



Monday, September 11, 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](mailto: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: 385 383 357#. 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 September 11, 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 2023-08-14 Council Meeting Minutes** 6 - 21

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

**11.1 Kelly McDowell, 26-60 First Street, Orangeville - Dufferin Film Festival** 22 - 35  
In-Person

**11.2 Heather Hayes, Executive Director, Orangeville Food Bank - Annual Update for Hunger Awareness Month**  
In-Person

**11.3 Rob Howes, 12 Dawson Road, Orangeville Towing & Recovery Services - Towing Services and Vehicle Storage Yard Facility By-law Update**  
In-Person

**11.4 Ian McSweeney, Orangeville Police Services Board Member - Orangeville Police Services Board Update** 36 - 47  
In-Person

**11.5 John Naas, Partner, Blackline Consulting and Abdel Al-Sharif, Engagement Manager, Blackline Consulting - Organizational Review** 48 - 59  
Virtual

**\*11.6 Ric Ugolini, 19 Cedar Drive - Procedure By-law Amendments**  
In-Person

**\*11.7 Noel Ramsey, 15 Fead Street - Procedure By-law Amendments**  
In-Person

**12. Staff Reports**

**12.1 Community Grant Update, CPS-2023-068** 60 - 63

Recommendations:

That report CPS-2023-068, Community Grant Update, be received,



And that Council approve distribution of 2023 Community Grant budgeted funds to the Dufferin Film Festival for \$500 from one time grants;

And that Council approve distribution of 2023 Community Grant budgeted funds to the Terry Fox Foundation for \$400 from one time grants.

- \*12.2      Delegation of Authority Amendment, CPS-2023-058      64 - 79**  
Recommendations:  
That report CPS-2023-058, Delegation of Authority, be received;  
  
And that Council pass a by-law to amend By-law 2022-075, the Delegation of Authority By-law.
- 12.3      Procedure By-law Amendments, CPS-2023-049      80 - 115**  
Recommendations:  
That report CPS-2023-049, Procedure By-law Amendments, be received;  
  
And that Council pass a By-law to amend By-law 064-2017 being a By-law to govern the proceedings of Council and its Committees including amendments to quorum requirements for committees, consent agenda, removal of question period, and replacement of new business, as outlined in report CPS-2023-049.
- 12.4      Proposed Increase to Set Fines for Parking and Fire Route By-law Housekeeping Amendment, CPS-2023-059      116 - 121**  
Recommendations:  
That report CPS-2023-059, Proposed Increase to Set Fines for Parking and Fire Route By-law Housekeeping Amendment, be received;  
  
And that Council approve the recommended increases to set fines for parking in relation to the Traffic By-law 2005-078 and the Fire Route By-law 2019-011, as amended;  
  
And that the current set fines for parking remain in effect until the proposed set fines have been approved by the Ontario Court of Justice;  
  
And that Council repeal Schedule M of Traffic By-law Number 2005-078, effective once set fine approval has been received;  
  
And that Council amend Fire Route By-law 2019-011 to remove the requirement that authorized signage for a designated fire route is to display the by-law number.
- 12.5      Towing Services and Vehicle Storage Yard Facility By-law Update, CPS-2023-066      122 - 125**  
Recommendations:

And that Towing Services and Vehicle Storage Yard Facility By-law 2022-079 be amended to exempt applicants from the provisions of the By-law if a provincial certificate issued under the *Towing and Storage Safety and Enforcement Act (TSSEA)* has been obtained and is provided to the satisfaction of the Licence Issuer:

12.6	Municipal Collaboration – Uniform Vehicle for Hire By-law, CPS-2023-067	126 - 139
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**That Report CPS-2023-067, Municipal Collaboration – Uniform Vehicle for Hire By-law, be received:**

**And that Council pass a By-law to authorize the entering into and execution of Service Agreements with each of the Town of Grand Valley, Town of Mono and Town of Shelburne for the purpose of providing Licensing Administration and By-law Enforcement services of a Vehicle for Hire By-law.**

### Recommendations:

That the following correspondence be received:

- |       |                                                                                                                                      |           |
|-------|--------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 13.1  | Ministry of Municipal Affairs and Housing - Building Faster Fund                                                                     | 140 - 140 |
| 13.2  | Ministry of Municipal Affairs and Housing - Proposal to Return Lands in Ajax to the Greenbelt                                        | 141 - 142 |
| 13.3  | Town of Caledon - Notice of Public Open Houses and Statutory Public Meeting and Request for Comments - Caledon's Draft Official Plan | 143 - 146 |
| 13.4  | Township of Melancthon - Changes to MFIPPA                                                                                           | 147 - 150 |
| 13.5  | Township of Melancthon - Illegal Land Use Enforcement Update                                                                         | 151 - 155 |
| *13.6 | Brenda and Lino Chioma, Wardlaw Ave - Procedure By-law Amendments                                                                    | 156 - 156 |
| *13.7 | Peggy Bond, 18 Goldgate Cres - Procedure By-law Amendments                                                                           | 157 - 157 |

### Recommendations:

That the minutes of the following meetings be received:

- |             |                                                   |                  |
|-------------|---------------------------------------------------|------------------|
| <b>14.1</b> | <b>2023-05-25 Sustainable Orangeville Minutes</b> | <b>158 - 161</b> |
| <b>14.2</b> | <b>2023-06-07 Sustainable Orangeville Minutes</b> | <b>162 - 164</b> |

None.

**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.

**19. By-Laws**

Recommendations:

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

- |             |                                                                                                                                                                                                                                                                   |                  |
|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| <b>19.1</b> | <b>A by-law to amend By-law 2022-075 being a By-law to delegate certain powers and duties under the Municipal Act, 2001, S.O. 2001, c.25</b>                                                                                                                      | <b>165 - 166</b> |
| <b>19.2</b> | <b>A by-law to amend By-law 2017-064 being a by-law to govern the proceedings of Council and its Committees</b>                                                                                                                                                   | <b>167 - 169</b> |
| <b>19.3</b> | <b>A by-law to amend By-law 2019-011 being a By-law to designate and regulate fire routes</b>                                                                                                                                                                     | <b>170 - 170</b> |
| <b>19.4</b> | <b>A by-law to amend By-law 2022-079 being a By-law to regulate and license towing services operators, tow truck drivers and vehicle storage yard facilities</b>                                                                                                  | <b>171 - 171</b> |
| <b>19.5</b> | <b>A by-law to authorize the entering into and execution of Service Agreements with each of the Town of Grand Valley, Town of Shelburne, and Town of Mono for providing Licensing Administration and By-law Enforcement Services of a Vehicle for Hire By-law</b> | <b>172 - 172</b> |
| <b>19.6</b> | <b>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 September 11, 2023</b>                                                                                                 | <b>173 - 173</b> |

**20. Adjournment**

Recommendations:

That the meeting be adjourned.



## **Council Meeting Minutes**

**August 14, 2023, 5:30 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: D. Currie, Manager, Capital Works  
T. Dulisse, Manager, Transportation and Development  
M. Jhajj, Deputy Treasurer  
V. Kandel, IT Technician  
C. Khan, Town Clerk  
T. Kocialek, General Manager, Infrastructure Services  
K. Landry, Acting General Manager, Corporate Services  
K. Lemire, Manager, Economic Development and Culture  
J. McGibbon, Manager, Communications  
M. Pourmanouchehri, Project Manager, IT Transformation Project  
L. Raftis, Assistant Clerk  
H. Savage, General Manager, Community Services  
D. Smith, CAO  
K. Thomson, Sustainability Co-ordinator  
B. Ward, Manager, Planning

**1. Call To Order**

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

**2. Approval of Agenda**

**Resolution 2023-261**

Moved by Councillor Macintosh

Seconded by Councillor Andrews

**That the agenda and any addendums for the August 14, 2023 Council Meeting, be approved.**

**Carried Unanimously**

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

**3.1 Mayor Post - Sandy Brown and Gerry Holden, Directors, Dufferin Board of Trade - Skilled Trades Training Centre Proposal**

Involves indirect interest regarding a family member involved with the Dufferin Board of Trade.

