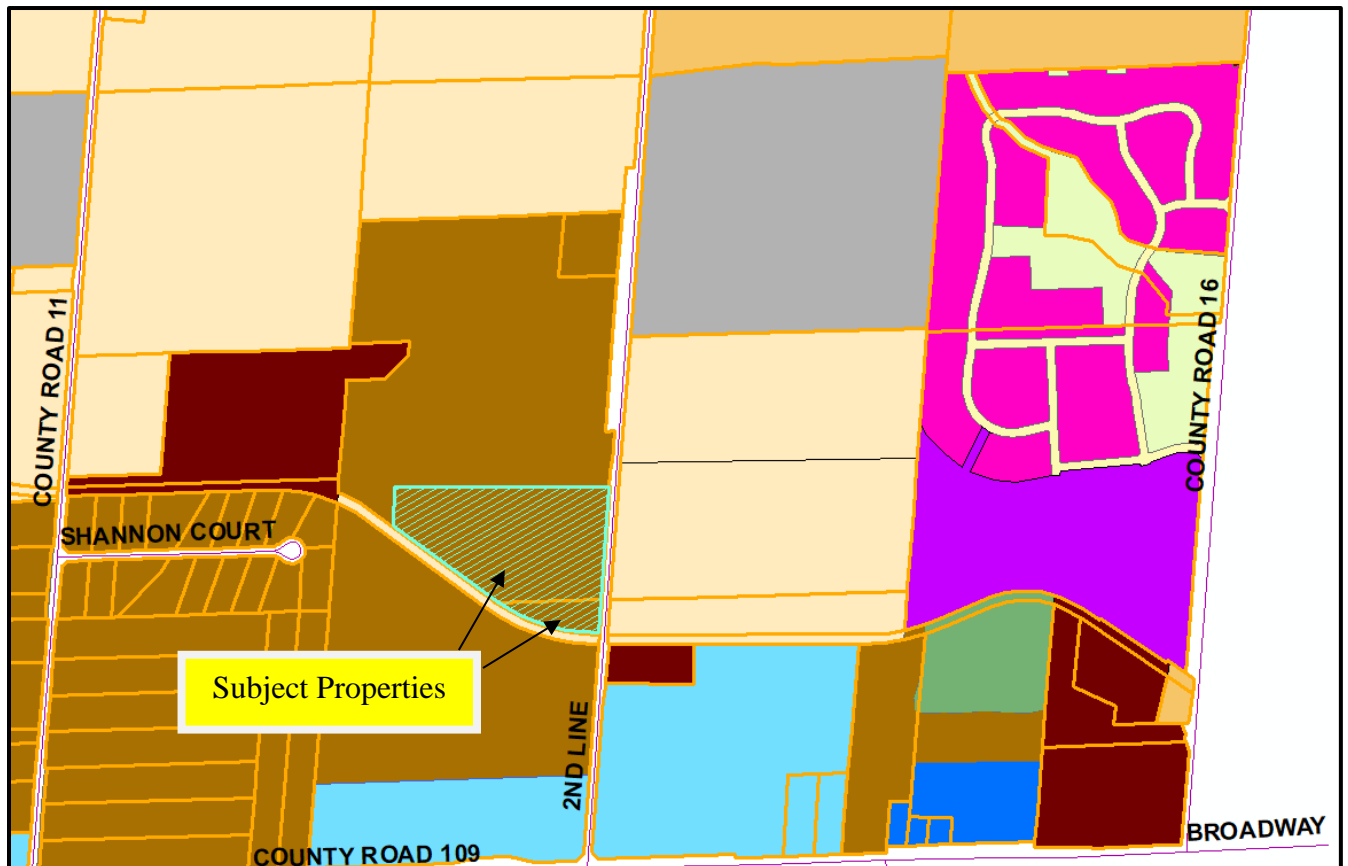
A public meeting will be held electronically, to consider the following planning application:

Application Numbers:	B02-2023
Statutory Public Meeting:	Wednesday, January 11, 2023 – 9:00 AM Zoom Meeting Link (https://us02web.zoom.us/j/85359698124)
Applicant:	Kal Tire Ltd.
Owner:	OpTrust Amaranth 6 Inc.
Locations:	Part of 513058 2nd Line (Con 2, E Part Lot 1, RP 7R1146 Part 12) <u>and</u> Part of 513090 2nd Line (Con 2, E Part Lot 2 & 3, RP 7R1146 Pt 5 to 10)
Subject Area	10.64 Hectares
Purpose:	Permit Long-Term Lease (25 Years)

PUBLIC MEETING: You are entitled to attend this public hearing electronically to express your views about the proposed application or you may be represented by counsel for that purpose. A copy of the application and background materials, if any, are available at the Administration Office during regular office hours. If you wish to make written comments, they may be forwarded to the Clerk at the address shown above before **Wednesday, January 11, 2023**.

FAILURE TO ATTEND HEARING: If a person or public body that files an appeal of a decision of the Council of the Township of Amaranth in respect of the proposed consent does not make written submissions to the Council of the Township of Amaranth before it gives or refuses to give a provisional consent, the Ontario Land Tribunal may dismiss the appeal.

DECISION: If you wish to be notified of the Decision of the Council of the Township of Amaranth on the application, you must make a written request to the Township of Amaranth at the address above noted. This will also entitle you to be advised of a possible Ontario Land Tribunal hearing.



For illustration purposes only. This is not a plan of survey

Dated: December 19, 2022
Nicole Martin, Dipl. M.A.
CAO/Clerk/Treasurer
TOWNSHIP OF AMARANTH

December 22, 2022

Sent via E-Mail: ckhan@orangeville.ca

Carolina Khan, Town Clerk
Town of Orangeville
87 Broadway
Orangeville, ON L9W 1K1

Dear Ms. Khan,

RE: Government Relations and 2023 Rural Ontario Municipalities Association (ROMA) Conference

I am writing to advise that at the Town Council meeting held on December 13, 2022, Council adopted a resolution regarding the Government Relations and 2023 Rural Ontario Municipalities Association (ROMA) Conference memorandum that was presented to them for information purposes relating to a delegation request to the Minister of Transportation about road safety on Highway 10.