**4. Closed Meeting**

**Resolution 2023-262**

Moved by Councillor Andrews

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:**

**2023-07-10 Closed Council Minutes**

**Confidential Report - Proposed Naming of a Town of Orangeville Pathway, CMS-2023-030**

**Confidential Report - Committee Appointments – Library Board, CPS-2023-054**

**Confidential Report - Town System, CPS-2023-056**

**Confidential Report - Public Office Holders, CPS-2023-052**

**Carried Unanimously**

- 4.1 **2023-07-10 Closed Council Minutes**
- 4.2 **Confidential Report - Proposed Naming of a Town of Orangeville Pathway, CMS-2023-030**
- 4.3 **Confidential Report - Committee Appointments – Library Board, CPS-2023-054**
- 4.4 **Confidential Report - Town System, CPS-2023-056**
- 4.5 **Confidential Report - Public Office Holders, CPS-2023-052**
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 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.
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 2023-263**

Moved by Councillor Andrews  
Seconded by Councillor Prendergast

**That the 2023-07-10 Closed Council Minutes, be approved;**

**And that Confidential Report - Proposed Naming of a Town of Orangeville Pathway, CMS-2023-030 regarding personal matters about an identifiable individual, including municipal or local board employees, be received;**

**And that Confidential Report - Committee Appointments - Library Board, CPS-2023-054 regarding personal matters about an identifiable individual, including municipal or local board employees, be received;**

**And that Council appoint Victoria Speirs to the Orangeville Public Library Board;**

**And that Confidential Report - Town System, CPS-2023-056 regarding litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board and advice that is subject to solicitor-client privilege, including communications necessary for that purpose, be received;**

**And that Confidential Report - Public Office Holders, CPS-2023-052 regarding personal matters about an identifiable individual, including municipal or local board employees, be received;**

**And that staff proceed as directed.**

**Carried Unanimously**

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

**Resolution 2023-264**

Moved by Councillor Sherwood  
Seconded by Councillor Macintosh

**That the minutes of the following meetings be approved:**

**2023-07-10 Council Meeting Minutes**

**Carried Unanimously**

**10.1 2023-07-10 Council Meeting Minutes**

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

**11.1 Sandy Brown and Gerry Holden, Directors, Dufferin Board of Trade - Skilled Trades Training Centre Proposal**

Mayor Post declared a conflict on this item. (Involves indirect interest regarding a family member involved with the Dufferin Board of Trade.)

Note: Mayor Post left the meeting. Deputy Mayor Taylor assumed the role of the Chair.

Sandy Brown, Director, Dufferin Board of Trade provided a presentation with respect to the development of a Skilled Trades Training Centre in

Orangeville, spoke to the Provincial Skills Development - Capital Grant, asked Council for support regarding a joint grant application, and to consider approving the use of the surplus land at Commerce and Centennial roads for the purpose of a Skilled Trades Training Centre and answered questions from Council.

Note: Mayor Post returned to the meeting and assumed the role of the Chair.

**11.2 Erin Goodyear, Director, Dufferin Men's Shelter and Keith Ward, Board Member, Dufferin Men's Shelter - Funding Gaps and Request for Support**

Erin Goodyear, Director, Dufferin Men's Shelter and Keith Ward, Board Member, Dufferin Men's Shelter provided a presentation with respect to the current funding gaps at the Dufferin Men's Shelter. Ms. Goodyear spoke to the housing crisis, housing affordability in Orangeville, homelessness in Dufferin County, the 2023 budget, provided an overview of the Dufferin Men's Shelter, spoke to the lack of funding and possible effects on its operation beyond September of 2023 and answered questions from Council.

**11.3 John Savoia, Senior Policy Advisor, City of Hamilton and Elise Dostal, Senior Manager, Partnerships, Service Line Warranties – Service Line Warranty Program**

Tony Dulisse, Manager, Transportation and Development introduced John Savoia, Senior Policy Advisor, City of Hamilton and Elise Dostal, Senior Manager, Partnerships, Service Line Warranties. Ms. Dostal provided a presentation with respect to the Service Line Warranty Program and spoke to the warranties available for external sewer line, external water line, and interior plumbing and answered questions from Council. Mr. Savoia provided Council with the City of Hamilton's experience of offering the Service Line Warranty Program since 2014.

**11.4 Kate Thomson, Sustainability Co-ordinator, Town of Orangeville - Urban Tree Canopy Assessment**

Kate Thomson, Sustainability Co-ordinator provided a presentation with respect to the Town of Orangeville - Urban Tree Canopy Assessment. Ms. Thomson spoke to the goals and objective, methodology, key findings, ecosystem benefit values, tree planting prioritization, planting scenarios, and answered questions from Council.



Note: Council recessed from 8:55 p.m. to 9:10 p.m.

Mayor Post provided a brief introduction of David Smith, CAO.

## **12. Staff Reports**

### **12.1 Skills Development Grant Fund - New Fire Training Facility Application, CMS-2023-031**

#### **Resolution 2023-266**

Moved by Councillor Macintosh  
Seconded by Councillor Andrews

**That report CMS-2023-031, Skills Development Grant Fund - New Fire Training Facility Application, be received.**

**Carried Unanimously**

Note: This item was presented after item 12.4 - Sewer Line Warranty Program.

### **12.2 2022 Economic Development and Culture Annual Report, CMS-2023-032**

#### **Resolution 2023-267**

Moved by Councillor Stevens  
Seconded by Councillor Andrews

**That report CMS-2023-032, 2022 Economic Development and Culture Annual Report, be received.**

**Carried Unanimously**

### **12.3 Fire Service Agreements, CMS-2023-033**

#### **Resolution 2023-268**

Moved by Councillor Andrews  
Seconded by Councillor Stevens

**That report CMS-2023-033, Fire Service Agreements, be received;**

**And that Council adopt the fee structure as outlined in report CMS-2023-033, Fire Service Agreements;**

**And that Council authorize the Mayor and Clerk to execute a four (4) year Amendment to Agreement with each of the Town of Mono, the Township of Amaranth and the Township of East Garafraxa to provide fire services, as attached to report CMS-2023-033, Fire Service Agreements.**

**Carried Unanimously**

**12.4 Sewer Line Warranty Program, INS-2023-051**

**Resolution 2023-265**

Moved by Councillor Macintosh

Seconded by Councillor Stevens

**That report INS-2023-051, Sewer Line Warranty Program, be received;**

**And that Council direct staff to enter into discussions with Service Line Warranties of Canada (SLWC) for the purpose of entering into an agreement with the vendor for the purpose of offering warranty protection for water, sanitary and storm services to the residents of Orangeville;**

**And that staff report back to Council with the progress on those discussions at a later Council meeting in the fall of 2023.**

**Carried Unanimously**

This item was presented prior to item 12.1 - Skills Development Grant Fund - New Fire Training Facility Application.

**12.5 Boulevard Tree Inventory and Tree Canopy Assessment, INS-2023-052**

**Resolution 2023-269**

Moved by Councillor Prendergast

Seconded by Deputy Mayor Taylor

**That report INS-2023-052, Boulevard Tree Inventory and Tree Canopy Assessment, be received;**

**And that Council direct staff to solicit input from the public regarding tree preservation measures;**

**And that Council direct staff to investigate the resources and logistics necessary to implement a tree preservation by-law;**

**And that Council direct staff to report back with a framework for the development of a tree preservation by-law that includes community input;**

**And that Council direct staff to report back with an additional allocation of \$80,000 in the 2024 Budget deliberations to achieve the urban tree canopy target of 40% by 2040;**

**And that Council direct staff to investigate industry best practices with respect to pruning and maintenance of the existing tree canopy.**

**Carried Unanimously**

**12.6 Update on Climate Change Initiatives, INS-2023-049**

**Resolution 2023-270**

Moved by Councillor Macintosh

Seconded by Councillor Andrews

**That report INS-2023-049, Update on Climate Change Initiatives, be received.**

**Carried Unanimously**

**12.7 Transit Update, INS-2023-053**

**Resolution 2023-271**

Moved by Councillor Andrews

Seconded by Councillor Prendergast

**That report INS-2023-053, Transit Update, be received.**

**Carried Unanimously**

**12.8 Funding for a New Columbarium at Greenwood Cemetery, INS-2023-054**

**Resolution 2023-272**

Moved by Councillor Andrews

Seconded by Councillor Macintosh

**That report INS-2023-054, Funding for a New Columbarium at Greenwood Cemetery, be received;**

**And that Council approve the purchase of the additional Columbarium section from Shelburne Memorials Limited with the purchase being funded from General Capital Reserves in the amount of \$30,000;**

**And that Council approve the transfer of \$30,000 from General Capital Reserves for the purchase of the New Columbarium at Greenwood Cemetery.**

**Carried Unanimously**

**12.9 Community Improvement Committee Terms of Reference, INS-2023-056**

**Resolution 2023-273**

Moved by Councillor Andrews

Seconded by Councillor Prendergast

**That Report INS-2023-056, Community Improvement Committee Terms of Reference, be received;**

**And that the Terms of Reference for the Community Improvement Committee as attached to this report, be approved;**

**And that Council appoint Deputy Mayor Taylor to serve on this Committee;**

**And that staff proceed with the recruitment of members pursuant to the Committee composition outlined in the Terms of Reference.**

**Carried Unanimously**

**12.10 Budget 2024 Schedule and Direction, CPS-2023-050**

**Resolution 2023-274**

Moved by Deputy Mayor Taylor

Seconded by Councillor Macintosh

**That report CPS-2023-050, Budget 2024 Schedule and Direction, be received;**

**And that Council endorse receiving a 5-year budget outlook for Operating Budget and a 10-year budget outlook for Capital Budget deliberations;**

**And that Council approve a cost-of-living allowance of 2.5% as a guideline to report a budget for non-union staff salaries in the proposed 2024 budget;**

**And that Council approve an additional \$700,000 to bring the 2024 contribution to the capital Budget from \$2.8M to \$3.5M and annual incremental increases of 2% subject to review after the completion of the Town's Asset Management Plan.**

**Carried Unanimously**

#### **12.11 Treasurer Appointment, CPS-2023-060**

##### **Resolution 2023-275**

Moved by Councillor Andrews

Seconded by Deputy Mayor Taylor

**That report CPS-2023-060 Treasurer Appointment, be received;**

**And that Council pass a by-law to appoint Patrick Kelly as Treasurer for the Town.**

**Carried Unanimously**

#### **12.12 Community Grant Update, CPS-2023-062**

##### **Resolution 2023-276**

Moved by Councillor Prendergast

Seconded by Councillor Macintosh

**That report CPS-2023-062, Community Grant Update, be received,**

**And that Council approve distribution of 2023 Community Grant budgeted funds to the Headwaters Communities in Action (for HFFA) for \$1,000 from one time grants,**

**And that Council approve distribution of 2023 Community Grant budgeted funds to Parkinson Canada Inc. for \$739 from one time grants,**

**And that Council approve distribution of 2023 Community Grant budgeted funds to Gotta Run Racing of \$2,000 from one time grants.**

**Carried Unanimously**

**12.13 2024 Council Meeting Schedule, CPS-2023-053**

**Resolution 2023-277**

Moved by Councillor Macintosh

Seconded by Councillor Sherwood

**That report CPS-2023-053, 2024 Council Meeting Schedule, be received;**

**And that Council adopt the 2024 Council Meeting Schedule attached to report CPS-2023-053.**

**Carried Unanimously**

**13. Correspondence**

**Resolution 223-278**

Moved by Councillor Andrews

Seconded by Councillor Prendergast

**That the month of September 2023 be proclaimed as Childhood Cancer Awareness Month;**

**And that September 16 - 24, 2023 be proclaimed as National Coaches Week;**

**And that the following correspondence be received:**

**Proclamation Request - Childhood Cancer Awareness Month**

**Proclamation Request - National Coaches Week**

**County of Dufferin - Notice of Adoption - Official Plan Amendment Number 2**

**County of Dufferin - Notice of Adoption - Official Plan Amendment Number 3**

**Town of Caledon - Illegal Land Use Enforcement Update**

**Township of East Garafraxa - Right-to-Repair Movement**

**Township of East Garafraxa - Notice of No Appeal - Township Wide Zoning By-law Amendment**

**Township of Melancthon - Legislative Amendments to Improve Municipal Codes of Conduct and Enforcement**

**Carried Unanimously**

**13.1 Proclamation Request - Childhood Cancer Awareness Month**

**13.2 Proclamation Request - National Coaches Week**

**13.3 County of Dufferin - Notice of Adoption - Official Plan Amendment Number 2**

**13.4 County of Dufferin - Notice of Adoption - Official Plan Amendment Number 3**

**13.5 Town of Caledon - Illegal Land Use Enforcement Update**

**13.6 Township of East Garafraxa - Right-to-Repair Movement**

**13.7 Township of East Garafraxa - Notice of No Appeal - Township Wide Zoning By-law Amendment**

**13.8 Township of Melancthon - Legislative Amendments to Improve Municipal Codes of Conduct and Enforcement**

**14. Committee/Board Minutes**

**Resolution 2023-279**

Moved by Councillor Andrews

Seconded by Councillor Prendergast

**That the minutes of the following meetings be received:**

**2023-05-18 Access Orangeville Committee Minutes**

**2023-05-23 Access Orangeville Committee Minutes**

**Carried Unanimously**

**14.1 2023-05-18 Access Orangeville Committee Minutes**

**14.2 2023-05-23 Access Orangeville Committee Minutes**

**15. Notice of Motion Prior to Meeting**

## **15.1 Councillor Prendergast - Kite Fighting**

### **Resolution 2023-280**

Moved by Councillor Prendergast

Seconded by Councillor Stevens

**Whereas kite fighting is a sport in which participants aim to cut the kite string and fell the opponents kite;**

**And whereas kite lines are often composed of metal, wire, piano wire, fishing line or nylon that can be chemically treated and coated in crushed glass;**

**And whereas kite fighting is an environmentally destructive sport with kites and hazardous lines being abandoned and disregarded after game play;**

**And whereas the Town of Orangeville has a responsibility to protect the natural environment from unnecessary and purposeful litter and destruction of property;**

**Now therefore be it resolved that Council direct staff to report back on prohibiting Kite Fighting within the Town of Orangeville to prevent further willful destruction to municipal and private property.**

**Carried Unanimously**

## **16. Notice of Motion at Meeting**

None.

## **17. New Business**

Deputy Mayor Taylor advised that In Good Spirits event will take place on Friday August 18, 2023 from 6:00 p.m. to 10:00 p.m. and further advised that Taste of Orangeville will take place in Downtown Orangeville on Saturday August 19, 2023 from 11:00 a.m. to 4:00 p.m.

Councillor Stevens advised that an OHL game will be played on Sunday, September 10, 2023 at 2:00 p.m. at the Alder Recreation Centre, featuring Kitchener v. Barrie and encouraged the public to attend.

Councillor Sherwood recommended viewing Puffs at Theatre Orangeville from August 25 to August 27 and recognized the Orangeville lacrosse team for winning the gold championship over the weekend.



Mayor Post advised the Orangeville Fall Fair will take place over the Labour Day long weekend and that the International Plowing Match is coming soon to the Township of Amaranth on the third weekend in September and encouraged members of the public to volunteer.

Deputy Mayor Taylor expressed concern with the amount of recently activity in town regarding drinking and driving, no seatbelts worn, and speeding in Orangeville.

## **18. Question Period**

Matthew Smith, 38 McCarthy Street, Orangeville spoke in support of the urban tree canopy initiatives. Mr. Smith also expressed concern with the Dufferin Men's Shelter asking the Town for funding rather than Dufferin County. Mayor Post advised Dufferin Men's Shelter delegated to the Town to start the conversation on their needs but has a plan to present to Dufferin County Council.

Caitlyn Lariviere, 10 Redfern Street, Orangeville asked for an update on the completion of the Alder Pool construction and asked if the Town is prepared to open the pool with respect to staffing once construction is complete. Heather Savage, General Manager, Community Services advised that once the remediation work along the inside and outside of the building and the concrete decking is poured, the contractor will be able to provide timelines of completion. Ms. Savage spoke to the steps the Town is taking to be prepared from a staffing point of view and acknowledged the demand for aquatic staff. Ms. Lariviere also expressed support for the Town's free transit program and for the establishment of a Skilled Trades Training Centre in Orangeville.

Ric Ugolini, 19 Cedar Drive, Orangeville asked if there was a way to save the trees scheduled to be removed with the development of 515 Broadway. Mayor Post spoke to the growth of the Town and need to allow for development, and that developers will work with the Town to add to the tree canopy of the Town. Mr. Ugolini suggested replacing dead trees in Rotary Park and asked why there has been no progress on Hansen Boulevard bridge construction. Tony Dulisse, Manager, Transportation and Development advised that the consultant has completed an incomplete work list that accounts for the last 2% that will be able to be completed quickly, with the plan to complete once the developer is ready to put in servicing.