The resolution read as follows:

That the Caledon Delegation Request regarding road safety on Highway 10 be expanded to include a request for the Ministry of Transportation to work with Town staff on developing the terms of reference for a traffic study, to be funded and let by MTO, of the entire length of Highway 10 within the Town, including the connection of Dougall Avenue to Highway 10 and safety concerns along the corridor; and

That this request be shared with Town of Orangeville.

A copy of the memorandum has been enclosed for your reference.

For more information regarding this matter, please contact Rebecca Carvalho, Manager, Project Management Office, Corporate Strategy and Innovation directly by e-mail to Rebecca.Carvalho@caledon.ca or by phone at 905.584.2272 ext. 4120.

Thank you for your attention to this matter.

Sincerely,



Laura Hall, Director, Corporate Services / Town Clerk

Cc: Rebecca Carvalho, Manager, Project Management Office, Corporate Strategy and Innovation, Town of Caledon, Rebecca.Carvalho@caledon.ca

Memorandum

Date: December 13, 2022

To: Members of Council

From: Devan Lobo, Senior Business Analyst, Corporate Strategy & Innovation, Office of the CAO

Subject: Government Relations and 2023 Rural Ontario Municipalities Association (ROMA) Conference

The purpose of this memorandum is to provide an overview of government relations and outline ROMA Conference advocacy.

Government Relations Overview

Town Council advocates on behalf of the community for legislative, regulatory and policy changes at all levels of government. Greater competition between municipalities for increasingly limited resources makes effective government relations a priority.

The Town advocates on council approved positions that may be identified proactively, or in response to emerging issues. Please refer to Schedule A for a list of 'Active Advocacy Files'.

There are a number of advocacy tools that can be used individually or in combination to advance Caledon priorities which include but are not limited to:

- Delegating at annual municipal conferences
- Research, analysis, studies, and policy development
- Communication and awareness campaigns
- Collaboration with organizations such as municipal associations, municipalities, post-secondary education institutions, etc.

Staff monitor federal and provincial political and policy activities and assess any implications for Caledon. In addition, staff coordinate background information and briefing materials for Council as well as provide support with respect to identified opportunities/meetings or as requested.

Government relations and engagement are critical as Caledon prepares for substantial population growth. It is recommended that Caledon take a collaborative approach to government relations, in support of growth-related advocacy positions.

Upcoming ROMA Conference

The ROMA Conference will take place January 22-24, 2023. This year's conference will include keynote speakers and expert panels, breakout sessions and engagement with provincial representatives, among other opportunities to discuss and debate rural municipal issues.

This year's program is currently in development, but will include a range of policy matters including:

- Building Code challenges
- Rural housing development
- Emergency management
- Blue box transition & the circular economy
- Data-driven decision making
- Local impacts of railways
- Electricity procurement
- Indigenous relations
- Short-term accommodations
- Senior-friendly communities
- Solutions for rural health
- Succession management
- Welcoming newcomers
- Asset management

In addition, the Province will accept requests for in-person delegation meetings with provincial ministers. Meetings are usually no longer than 15 minutes in length, so it is important to have a focused agenda for each. Municipalities can request delegations with Ontario government ministries as well as representatives of the opposition parties to present issues and challenges that require provincial support. The deadline to submit delegation requests to the Province was November 28, 2022.

With no Council cycle between notification of the deadline and the submission deadline, staff submitted requests based on established government relations priorities of Council as outlined below.

Caledon Delegation Requests

In order to focus Caledon's 2023 ROMA delegation requests, staff submitted requests to delegate on issues critical to Caledon's growth, modernization and resilience. The delegations will set the stage for the Town's relationship and advocacy with the provincial government over the next four-year term.

The following are the list of submitted delegations based on previously endorsed advocacy priorities:

- Ministry of Transportation:
 - Transportation Planning including:
 - Caledon-Vaughan GO Line: Continue to support the Caledon-Vaughan GO Line business case to completion and include the rail service in the next Metrolinx Regional Transportation Plan Update with an in-service date of before 2041.
 - Mayfield GO Transit Service: Expedite Frequent Rapid Transit Service northerly to Mayfield West Community (referenced as Project 64 in Metrolinx RTP) to make the public transportation hub in Mayfield West 2 functional.
 - Highway Infrastructure: Continue to advocate for provincial highway infrastructure including the highway 427 extension
 - Road Safety: Implement traffic calming measures including speed limit reduction and a red-light camera at the intersection of Olde Base Line Road and Highway 10 to improve driver and pedestrian safety.

- Ministry of Environment and Climate Change
 - Climate Change: Enact policies and legislation and deliver funding programs that support municipal action on climate change adaptation and mitigation and enable a low carbon transition.
- Ministry of Infrastructure
 - Broadband: Accelerate the allocation of broadband funding and address broadband gaps ensuring affordable broadband rates of residents and businesses.
 - Infrastructure Management/Finance: Invest in public infrastructure such as roads, transit, active transportation and energy infrastructure that is low-carbon, climate adaptive, accommodates growth and supports healthy and safe communities.
- Ministry of Municipal Affairs and Housing
 - Growth and Planning Challenges including:
 - More Homes Built Faster Act (Bill 23): Pause implementation of Bill 23 in order to complete fulsome consultation, to ensure its objectives of sound decision-making for housing growth that meets local needs are reasonably achieved.
 - Local Planning Equity: Support local planning equity for Caledon within the Region of Peel to protect the integrity of Caledon's local planning process.
 - Affordable Housing: Work with municipalities to advance policies and programs that expedite a full range of affordable rental, independent living and multi-storey housing options.
- Ministry of Natural Resources & Forestry
 - Aggregates: Amend the Aggregate Resources Act and associated regulations to require site plans in an area with a rehabilitated master plan (RMP) to conform to the Council adopted RMP, as well as planning policies to allow for more innovative reuses.

Region of Peel Priorities

The Town of Caledon does seek to collaborate where beneficial with other municipalities on common issues, including the Region of Peel. The Region's priorities are not available at time of publishing this memorandum.