## **19. By-Laws**

### **Resolution 2023-281**

Moved by Councillor Andrews  
Seconded by Councillor Prendergast

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

**A by-law to authorize the entering into and execution of a four (4) year Amendment to Agreement with each of the Town of Mono, the Township of Amaranth, and the Township of East Garafraxa for the purpose of providing fire services**

**A by-law to appoint Patrick Kelly as Treasurer for the Town of Orangeville**

**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 August 14, 2023**

**Carried Unanimously**

**19.1 A by-law to authorize the entering into and execution of a four (4) year Amendment to Agreement with each of the Town of Mono, the Township of Amaranth, and the Township of East Garafraxa for the purpose of providing fire services**

**19.2 A by-law to appoint Patrick Kelly as Treasurer for the Town of Orangeville**

**19.3 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 August 14, 2023**

**20. Adjournment**

**Resolution 2023-282**

Moved by Councillor Macintosh  
Seconded by Councillor Stevens

**That the meeting be adjourned at 10:26 p.m.**

**Carried Unanimously**

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Lisa Post, Mayor

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Carolina Khan, Clerk

# DUFFERIN FILMFEST

August 9 to 10, 2024



# DUFFERIN COUNTY'S OWN FILM FESTIVAL



## Showcasing the Best in Independent Filmmaking

Dufferin County is full of talent and we want to create a film festival to promote local artists as well as attract provincial and national films to the event. Dufferin County has many different landscapes, businesses and locations that make it a desirable site for filming. Let's bring filmmakers of all levels of experience and film enthusiasts together by hosting a world class festival right in our own community.



# VISION

DFF celebrates Canadian cinema, increases cultural capacity and develops further cultural tourism in the Dufferin/Caledon area through exploration of independent films. It aims to inspire, educate and connect filmmakers as well as provide an opportunity for film enthusiasts to come together and celebrate cinema in Dufferin County.



# EVENT GOALS & OBJECTIVES

DFF celebrates Canadian film by showcasing the best independent films and emerging filmmakers.

Through a curated selection of films, educational opportunities, industry forums and networking events, the festival fosters community filmmakers, film enthusiasts and audiences while raising the profile of Canadian talent.

Similar to the Blues & Jazz Festival, we are looking to host different types of programming at several venues within Orangeville's downtown core. Its initial years will establish the festival and develop the foundation for the expansion to include multiple arts and culture opportunities. The festival is not only aimed at film makers, but also film enthusiasts and Dufferin's art and culture audiences.





# SCHEDULE



## Opening Night Red Carpet

DFF will open with a red carpet film screening of a critically acclaimed film. We will feature short films prior to the film and invite the Directors for a chat after the viewings for an interview and Q&A session.

*Friday, August 9th, 2024*



## Gala Screening Party

The second night will be the screening of a new film, as selected by a team of industry curators. This will be followed by a gala networking event hosted at Bluebird Cafe & Grill. This will also include an interview and Q & A session.

*Saturday, August 10th, 2024*



## Industry Forums & Networking

DFF will host educational opportunities to learn about film distribution, funding, marketing etc. by bringing in industry experts. We will also approach local restaurants about hosting networking opportunities for filmmakers and attendees.

*Saturday, August 10th*

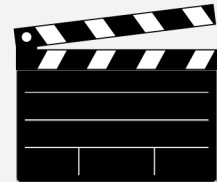


# DFF LAUNCH

To launch DFF, we are announcing a **writing contest** this fall. We are looking short film scripts from young and emerging writers. Our team of industry experts will review and select the winner. Rose Digital Media Group will partner with the writer to execute, the production of their project to debut at DFF. The writer will be invited to be a part of the filming process and get to experience a film set all focused on creating their work. This film will be showcased during the festival.

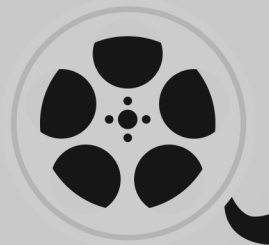


# COMMUNITY COLLABORATION



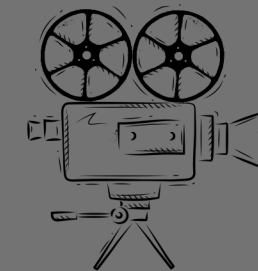
## Tourism

Following Orangeville's tourism goals of being a leader in cultural development, DFF celebrates Canadian film for the enjoyment of Dufferin residents and visitors. It aims to not only showcase homegrown talent, but develop opportunities for local filmmakers and creatives to explore the fantastic community and all it has to offer the world of Canadian Filmmaking.



## Small Business Support

DFF will inclusively support working with local small businesses. This includes: event venue / host, sponsorships, themed inclusivity, use of local vendors for festival needs (asset purchasing, etc). In future years, we hope to host a multitude of events at local venues which are either film themed or a direct festival event .

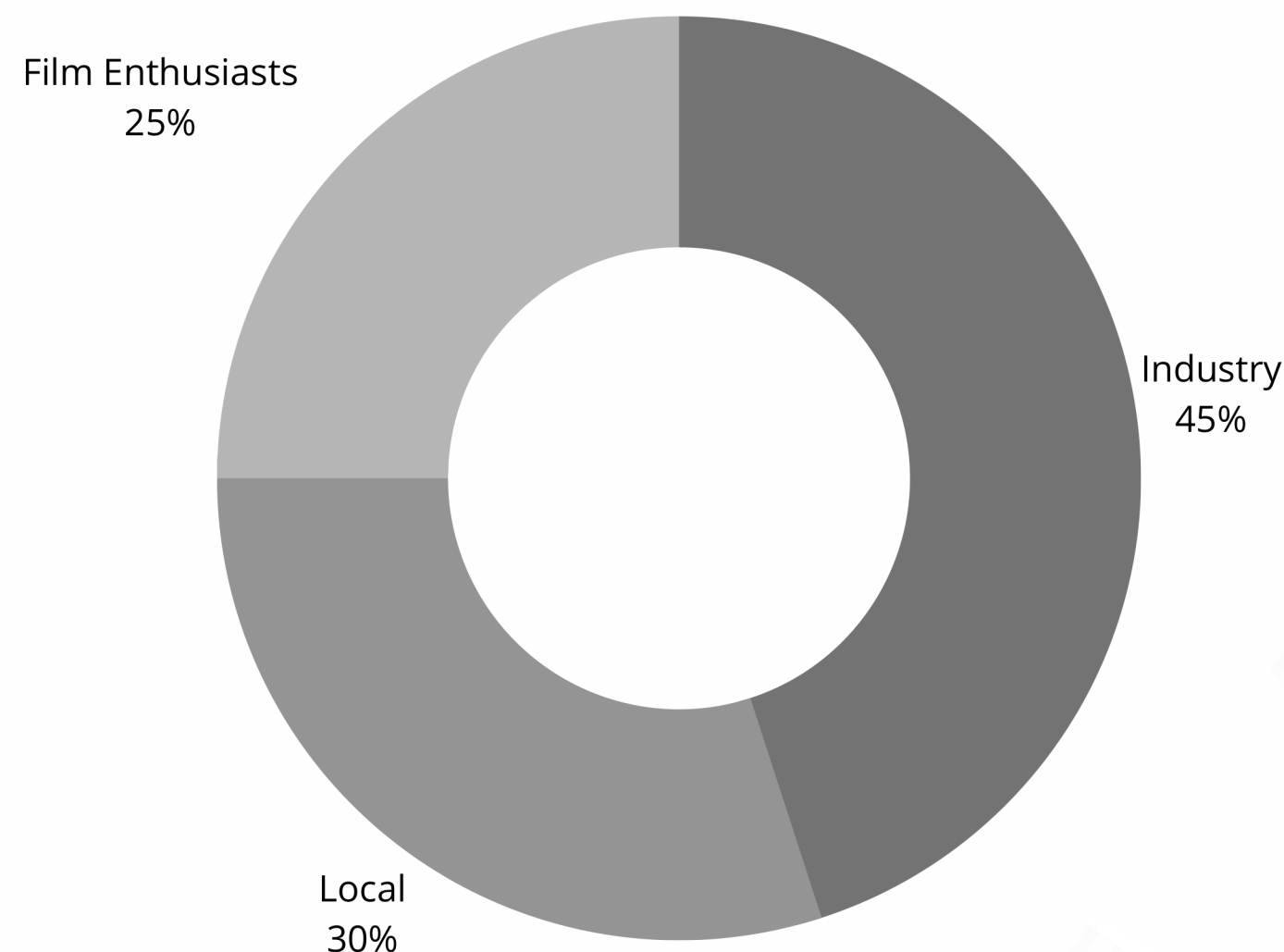


## Spotlight on Local Talent

At announcement of the festival, a writing contest will be announced, to encourage local participation. DFF will encourage local filmmakers to participate or attend, either for networking or to submit their films. The goal is to develop collaborative opportunities in the film industry community. In future years of the festival, DFF will host a locally based filmmaking contest.