Next Steps

Throughout January, staff will work with delegates to prepare and review conference briefing materials, as well as provide support when requested at the delegation meetings. Staff will coordinate scheduling and materials with the Dufferin-Caledon MPP's office and the Region of Peel.

Ministries will confirm the Town's delegation requests approximately one week before the beginning of the conference. Following the conference, staff will provide further information to Council with a summary of what was requested, any follow-up action that was committed to in the meetings, and next steps to further advance the above priorities.

While staff recommend aligning the Town's advocacy for ROMA with growth-related topics, it is important to note that advocacy on other council-endorsed positions will continue through various advocacy tools.

It should be noted that as new information emerges regarding Bill 23, *More Homes Built Faster Act, 2022* and other legislation, staff will incorporate Council's positions in our advocacy efforts.

Attachments: Schedule A - Town of Caledon Active Advocacy Files

Town of Caledon Active Advocacy Files

Air Quality Monitoring

- Work with the Town to establish ongoing active air quality monitoring in Caledon.

Affordable Housing

- Work with municipalities to advance policies and programs that expedite a full range of affordable rental, independent living and multi-storey housing options.

Aggregate Site Rehabilitation

- Amend the Aggregate Resources Act and associated regulations to require site plans in any area with a Rehabilitation Master Plan (RMP) to conform to the Council adopted RMP.
- Ensure planning policies have the flexibility for municipalities and their partners to be innovative when identifying reuses for aggregate sites.

Agriculture Research and Investment

- Increase access to agriculture research and innovation activities in support of food processing and agri-food business opportunities.
- Collaborate with the Minister of Municipal Affairs and Housing and Minister of Economic Development, Job Creation and Trade on increasing investment in value-added agricultural products such as artisan food, crafts, breweries and wineries, and farm to table experiences that support a four-season tourism destination.

Agri-Tourism

- Support policies and implementation tools in the Provincial Plans to support agri-tourism (ie, Oak Ridges Moraine Conservation Plan – ability to support on-farm diversified uses).

Bolton Special Policy Area

- Finalize the Town's Bolton Special Policy Area (SPA) working with the Minister of Municipal Affairs and Housing and the Minister of Natural Resources and Forestry.

Broadband Connectivity

- Accelerate the allocation of broadband funding and address broadband gaps ensuring affordable broadband rates of residents and businesses.

Climate Change

- Enact policies and legislation and deliver funding programs that support municipal action on climate change adaptation and mitigation and enable a low carbon transition.

Finance

- Commit to a provincial-municipal fiscal framework that is stable, sustainable and affordable for property taxpayers.

Infrastructure Funding

- Invest in public infrastructure such as roads, transit, active transportation and energy infrastructure that is low-carbon, climate adaptive, accommodates growth and supports healthy and safe communities.

Local Planning Equity

- Support local planning equity for Caledon within the Region of Peel to protect the integrity of Caledon's local planning process.

More Homes Built Faster Act (Bill 23)

- Pause implementation of Bill 23 in order to complete fulsome consultation, to ensure its objectives of sound decision-making for housing growth that meets local needs are reasonably achieved.

New School Infrastructure Planning

- Work with the municipal sector to better plan and fund new schools in high growth communities like Caledon.

Provincially Significant Employment Zone (PSEZ) Lands

- Provide supplementary direction on the uses permitted in a PSEZ and confirm the ability to modify/refine a PSEZ through the Municipal Comprehensive Review/Secondary Plan processes.

Provincial Offences Act reform

- Confirm funding for remote court system technology and secure additional judicial resources within the provincial offences court system.

Provincial Park visitation

- Partner with Caledon to manage and enforce responsible tourism at the Forks of the Credit Provincial Park.

Road Safety

- Implement traffic calming measures including speed limit reduction and a red light camera by early 2021 to improve driver and pedestrian safety at the intersection of Olde Base Line Road and Highway 10.

Tourism Community Impact

- Work with tourism partners to develop and fund a province-wide responsible tourism marketing campaign, focusing on education and behavior change.

Transportation Planning

- Continue to support the Caledon-Vaughan GO Line business case to completion and include the rail service in the next Metrolinx Regional Transportation Plan Update with an in-service date of before 2041.
- Expedite Frequent Rapid Transit Service northerly to Mayfield West Community (referenced as Project 64 in Metrolinx RTP) to make the public transportation hub in Mayfield West 2 functional.
- Continue to advocate for provincial highway infrastructure including the highway 427 extension.



December 15, 2022

Honourable Doug Ford
Premier of Ontario
Premier's Office, Room 281
Legislative Building, Queen's Park
Toronto, ON M7A 1A1

Dear Honourable Ford:

On December 6, 2022 Council for the Town of Mono passed the following resolution regarding the More Homes Built Faster Act, 2022.

Resolution #9-12-2022

Moved by Ralph Manktelow, Seconded by Fred Nix

WHEREAS the More Homes Built Faster Act, will result in changes that severely impact environmental protection, heritage preservation, public participation, loss of farmland and a municipality's ability to provide future services, amenities, and infrastructure, and negatively impact residential tax rates; significantly restrict how municipalities manage growth through implementation of their official plans and the ability to provide essential infrastructure and community services;

AND WHEREAS, Conservation Authorities will no longer be able to review and comment on development applications and supporting environmental studies on behalf of a municipality;

AND WHEREAS, More Homes Built Faster Act will freeze, remove, and reduce development charges, community benefit charges, and parkland dedication requirements that are required to fund infrastructure and create complete communities;

AND WHEREAS, the More Homes Built Faster Act will remove aspects of Site Plan controls and would also remove the ability to regulate architectural details and aspects of landscape design;

AND WHEREAS, the More Homes Built Faster Act proposes sweeping changes to planning in Ontario and significantly impacts the Town of Mono's ability to grow, provide services, and create a healthy community.

NOW THEREFORE BE IT RESOLVED that Council for the Town of Mono requests the Province of Ontario reconsider the More Homes Built Faster Act;

AND THAT Cabinet consent to release of all financial information created on the financial impact of the More Homes Built Faster Act to municipalities, pursuant to Section 12 (2) (b) of the Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. F.31 that permits Cabinet materials to be made public;

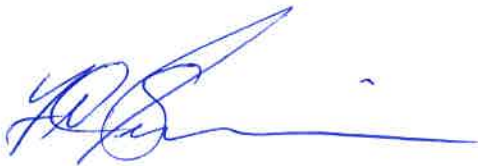
AND THAT a fulsome consultation with all Ontario municipalities, Chiefs of Ontario, Conservation Authorities and the Association of Municipalities of Ontario to commence to ensure the objectives for sound decision-making for housing growth that meets local needs can be reasonably achieved;

AND THAT this resolution be sent to:

*The Association of Municipalities of Ontario (AMO),
the Honourable Doug Ford, Premier of Ontario,
the Honourable Steve Clark, Minister of Municipal Affairs and Housing,
the Honourable David Piccini, Minister of the Environment, Conservation and Parks,
the Honourable Graydon Smith, Minister of Natural Resources and Forestry,
the Honourable Sylvia Jones, Deputy Premier, Minister of Health and MPP, Dufferin-Caledon,
Peter Tabuns, Leader of the Opposition and Interim Leader of the Ontario New Democratic Party,
John Fraser, Interim Leader of the Ontario Liberal Party,
Mike Schreiner, Leader of the Green Party of Ontario,
Toronto and Region Conservation Authority,
Credit Valley Conservation, and
Nottawasaga Valley Conservation Authority.*

"Carried"

Respectfully,



Fred Simpson
Clerk

cc: Hon. Steve Clark, Minister of Municipal Affairs and Housing
Hon. David Piccini, Minister of the Environment, Conservation and Parks
Hon. Graydon Smith, Minister of Natural Resources and Forestry
Hon. Sylvia Jones, Deputy Premier, Minister of Health & MPP Dufferin-Caledon
Hon. Graydon Smith, Minister of Natural Resources and Forestry

Peter Tabuns, Leader of the Official Opposition and Interim Leader of Ontario New Democratic Party

John Fraser, Interim Leader of Ontario Liberal Party

Mike Schreiner, Leader of Green Party of Ontario

Toronto and Region Conservation Authority

Credit Valley Conservation

Nottawasaga Valley Conservation Authority

Association of Municipalities of Ontario

2575845 Ontario Inc.
60 Broadway Avenue
Orangeville, Ontario

December 19, 2022

Mayor Post and Council
Town of Orangeville
87 Broadway
Orangeville ON, L9W 1K1

Dear Mayor Post and Council:

Re: Water Bill, 62 Broadway

We are the owners of the 60 and 62 Broadway.

We are writing with respect to the high amount of the water bill for the past three months at 62 Broadway.

The building located at 62 Broadway has been vacant since July 31st, 2022. When the tenants vacated, we did a full inspection of the building. The water bill for August 17 to September 15 was just over \$60.00, nearly half the previous bill, as we would expect with the building vacant. The next two bills were \$968.39 and \$910.93. No one was at the property.

On September 4th, we attended the premises and confirmed there were no leaking faucets and/or toilets and shut off the water to all fixtures and water main inside the building.

On Friday, September 30th, Michelle Lovisotto called your office and spoke to Tawnya Hunt at the Town of Orangeville to request the water be turned off from the street. Tawnya confirmed the shut off was completed on October 3rd.

Although the water was shut off from the street on October 3rd the amount billed up to October 15th and for November is astronomical in relation to previous months. Even the bill for November 17 (\$293.42) seems impossible since the water had been shut off since October 3.

We have compiled a list for water consumption usage at 62 Broadway for previous months noted below and as you can see the amounts for usage appear normal.

March 3, 2022 to April 15, 2022	\$202.33
April 19, 2022 to May 15, 2022	\$56.29
May 19, 2022 to June 15, 2022	\$72.54
June 16, 2022 to July 15, 2022	\$220.49
July 27, 2022 to Aug15, 2022	\$110.82
Aug 17, 2022 to Sept 15, 2022	\$61.88

The following amounts are being questioned.....

Sept 9, 2022 to Oct 15, 2022	\$986. 39
Oct 15, 2022	\$910.93
Nov 17, 2022	\$293.42

You can see what the typical water bill was when the building was occupied and what amount was billed when the building was vacant (as of July 31) and the water shut off (October 3).

On October 5th, via email we brought this matter to the attention of Matthew Cebrynsky at the utility office however nothing was resolved. We left voice mails for Mr. Cebrynsky however no return call. We further contacted **Jamie Monk at Orangeville Hydro on November 25th and requested that he investigate the current water bill as the water was shut off on Oct 3. Unfortunately, we did not receive a response.**

On December 2nd we contacted the Town of Orangeville and spoke to Tim Kocialek, General Manager Infrastructure Services. Tim was helpful and suggested we submit a letter requesting consideration to waive a portion of the bills as staff do not have the authority to reduce commercial water bills.

At this time we are requesting a review of the current month's billing given the excessive amounts for September and October. Please advise for an adjustment of the water bill with respect to the past history of water usage. We believe the problem must be with the meter given the inspections that were done July 31 and September 4 and the fact that, even after the Town shut off the water October 3 we received bills for about \$1500.00

Thank you for your assistance and we look forward to hearing from you.

Yours truly,

Eddy Lovisotto

Eddy Lovisotto

November 13, 2022

ORANGEVILLE TOWN COUNCIL

To Whom It May Concern:

My name is **Tony Traetto** and I own the building located at **19 Stewart Court** in Orangeville. In the summer of 2022 I received a call from the Town of Orangeville to tell me that they observed a huge consumption of water from the premises. They read the meter remotely and later made an appointment to come inside the building and perform a physical reading. I had told them that the building practices had not changed to warrant any increase and if anything consumption should have gone down. Later another gentleman who told me the consumption would likely cost about \$7,000 dollars and was confused after his site visit with this. He shrugged with no explanation to why the meter read was so high. I was told to call Matthew from the Town of Orangeville because Hydro was only responsible for billing. Mathew told me that he would send a representative from Neptune to see if possibly the meter may be at fault. This gentleman looked around and told me he thought it was impossible that we used over **52 m3/day** of water without any evidence of water damage or flooding – which there is none. I can assure you I wasn't filling a water truck or any pools either! He tested the meter at that time and concluded all was ok and he would recommend my bill be adjusted accordingly. That all being said, up to this point nobody is willing to reduce my bill of over 100 times my normal water consumption!