# AUDIENCE



## Industry

Orangeville is located in close proximity to production hubs like Toronto, Hamilton, and the GTA. We will be able to attract industry experts to help curate, host, and moderate events throughout the two-day film festival. We have commitments from high-profile filmmakers to judge the writing contest and will be approaching these contacts to be a part of our Industry Summit Breakfast on Day 2. This will add a prestige level to our festival and attract filmmakers to submit and attend DFF.

## Film Enthusiasts

DFF will primarily attract film enthusiasts within 2 hours of Orangeville. Our town is attractive to tourists for our beautiful downtown as well as many dining options. This will appeal to film enthusiasts as Orangeville will be hosting a selection of high-caliber movies as well as a whole festival dedicated to film. Film enthusiasts follow festivals to see new films that are not available in theatres, they like to discover new talent and what is new to the cinema scene. Orangeville is the perfect setting for a two-day event dedicated to Canadian cinema.

## Local

We expect local residents from Dufferin County to be a part of DFF as it will be something of interest to locals who like to participate in community events. We have already started to see potential interest through our small social media, though the event has not been launched or announced yet. Additionally, through word-of-mouth we have had many inquiries about the festival and witnessed a developing local interest.





# PROMOTIONAL STRATEGY

## Digital Marketing

Utilizing our collective's unique connections, as well as developing further connections within the community, the event will hold a strong online and digital presence. Notice of the event will begin in Fall 2023 and continue throughout the festival including post festival coverage.

## Writing Contest

Writing contest to encourage local writers, both youth and adult, to submit work to win a chance for their script to be made into a short film with Rose Digital Media as the Production Company. If selected the screenwriter will be able to attend set and see their film premier at the 2024 festival.



# MEET OUR TEAM



**Nick Rose**  
Director of Development &  
Communications  
Partnerships &  
Marketing  
★ ★ ★ ★ ★



**Kelly McDowell**  
Executive Director  
Event Producer  
★ ★ ★ ★ ★



**Christine Hann**  
Event Manager  
Events & Execution  
★ ★ ★ ★ ★



# DFF ORGANIZATION

## Structure

The Dufferin Film Festival is a volunteer Artists Collective made up of our primary show runners, as well as various other community and industry professionals, collaborating on the event, from planning to execution. We have met with various other film festivals within Canada to carefully analyze the viability of a festival, as well as recognize challenges in developing and growing the event, as well as gain further understanding of effective execution and management of a film festival .

## Experience

McDowell has over 30 years of experience working in the media, event and communications industry, having worked for Molson Sports and Entertainment as a Communications specialist, the Whistler Arts Council as the Event Manager and the Town of Shelburne as the Event and Project Coordinator, as well as various other paid and volunteer positions. She has executed events such as the Whistler Children's Art Festival, Art Walk and pre-Olympic Arts Events.

Hann brings over 20 years of experience from her career in marketing, event, and project management. As a filmmaker, she provides her vast knowledge of the film industry and film festivals.

Rose carries experience as a sales professional, film producer, as well as experience as a community member and local business owner. His connections in both business and the film industry lend well to the execution of the DFF marketing and partnership campaigns.

## Film Enthusiasts

Our team is collaborating with interested parties on both a long term commitment, for the duration of the festival, as well as for consultation as we develop our policies, procedures and implement the festival. Everyone involved in the organization is volunteering their time at various levels to assist with building, growth and execution. We are hand selecting industry specialists to act as critics and speakers during the festival, as well as collaborating with others to connect with workshop speakers who will add value to the ticketed events. The artists collective will be joined by the following key volunteer leadership positions: Volunteer Manager, Sponsorship Coordinator, Event Lead, Marketing Coordinator, Screenwriting Contest Coordinator.

# CURRENT SUPPORTERS



**ROSE**  
**DIGITAL** MEDIA GROUP





# THANK YOU

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**Kelly McDowell**

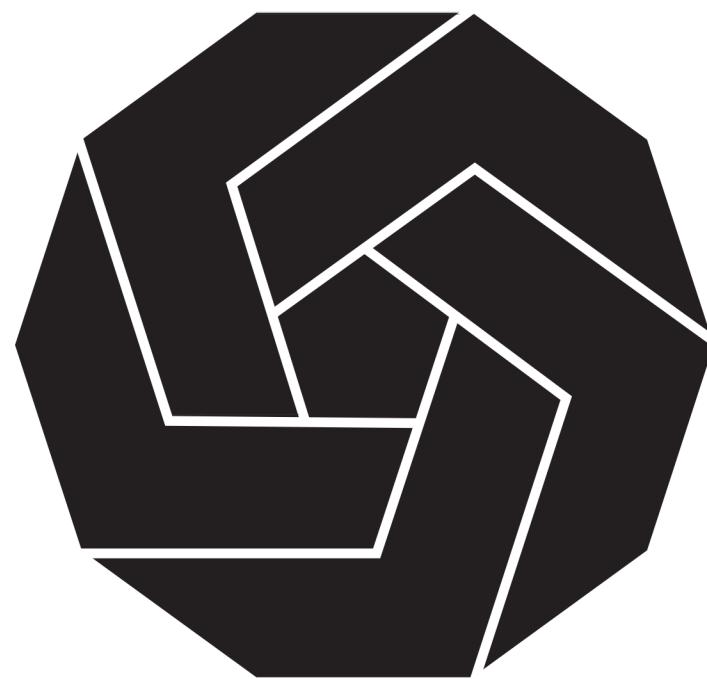
info@dufferinfilmfest.com

(519) 215-1264

 dufferinfilmfest







# DUFFERIN FILM FEST



# **ORANGEVILLE POLICE SERVICES BOARD**

Presentation to Orangeville Town Council on Board  
Governance

September 11, 2023

Presented by Vice-Chair McSweeney on behalf of the Board



# Introduction

- **Presentation purpose** - provide Council with an overview of the Board's new governance framework
- **Context** - Board's oversight role primarily governed by:
  - s.10(9) PSA
  - Oct 2020 OPP Agreement with Town
  - O. Reg. 3/99 Adequacy and Effectiveness of Police Services (the "Adequacy Standards Regulation" or "ASR")
  - New CSPA legislation will require further reviews and changes over the next few years
  - Board has consulted with Ministry and OPP DC – no objections to date
- **Goal** - adopt a governance framework which represents industry best practices



# Governance Framework

- **Section 10 Board Governance Memorandum**

- Umbrella document describing framework/oversight mandate and attaching all policies, by-laws, resources and legislative references

- **Board By-Laws (2)**

- General By-Law 001-2023
- Records By-Law 002-2022

- **Board Policies/Protocols (20 active)** – full list in Appendix A (attached) including policies on:

- Meeting and general service standards (D3(j) and D3(t))
- Media relations and public transparency (D3(f))
- Freedom of information and protection of privacy (D3(g))
- Detachment Commander selection and evaluation (D3(l))
- Sharing crime, call and public disorder analysis (D3(n))
- Business Planning (D3(p))
- Framework for Annual Reporting to the Board by the Detachment Commander (D3(q))
- Protocol for Information Sharing (D3(r))
- Police Services Quality Assurance Process (D3(s))
- Board Evaluation of the Adequacy and Effectiveness of Police Services (D3(u))



# Policies Most Directly Impacting Town Council

- **Media relations and public transparency (D3(f))**
  - policy regarding the release of information to the public with respect to OPP operations and disclosable Board activities, goals, and objectives.
- **Freedom of information and protection of privacy (D3(g))**
  - Operates through By-Law 002-2022 and Sept 15/20 Archival Services Agreement btw Board and Town
- **Detachment Commander selection and evaluation (D3(l))**
  - PSA requires Board to participate in selection and monitor DC performance
- **Sharing crime, call and public disorder analysis (D3(n))**
  - ASR ss.13(2) requires the Board to establish a policy on the sharing of crime, call and public disorder analysis data and information on crime trends with its municipal council and with school boards, community organizations and groups, businesses and members of the public.



## Policies Most Directly Impacting Town Council (cont'd)

### • **Business Planning (D3(p))**

- Every three years the OPP develops its Strategic Plan establishing the OPP's commitments and outlining the OPP's primary areas of strategic focus for the coming years. From the Strategic Plan DCs develop an "Action Plan" establishing local police services objectives and priorities.
- Following Board consultations and disclosures involving Town Council, school boards, community organizations and groups, businesses and members of the public the Action Plan is adopted adopted by the Board as its Business Plan which complies with the content requirements of ASR s.30 and 32, the PSA and the OPP Agreement.
- The Policy sets out the process and timing for such consultations and disclosures which are also included in several other policies (e.g., D3(q), D3(r) and others listed below).



## Policies Most Directly Impacting Town Council (cont'd)

- **Framework for Annual Reporting to the Board by the Detachment Commander (D3(q))**
  - Per ASR s.31 Board policy requires the DC to prepare, for the Board, an Annual Report on the activities of the police service during the previous fiscal year, which includes information on (1) performance objectives, indicators and results, (2) public complaints and (3) the actual cost of police services. This Report also includes crime information under Policy D3(n) above.
  - The date by which the Board must provide the DC's Annual Report to town council and the timing of the Board's responsibility to make the Report available to the public is set out in the Board's Protocol for Information Sharing with the Town below.



## Policies Most Directly Impacting Town Council (cont'd)

### • Protocol for Information Sharing (D3(r))

- ASR ss.32(1) requires the Board and the Town to enter into a protocol that addresses:
  - the sharing of information with the Town, including the type of information and the frequency for sharing this information;
  - the dates by which the Board's Business Plan and DC's Annual Report shall be provided to the Town and subsequently reported to the public;
- Protocol sets out a detailed process for information sharing co-ordinated by the Board's EA and the Town Clerk
- **NOTE: ASR S.32(1)(d) REQUIRES THE PROTOCOL TO PROVIDE FOR THE TOWN'S PARTICIPATION IN THE CONSULTATION PROCESS TO DEVELOP THE BUSINESS PLAN AND, IF THE TOWN CHOOSES, THE JOINT DETERMINATION OF THE BUSINESS PLAN WITH THE BOARD. ITS COUNCIL'S DECISION BUT THE BOARD RECOMMENDATION IS THAT COUNCIL PARTICIPATE ONLY IN THE CONSULTATION PROCESS AND LEAVE THE FINAL DECISION ON THE ADOPTION OF THE BUSINESS PLAN TO THE BOARD.**





## Policies Most Directly Impacting Town Council (cont'd)

- **Police Services Quality Assurance Process (D3(s))**

- ASR s.35 requires the Board and the DC to implement a quality assurance process relating to the delivery of adequate and effective police services, and PSA compliance.

- **Board Evaluation of the Adequacy and Effectiveness of Police Services (D3(u))**

- ASR s.37 requires the Board to evaluate the adequacy and effectiveness of the services provided by its police force by comparing those services with the requirements of the ASR.



# Next Steps

## Next Steps:

- Town Council to review at least Board policies:
  - Business Planning (D3(p))
  - Framework for Annual Reporting to the Board by the Detachment Commander (D3(q))
  - Protocol for Information Sharing (D3(r))
- Meet with Board representative(s) to discuss questions/input
- Board to review entire Governance Framework package at its Sept 19<sup>th</sup> meeting
- Board to continue work on service standards (D3(t)) implementation/work plan
- Once adopted Board to roll out to OAPSB/Ministry as Orangeville's best practices police service oversight governance model
- Also share with Zone 5 and any interested s.10 or s.31 police services board
- Per D3(f) Board to decide what gets posted on Board website for increased public transparency



## Appendix A

- (a) Policy on Equal Opportunity, Discrimination And Workplace Harassment (Including Performance Appraisal Standard)
- (b) Policy on Election Campaign Work and Political Activity
- (c) Policy on Code of Conduct
- (d) Policy on Conflict of Interest
- (e) Policy on Board Member Training and Education
- (f) Policy on Media Relations and Public Transparency
- (g) Policy on Freedom of Information and Protection of Privacy
- (h) Policy on Covid Vaccination (Suspended)
- (i) Policy on Special Meeting and Assigned Work Remuneration/Expense Reimbursement
- (j) Policy on Meetings Service Standards Guidelines
- (k) Policy on Board Executive Assistant – Hiring, Job Description and Performance Review Guidance



## Appendix A (cont'd)

- (l) Policy on Detachment Commander Selection, Performance Review and Report
- (m) Policy on Complaints Procedures (PSA s.10(9). S.58, s.61 and s.64)/ASR s.31)
- (n) Policy on Sharing Crime, Call and Public Disorder Analysis (ASR s.13(2))
- (o) Policy on Board's Compliance with ASR s.29
- (p) Policy on Business Planning (ASR s.30 and s.32 and OPP Agreement)
- (q) Policy on Framework for Annual Reporting to the Board by the Detachment Commander (ASR s.31)
- (r) Policy on Protocol for Information Sharing (ASR s.s.32)
- (s) Policy on Police Services Quality Assurance Process (ASR s.35)
- (t) Policy on General Service Standards Guidelines
- (u) Policy on Board Evaluation of the Adequacy and Effectiveness of Police Services (ASR s.37)



**QUESTIONS?**

**?**



BLACKLINE  
CONSULTING

A Higher Standard

# Organizational Review

## Town of Orangeville

### Council Presentation

September 2023

# Session Objective and Agenda

## Objective

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To provide Council with  
an update on the  
Organizational Review


## Agenda

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- ▶ Context of Review
- ▶ Progress to Date
- ▶ Initial Observations
- ▶ Next Steps
- ▶ Questions

The objective of this review is to help ensure the Town’s service delivery is fit for purpose to manage future growth

*“to perform a comprehensive organizational review that will make recommendations on the Town corporate structure, service delivery and staff resourcing”*

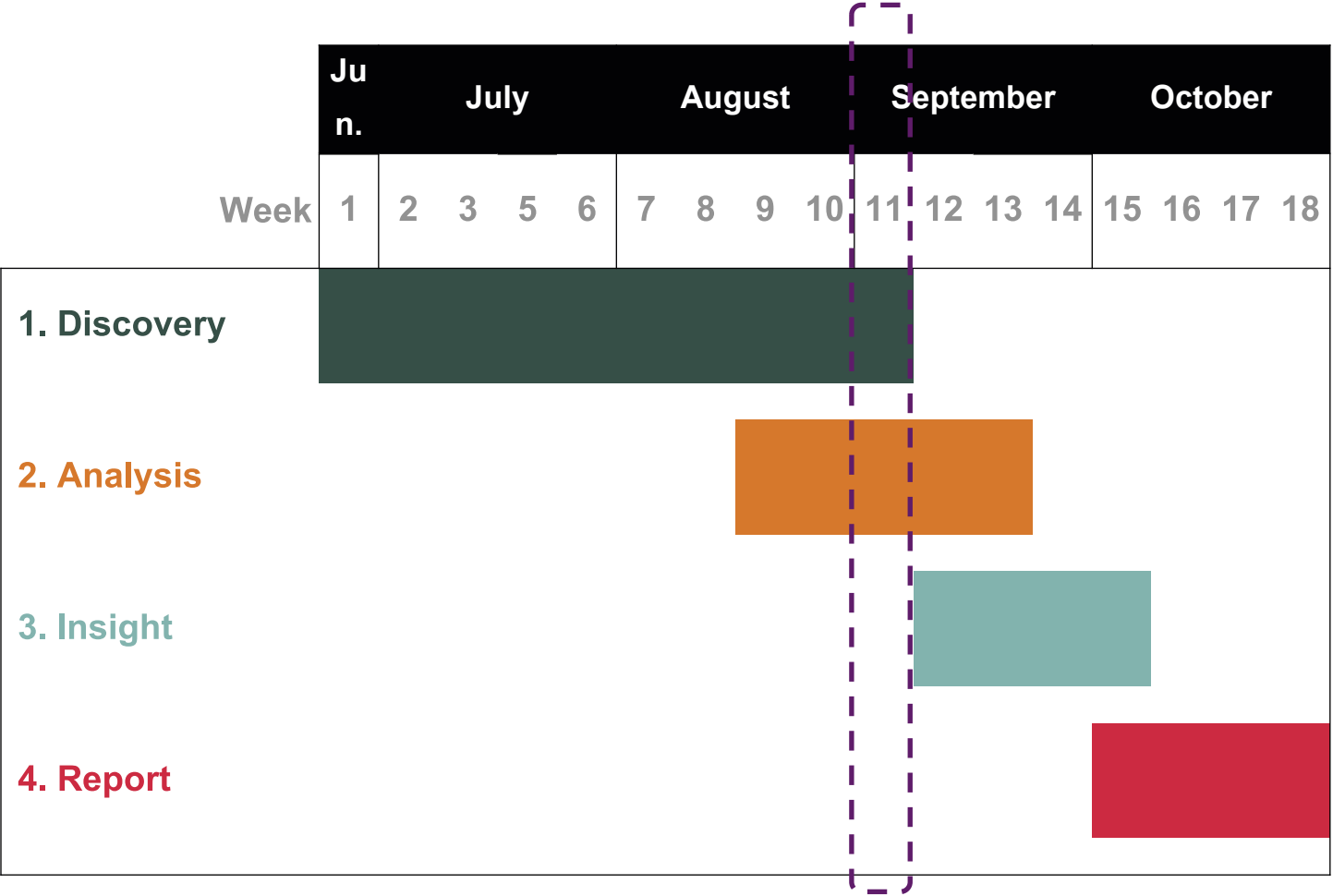


1	2	3
Evaluate services and service levels	Assess the sustainability of your current resources and organizational structure	Develop recommendations to manage growth and achieve greater efficiencies