I have maintained all along that at one point there was a glitch in the meter but I was told that is very unlikely. I also suggested maybe- and I am far from an expert in this field but possibly all the work on the water system at the end of my road where they kept cutting open the street and running the water for hours on end could have caused some foreign material or something to jam up the meter and again was told that was highly unlikely. In other words nobody including myself has an explanation.

At this point I contacted Joe Andrews from Orangeville Town Council. When I explained my situation he was sympathetic to it and said he thought for certain we could come up with a resolution and put me in touch with Tim Kocialek from

Infrastructure Services. Initially he thought that there was a remedy for this type of issue but later told me that relief only applied for residential water bill discrepancies. At this point, we are with Orangeville Hydro giving me a bill for what now is over **\$11,000**. I just want paint a picture of how much water **52m3** of water per day is. If my calculation is correct that is 52,000 litres of water per day or 1,560,000 litres of water per month. To put that into perspective, an Olympic size swimming pool holds just over 2 million litres of water. I want to again state that multiple visits to my location have not shown any signs of this type of water consumption. There has been no plumbing issues, no water is under the building or at the front side or back parts of the yard.

I was told at the end of the day that I have to prove that I didn't consume this amount of water and it was suggested that I can pay to remove the meter and send it out to get tested but my suspicion is if the problem was intermittent nothing will come back out of the ordinary. At this point I want to resolve this issue as soon as possible and want to state that I have run my business in Orangeville for over 11 years and have paid a substantial amount of property tax, consumed a fair amount of Hydro, water and other utilities and have gladly paid what I owed. My wife Elaine and I are also supporters and volunteers to various causes and organizations in Orangeville and if you ask around you will find we are upstanding citizens. That being said I am willing to pay a penalty or fee to clear up this situation sooner than later and ask for relief as any business would be hard pressed to absorb an \$11,000 water bill. My water and sewer consumption for the month of September 2022 was \$61.25. I was hoping paying a year worth of this water bill at \$735. I believe this to be a fair compromise at this point even though I can't prove the water didn't pass through my meter. The flip side is I don't believe you can't prove it did. That point is probably irrelevant although it is frustration on my part when I think about this charge.

In closing, after this lengthy rant of a letter, all I am asking for is that this special type of situation is reviewed and dealt with on your behalf with compassion and empathy for an Orangeville Commercial property owner.

I thank you for your time.

Regards

Tony Traetto



Minutes of Orangeville Public Library Board
The Corporation of the Town of Orangeville

September 28, 2022, 5:00 p.m.

Members Present: Councillor G. Peters
Councillor L. Post
S. Bergant
P. Neely
B. Rea

Members Absent: S. Marks

Staff Present: D. Fraser, CEO
J. Moule, Administrative Assistant

Staff Absent: N. Syed, Treasurer

1. Call to Order

Chair B. Rea called the meeting to order at 5:00 p.m.

2. Disclosures of (Direct or Indirect) Pecuniary Interest

None.

3. Adoption of Minutes of Previous Meeting

Recommendation: 2022-22

Moved by Councillor Post
Seconded by S. Bergant

That the minutes of the meeting for August 31, 2022 be approved.

Carried

4. Presentations

None.

5. Information Items

Recommendation: 2022-23

Moved by Councillor Peters
Seconded by P. Neely

That the information items be received.

Carried

5.1 CEO Report

5.2 Library Service Index

6. Staff Reports

6.1 22-07 Policy Review – Electronic Monitoring (Employees)

Recommendation: 2022-24

Moved by Councillor Post
Seconded by Councillor Peters

That report 22-07, dated September 28, 2022, with respect to the new policy Electronic Monitoring of Employees, be received;

And that the recently approved Town-wide Electronic Monitoring of Employees Policy as presented be adopted.

Carried

6.2 22-08 Statutory Holidays and Library Closures for 2023

Recommendation: 2022-25

Moved by P. Neely
Seconded by S. Bergant

That report 22-08, dated September 28, 2022, with respect to the statutory holidays and library closures for 2023, be received;

And that the statutory holidays and library closures for 2023 be adopted as presented.

Carried

6.3 22-09 Draft Operating and Capital Budget 2023-2027

Recommendation: 2022-26

Moved by Councillor Peters
Seconded by P. Neely

That report 22-09, dated September 28, 2022, with respect to the Draft Operating and Capital Budgets for 2023-2027, be received;

And that the proposed 2023-2027 Operating and Capital Budget requests, be forwarded to Council for their consideration.

Carried

7. Correspondence

None.

8. New Business

1. Elevator replacement project - Kick off meeting with contractors happened earlier today. Mill St will be closed to the public as of Sunday October 9th. Staff are developing a closure plan. Hours at Alder are being decided. Need to decide on a downtown drop box location. Looking for other locations to hold programming.
2. Foodbank Vending machine update - Unfortunately timing did not work out for this pilot. Will revisit once Mill St library reopens after the renovation.
3. Federation of Ontario Public Libraries - FOPL has partnered with Environics Analytics to provide a consortium purchasing opportunity for their Spotlight software. CEO D. Fraser attended an information session explaining the various ways that Spotlight can be used within your library, it's benefits, and how the consortium model will work.

Recommendation: 2022-27

Moved by B. Rea

Seconded by P. Neely

CEO D. Fraser is looking for support from the board to request the Town for use of the Atrium for two upcoming events. Storytelling series and WOW in November and use the atrium as a possible drop off/pick up location.

Carried

9. Date of Next Meeting

The next meeting is scheduled for October 26, 2022.

10. Adjournment

The meeting was adjourned at 6:05 pm.