# Our approach is by design collaborative to help ensure actionable outcomes

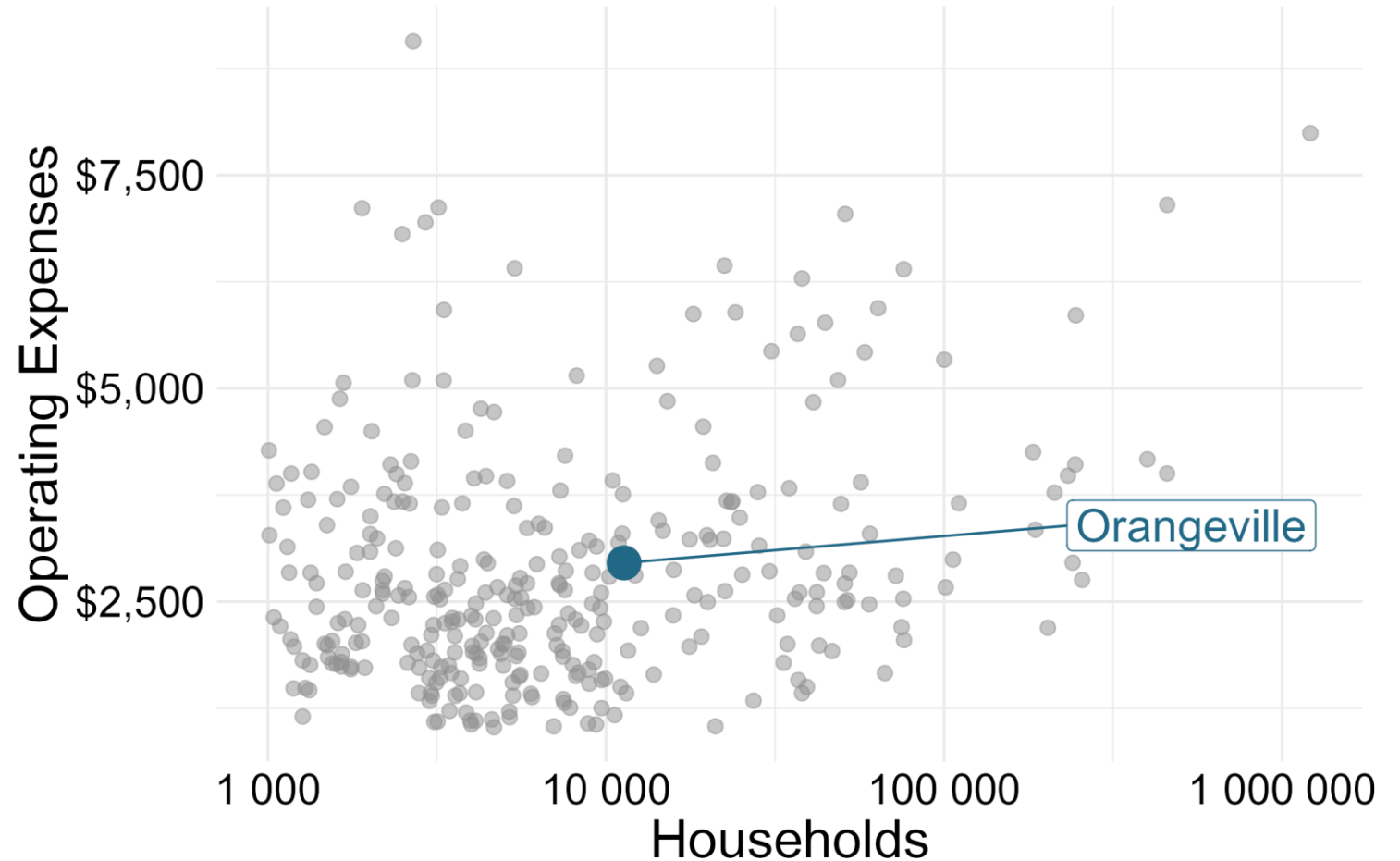
- ▶ We have included additional communications to address staff concerns
- ▶ Slightly behind original schedule
- ▶ We will be able to provide input into 2024 budgeting



At time of reporting

At an operating expense view, the Town is at the higher end in comparison to other municipalities

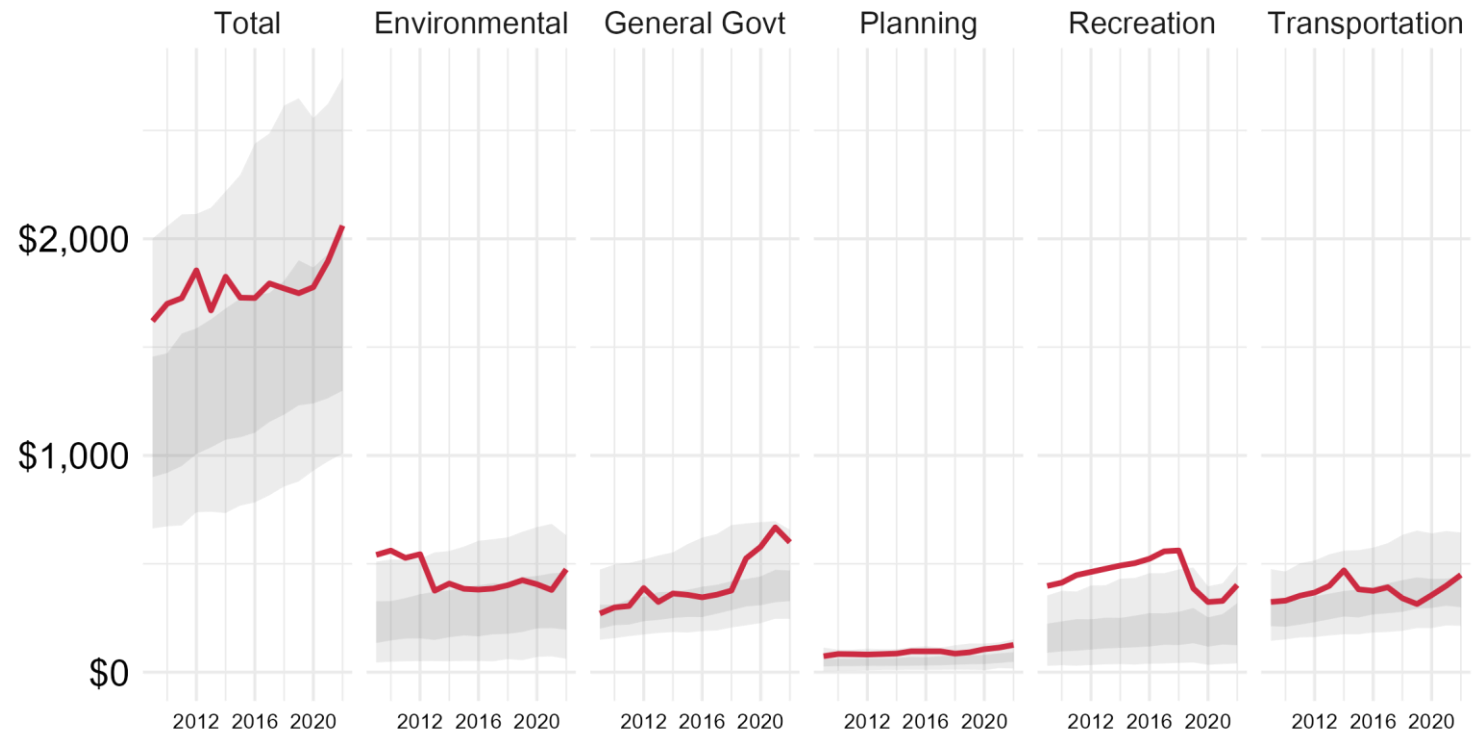
- This is helpful context for us to better understand future impact of growth (population and households)



Source: Ontario Municipal Financial Information Returns  
Protection workforce expenses removed from total expenses

# The Town has a higher workforce expense than other municipalities

- ▶ We use workforce expense as a proxy for understanding the adequacy of the total workforce
- ▶ This means there is likely opportunities for greater efficiency or excess capacity



Source: Ontario Municipal Financial Information Returns  
Protection workforce expenses removed from total expenses

Workforce expenses are salaries, wages and benefits and contracted services.