Darla Fraser, CEO

Bill Rea, Board Chair



Minutes of a Committee of Adjustment Meeting
Electronic Participation

November 2, 2022, 6:00 p.m.
Chair and Secretary-Treasurer Participating Remotely
The Corporation of the Town of Orangeville

Members Present: Alan Howe
 Rita Baldassara
 S. Wilson

Regrets: Todd Taylor

Staff Present: L. Russell, Senior Planner
 T. MacDonald, Acting Secretary-Treasurer

- 1. Call to Order**
- 2. Disclosures of (Direct or Indirect) Pecuniary Interest**

None.
- 3. Adoption of Minutes of Previous Meeting**

Moved by Rita Baldassara

That the minutes of the following meeting are approved:

2022-10-05 Committee of Adjustment Minutes

Carried

- 3.1 2022-10-05 Committee of Adjustment**
- 4. Statutory Public Hearing**
 - 4.1 File No. A13-22 - 30 William Street**
 - 4.1.1 Planning Report - A13-22 - 30 William Street**

The Chair asked if there was anyone in attendance who wished to speak in support of the application and there were none.

The Chair asked if there was anyone in attendance who wished to speak in opposition to the application and there were none.

Moved by Alan Howe

That Planning Report – A13-22 – 30 William Street be received;

And that the Minor Variance Application (File No. A13-22) to permit an accessory dwelling unit only within the accessory structure of a detached dwelling, and to increase the maximum

height of an accessory building from 4.3 metres to 5 metres, be approved, generally in accordance with the submitted Site Plan;

And that correspondence from Orangeville Hydro, dated October 16, 2022, be received.

Carried

4.1.2 Report from Orangeville Hydro dated October 16, 2022

4.2 File No. A14-22 - Armstrong Street

Ms. Macdonald read correspondence from Joe Sammut who is in opposition to the application.

The Chair asked if anyone wished to speak in support of the application.

Robert Mair, the applicant spoke in support of the application and indicated that he has met with neighbors in the area and that a heritage consultation has been completed which addresses what needs to be done during construction to protect 35 Armstrong.

The Chair asked if there was anyone else who wished to speak in support of the application and there were none.

That Chair asked if there was anyone who wished to speak in opposition to the application and there were none.

Mr. Wilson noted that staff and the heritage committee are supportive of the application and noted that the train station is new to the location.

Ms. Baldassara indicated that reducing the side yard setback is too close and will block the sunshine and views from the patio at the restaurant. Ms. Baldassara indicated concerns with respect to where the buildup of snow will go and concerns regarding future repairs to the property and lack of room to complete those. Ms. Baldassara also commented that personally she would like some continuity on the outside of the building to keep up with the old town character.

Mr. Howe asked if any letters were received from the owners of the neighbouring property and Ms. Macdonald indicated that the only correspondence received was from Orangeville Hydro and from Mr. Sammut. Mr. Howe indicated he would support the application.

Ms. Russell advised that Heritage Orangeville have reviewed the application and are supportive of the application.

Mr. Mair indicated that a live mural is planned for the exterior wall using pre cast and will fit in with the heritage feel of the area. Mr. Mair indicated that current views are of an overgrown parking lot and that this development will be an improvement.

Moved by Rita Baldassara

That Planning Report – A14-22 – Armstrong Street be received;

And that the Minor Variance Application (File No. A14-22) to increase the maximum permitted building height from 12 metres to 13.5 metres; to reduce the minimum required landscape strip adjacent to

the street line from 3 metres to 1.5 metres; and to reduce the minimum required rear yard setback from 7.5 metres to 0.30 metres; be approved, subject to the following condition:

1. That the variances be limited to the extent shown in accordance with the approved Site Plan (File No. SPA-2022-04);

And that correspondence from Orangeville Hydro dated October 16, 2022, be received;

And that correspondence from Joe Sammut, dated November 1, 2022, be received.

Carried

4.2.1 Planning Report - A14-22 - Armstrong Street

4.2.2 Report from Orangeville Hydro dated October 16, 2022

5. Items for Discussion

None.

6. Correspondence

None.

7. New Business

None.

8. Date of Next Meeting

December 7, 2022

9. Adjournment

The meeting was adjourned at 6:20 p.m.

Agenda OBIA Board of Management Meeting

Thursday, November 17th, 2022 at 0700 - Electronic Meeting conducted via Zoom

More information about this meeting and how to attend can be found here:

<https://downtownorangeville.ca/obia-info/members/>

Members: M. Beattie, T. Brett, J. Thurgood-Burnett, D. Nairn, R. Hough, H. Hochmeister
Guests: S. Koroscil, Koros Games,
Regrets: N. Moniz

1. Call to Order – 7:00 am
2. Declaration of Pecuniary Interest – None.
3. Attendance
4. Land Acknowledgement – The OBIA wishes to acknowledge the traditional territory of the Anishinaabe people including the Ojibway, Potawatomi and Odawa of Three Fires Confederacy.

5. Minutes
Moved by T. Brett, R. Hough **Carried.**
Motion to approve OBIA Board of Management Minutes of October 19th, 2022.

6. Central Counties Tourism / Fed Dev. Grant Update
Moved by M. Beattie, R. Hough **Carried.**
Motion to direct staff to purchase additional items as per the grant application.

7. Reconstruction Update – Project is largely complete. Façade cleaning will be done in the coming weeks.

8. Branding Update – Project is very close to completion.

9. Boulevard Café & Displaying of Merchandise Displays Bylaws

Moved by M. Beattie, R. Hough **Carried.**
Motion to request that the temporary Boulevard Café bylaw be extended for one more year so it can be tested in a year when parking demand is back to pre-pandemic levels.

And that the number of street parking spaces allotted for extended restaurant patios be capped at a maximum of 6 for the extended trial period.

And that these parking space patio permits should be allotted on a first come, first serve basis.

Moved by R. Hough, T. Brett **Carried.**
Motion to support the permanent adoption of the temporary merchandise display bylaw.

10. Horticultural Contract Extension

Moved by M. Beattie, R. Hough **Carried.**

Motion to extend contract with KT Property Management for 2 years based on a \$2K increase for the same services.

11. Orangeville Blues & Jazz Festival Funding Request Letter

Moved by R. Hough, D. Nairn

Carried.

Motion to receive the Blues & Jazz Festival funding request letter and consider the request as part of the 2023 Budget process.

12. Staff Reports

- 12.1. Better Together Task Force Update
- 12.2. Member Ambassador Report
- 12.3. Marking Strategist Report
- 12.4. Farmers' Market Report (not available)
- 12.5. Social Media Stats Report
- 12.6. GM's Report
- 12.7. Financial Report

Moved by R. Hough, D. Nairn

Carried.

Motion to accept the November 2022 staff reports.

13. Strategic Plan - Value Analysis & 2023 OBIA Events/Initiatives Draft

Board to review the Value Analysis and 2023 OBIA Events/Initiatives Draft in advance of the December Budget Meeting for the purposes of setting the 2022 Work Plan & finalizing the Strategic Plan Update.

14. AGM Constitutional & Policy and Procedures Review

Board to review suggested changes for discussion & decision at next meeting.

15. Budget Meeting Date/Format/Location – Thursday, December 15th via Zoom

16. 2023 AGM/Board Election Date/Format/Location

Moved by R. Hough, D. Nairn

Carried.

Motion to set format and date of the 2023 Annual General Meeting to a virtual meeting held via Zoom on Tuesday, January 31st at 7 pm. Staff to arrange for meeting foodie packs for attending members.

17. New Business – None.

18. Adjournment

Moved by R. Hough, D. Nairn

Carried.

Motion to Adjourn at 8:48 am



The Corporation of the Town of Orangeville

By-law Number - 2023

A By-Law to provide for the levy and collection of rates or levies for the Town of Orangeville for the interim levy for the year 2023.

Whereas section 317(1) of the Municipal Act, S.O. 2001, c.25, as amended, provides for interim tax levies:

Be it therefore enacted by the Municipal Council of the Corporation of the Town of Orangeville as follows:

1. That the interim tax levy for 2023 shall equal but not exceed 50% of the total amount of taxes levied on each property in the Town of Orangeville for municipal and school purposes for the previous year (2022).
2. That for purposes of the preceding calculation, if any taxes for municipal and school purposes were levied on a property for only part of the previous year because assessment was added to the collector's roll during the year, an amount shall be added equal to the additional taxes that would have been levied on the property if the taxes for municipal and school purposes had been levied for the entire year.
3. That the taxes shall be payable in two installments as follows for all property classes:
 - i. February 23rd, 2023
 - ii. April 25th, 2023
4. That a penalty charge of one and one quarter (1.25) per cent of the amount of taxes due and unpaid be added on the first day of default and on the first day of each calendar month thereafter in which default continues, as set out in the Municipal Act.
5. That the Treasurer for the Town of Orangeville is hereby authorized to mail or cause to be mailed, the notice specifying the amount of taxes payable by any person liable for taxes, to the address of the person or persons to whom such notice is required.

6. That taxes are payable at the Municipal Office, 87 Broadway, Orangeville, Ontario, L9W 1K1.

Passed in open Council this 9th day of January 2023

Lisa Post, Mayor

Carolina Khan, Clerk



The Corporation of the Town of Orangeville

By-law Number - 2023

A by-law to authorize the Temporary Borrowing of monies as specified in this by-law, to meet, until the taxes are collected, the current expenditures of the Corporation of the Town of Orangeville for the year 2023

Whereas in accordance with subsection 407(1) of The Municipal Act, R.S.O. 2001, as amended, (the "Act"), the Council of the Corporation of the Town of Orangeville (the "Corporation") deems it necessary to borrow the amount of \$28,000,000 for the period of January 1 to September 30 and \$14,000,000 for the period of October 1 to December 31 to meet, until the taxes are collected, the current expenditures of the Corporation for the year 2023 (the "year");

And whereas pursuant to subsection 407(3) of the Act, until the current year budget is adopted, limits on borrowing shall be calculated using the estimated revenues of the municipality set out in the budget adopted in the previous year;

And whereas pursuant to subsection 407(2) of the Act, the total amount borrowed pursuant to this by-law, together with the total of any similar borrowings, is not to exceed the limits set forth in that subsection;

And whereas the total amount of the estimated revenues of the Corporation as set forth in the estimate adopted for the previous year, not including revenues derivable or derived from: any borrowings or issues of debentures; a surplus, including arrears of taxes, fees or charges; or a transfer from the capital fund, reserve fund or reserves is approximately \$57,500,000;

And whereas pursuant to the authority of this by-law the amount that may be temporarily borrowed at any one time, together with the total of any similar borrowings that have not been repaid, shall not exceed the sum of \$28,000,000, between January 1 and September 30, 2023; and shall not exceed the sum of \$14,000,000 between October 1 and December 31, 2023.

Be it therefore enacted by the municipal council of the Corporation of the Town of Orangeville as follows:

1. That the Head of Council and the Treasurer are hereby authorized on behalf of the Corporation to borrow monies from time to time, from the current approved lending institution, to meet the current expenditures of the Corporation for the year, provided that the amount that may be temporarily borrowed at any one time, together with the total of any similar borrowings that have not been repaid, shall not exceed the sum of twenty-eight million dollars (\$28,000,000) between January and September, and not exceed the sum of fourteen million (\$14,000,000) between October and December, and to give, on behalf of the Corporation, to the said Bank a promissory note or notes, sealed with the corporate seal and signed by the Head of Council and Treasurer for the monies so borrowed.
2. All sums borrowed pursuant to the authority of this by-law as well as all other sums borrowed pursuant to the Act in this year and all preceding years from the said Bank for any purpose will, with interest thereon, be a charge upon the whole of the revenues of the Corporation for the year and for all preceding years as and when such revenues are received.
3. The Treasurer is hereby authorized and directed to apply in payment of all sums borrowed as aforesaid, together with interest thereon, all of the monies hereafter collected or received either on account or realized in respect of the taxes levied for the year and preceding years, or from any other source, which may lawfully be applied for this purpose.

Passed in open Council this 9th day of January, 2023

Lisa Post, Mayor

Carolina Khan, Clerk



The Corporation of the Town of Orangeville

By-law Number

A by-law to amend By-law 2018-050 being a by-law with Respect to the Maintenance, Management, Regulation and Control of Orangeville Greenwood Cemetery

WHEREAS the Council of The Corporation of the Town of Orangeville wishes to amend By-law 2018-050 to update the fees schedule;

Now therefore be it resolved that the Council for The Corporation of the Town of Orangeville hereby enacts as follows:

1. That By-law 2018-050 be amended by deleting Schedule "A" (Greenwood Cemetery Price List) and replacing it with Schedule "A" (Greenwood Cemetery Price List) as attached to this by-law;
2. And that Schedule "A" (Greenwood Cemetery Price List) be amended on an annual basis in accordance with the Consumer Price Index (CPI) with data released in November of each year.

Read three times and finally passed this 9th day of January, 2023.

Lisa Post, Mayor

Carolina Khan, Clerk



The Corporation of the Town of Orangeville

License No. 3265537

Greenwood Cemetery

Cemetery address:

553002 County Road 16
Amaranth, ON L9W 0S8

Mailing address:

87 Broadway
Orangeville, ON L9W 1K1

Price List

Effective Date: January 9, 2023

Person in charge of day-to-day operations:

Julie Rawn, Administrative Assistant, Infrastructure Services

Sales Representative, *License No. SR-4736024*

519-941-0440 Ext. 2289

jrawn@orangeville.ca

Adult Plots (holds one casket w/four urns on top)

Upright monument permitted: maximum 30" in length per grave

No. of Graves	Land (3' wide)	Care & Maintenance	Sub-Total	HST	Total
One	\$1,422.00	\$948.00	\$2,370.00	\$308.10	\$2,678.10
Two	\$2,844.00	\$1,896.00	\$4,740.00	\$616.20	\$5,356.20
Three	\$4,266.00	\$2,844.00	\$7,110.00	\$924.30	\$8,034.30
Four	\$5,688.00	\$3,792.00	\$9,480.00	\$1,232.40	\$10,712.40

Note: Land cost includes supply and installation of corner stones.**Infant Plots**

Flat marker only permitted maximum size 12" x 20"

Land 2'x3'	Care & Maintenance	Sub-Total	HST	Total
\$653.40	\$435.60	\$1,089.00	\$141.57	\$1,230.57

Note: Land cost does not include supply and installation of corner stones.**Children Plots**

Flat marker only permitted: maximum size 18" x 30"

Land 3'x6'	Care & Maintenance	Sub-Total	HST	Total
\$653.40	\$435.60	\$1,089.00	\$141.57	\$1,230.57

Note: Land cost does not include supply and installation of corner stones.**Cremation Plot – (holds four urns depending on size)**

Flat marker only permitted: maximum size 12" x 20"

Land 2'x3'	Care & Maintenance	Sub-Total	HST	Total
\$653.40	\$435.60	\$1,089.00	\$141.57	\$1,230.57

Note: Land cost does not include supply and installation of corner stones.**Columbarium Niches (holds two urns depending on size)**

Interior size: 11 1/2" x 11 1/2" x 13 1/2" deep

Location	Land	Care & Maintenance	Sub-Total	HST	Total
Upper Two Rows	\$2,356.20	\$415.80	\$2,772.00	\$360.36	\$3,132.36
Lower Two Rows	\$2,019.60	\$356.40	\$2,376.00	\$308.88	\$2,684.88

Interment Charges

Adult – Standard Depth	Charge	HST	Total
Adult	\$1,188.00	\$154.44	\$1,342.44
Adult (Saturday)	\$2,376.00	\$308.88	\$2,684.88

Child – Standard Depth	Charge	HST	Total
Child	\$508.20	\$66.06	\$574.26
Child (Saturday)	\$1,016.40	\$132.13	\$1,148.53

Note: Child – up to 5’ opening

Infant – Standard Depth	Charge	HST	Total
Infant	\$336.60	\$43.76	\$380.36
Infant (Saturday)	\$673.20	\$87.52	\$760.72

Note: Infant – up to 3’ opening

Cremation	Charge	HST	Total
Urn	\$468.60	\$60.92	\$529.52
Urn (Saturday)	\$937.20	\$121.84	\$1,059.04

Note: Urn – in ground

Cremation (on top of grave already used)	Charge	HST	Total
Urn	\$580.80	\$75.50	\$656.30
Urn (Saturday)	\$1,161.60	\$151.00	\$1,312.60

Columbarium	Charge	HST	Total
Niche	\$237.60	\$30.88	\$268.48
Niche (Saturday)	\$475.20	\$61.76	\$536.96

Disinterment Charges

	Charge	HST	Total
Casket	\$2,376.00	\$308.88	\$2,684.88
Urn	\$937.20	\$121.84	\$1,059.04
Urn on top of grave already used	\$1,193.28	\$155.13	\$1,348.41
Columbarium Niche	\$475.20	\$61.78	\$536.98

Other Charges

	Charge	HST	Total
Transfer of Plot Ownership	\$150.00	\$19.50	\$169.50
Cornerstones (supply and installation) 1 set = 2 stones (for ownership transfer only)	\$200.00	\$26.00	\$226.00
Monument Foundations	\$40 / ft ³ ; \$775.00 minimum charge		
Removal of Existing Foundation	\$550.00	\$71.50	\$621.50
Staking Fee (for flat markers & foundations)	\$135.00	\$17.55	\$152.55

Note: Contributions to the Cemetery Care and Maintenance Fund will be in keeping with Funeral, Burial and Cremation Services Act, 2002 (FBCSA)

All fees are subject to Harmonized Sales Tax.

There are no interments on Sundays or Statutory holidays.

Cheques must be made payable to the Town of Orangeville.

Installment payment plan available upon request.

*** Annually, from and including November 15th to and including April 15th of the following year, the cemetery will be closed but may open at the discretion of the General Manager, Infrastructure Services or designate.**



The Corporation of the Town of Orangeville

By-law Number 2023-

A by-law to confirm the proceedings of the Council of The Corporation of the Town of Orangeville at its regular Council Meeting held on January 9, 2023

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 Council Meeting held on January 9, 2023, 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.

Read three times and finally passed this 9th day of January, 2023.

Lisa Post, Mayor

Carolina Khan, Clerk