Orangeville is the **RED** line; grey is all municipalities in Ontario.

Data is up to 2022.

# We have compiled a set of initial observations based on our analysis to date



**Resident expectations  
have increased since  
the pandemic**

The Town will need to continue to evolve services to meet increasing work volume and expectations



**Processes are highly  
manual and paper-  
based**

Efficiencies will exist in automating processes and training staff



**The Town's structure is  
an improvement from  
the previous**

Opportunities exist to ensure the structure is fit for future growth



**There are few measures  
to manage service  
performance /  
expectations**

Using data to manage service performance will be a significant change to Town staff

# We compared staff survey results from Spring 2022 and Summer 2023

- ▶ Staff's top concerns have remained consistent
- ▶ Comparing survey results suggests the Town is heading in a positive direction

Theme	Date of Survey	Question	Serious Concerns	Significant Concerns	Minimal Concerns	Relative Strengths
Accountability	Spring 2022	People in our workplace are held accountable for their actions.	11.7%	20.0%	43.9%	24.4%
	Summer 2023	The quality of my work suffers because of the poor performance of others	4.0% ↓	33.1%	33.9%	29.0%
Communication	Spring 2022	I am informed about important changes at work in a timely manner	12.8%	23.3%	40.6%	23.3%
	Summer 2023	The Senior Management Team provides clear and consistent direction	14.5%	16.9% ↓	39.5%	29.0%
Relationship Management	Spring 2022	Employees and management trust one another.	11.1%	25.0%	39.4%	24.4%
	Summer 2023	I do not experience considerable tension on a regular basis from internal clients	3.3% ↓	30.1%	28.5%	38.2%

Note that questions are not identical. We have aligned responses from the 2023 survey for ease of comparison.

Sources: Town of Orangeville 2022 Employee Survey; Blackline's 2023 Employee Survey

## Next, we will be....

- ▶ Completing our detailed analysis
- ▶ Drafting a report to summarize our analysis
- ▶ Developing an index of opportunities based on our analysis
- ▶ Conducting co-design sessions with management and staff

**Our next presentation to Council will be the results of the final report**

We will be working with Town staff and management to deliver on an actionable set of recommendations



**The Final Deliverable  
will Include:**

- ▶ Recommended Key Performance Indicators (KPIs) the Town should adopt
- ▶ Alternative delivery options the Town could explore
- ▶ A 5-Year staffing plan and review method
- ▶ Prioritized set of recommendations to improve efficiencies



Questions



**BLACKLINE CONSULTING**

**Subject: Community Grant Update**

**Department: Corporate Services**

**Division: Finance**

**Report #: CPS-2023-068**

**Meeting Date: 2023-09-11**

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### **Recommendations**

**That report CPS-2023-068, regarding Community Grant Update, be received,**

**And that Council approve distribution of 2023 Community Grant budgeted funds to the Dufferin Film Festival for \$500 from one time grants;**

**And that Council approve distribution of 2023 Community Grant budgeted funds to the Terry Fox Foundation for \$400 from one time grants.**

### **Background and Analysis**

Each year during the Annual Budget deliberations, Council considers a budget amount for Community Grant Funding. Eligible organizations are required to submit an application outlining the need and uses for any funds requested. After the approval of the Annual Budget, staff review the applications for eligibility and present the applications for Council consideration. The purpose of this report is to provide information to Council on the applications received for the Community Grant Program for 2023; and to seek Council's decision on the distribution of 2023 budgeted funds.

As per the 2023 budget, Council approved \$80,000 for the annual Community Grant program (motion 2023-045). Also approved, was an additional \$95,000 for community organizations requiring predictable funding over longer periods (motion 2023-026). Grants approved as "one time" grants will be considered as part of the \$80,000 bucket, while grants approved as "multi-year" will be considered as part of the \$95,000 bucket.

On August 16, 2023 an application from the Dufferin Film Festival was received. The application is requesting funds of \$500. The funding will be used towards the initial deposit of booking the Orangeville Opera House to secure the venue for the August 9th and 10th , 2024 Film Festival. This will allow the securing of the venue to lock down the date and begin further fundraising and promotion of the event.

On August 23, 2023 an application from the Terry Fox Foundation was received. The application is requesting funds of \$400. The funding will be used to cover the rental fees for Island Lake and costs CVC approved signage for the 43rd annual Terry Fox Run to be held at Island Lake on September 17th.

The 2023 approved budgeted amount for this program is \$175,000. To date, \$135,139 has been previously approved by Council to be used. Therefore, the total remaining amount in this program is \$39,861. The total requests for 2023 now total \$136,039, which results in a favourable variance of \$38,961.

Based on the eligibility requirements of the Community Grant Funding program (Table 3.0) we recommend that council approve the funding request of \$900.

<b>Eligibility Requirements</b>	<b>Dufferin Film Festival</b>	<b>The Terry Fox Foundation</b>
Demonstrable or potential social, economic benefit	<b>Yes</b>	<b>Yes</b>
In keeping with stated goals and objectives set by Council	<b>Yes</b>	<b>Yes</b>
Membership or registrants comprised of Orangeville residents	<b>Yes</b>	<b>Yes</b>
Services available to citizens in the community on an equal basis	<b>Yes</b>	<b>Yes</b>
Track record of providing value to the community for funding received	<b>First Application</b>	<b>Yes</b>
Demonstrates a reasonable effort to raise funds from other sources	<b>Yes</b>	<b>Yes</b>
Funds being received from other levels of government	<b>No</b>	<b>No</b>
Charitable or Not-for-profit organization	<b>Volunteer Arts Collective</b>	<b>Yes</b>
Application received by deadline	<b>Yes</b>	<b>Yes</b>

It is recommended that Council approve the requested funding as a one-time grants as this is the first Dufferin Film Festival event and only the second application from the Terry Fox Foundation.

With the recommendations in this report, multi-year grant requests total \$87,000 with \$8,000 remaining. One time grant requests total \$49,039 with \$30,961 remaining. The following table summarizes the 2023 applications with requests from the previous two years.

Organization Name	Status	2023 Funding Request		2022 Funding Request	2021 Funding Request
		One Time	Multi-Year		
Bethell Hospice Foundation	Approved April 3rd	5,000	-	-	-
Dufferin County Multicultural Association	Approved March 20th	300	-	-	-
Dufferin Film Festival	Seeking approval	500	-	-	-
Elysian Festival Orangeville	Approved April 17th	5,000	-	-	-
Family Transition Place	Tentatively approved	-	20,000	-	-
GottaRunRacing	Approved August 14th	2,000	-	2,000	-
Headwaters Communities in Action (for HFFA)	Approved August 14th	1,000	-	-	1,000
Hospice Dufferin	Approved April 3rd	2,000	-	2,000	-
Orangeville & District Horticultural Society	Approved June 5th	-	2,000	2,000	2,000
Orangeville Curling Club	Approved June 5th	4,500	-	-	-
Orangeville Food Bank	Approved April 17th	-	25,000	-	-
Optimist Club of Orangeville	Approved May 15th	-	5,000	12,000	10,000
Optimist Club of Orangeville	Approved May 15th	10,000	-	-	-
Out of the Cold	Approved April 17th	11,000	-	-	-
Parkinson Canada Inc.	Approved August 14th	739	-	-	-
Royal Canadian Legion	Approved June 5th	1,600	-	-	-
Rotary Club of Orangeville	Approved April 3rd	-	15,000	5,000	4,000
STEM Camp	Approved April 17th	5,000	-	-	-
The Orangeville Blues & Jazz Festival	Approved April 3rd	-	20,000	20,000	15,000
The Terry Fox Foundation	Seeking approval	400	-	65	-
Total Requests per year		49,039	87,000	43,065	32,000
Approved 2023 Budget		80,000	95,000		
Remaining Budget		30,961	8,000		

The process for Community Grants in 2024 is under review and it is anticipated that a report will be presented to Council with options for consideration.

## Strategic Alignment

### Strategic Plan

Strategic Goal: Community Vitality

Objective: Vibrancy – Support Festivals, Events and welcoming neighbourhood activities

### Sustainable Neighbourhood Action Plan

Theme: Social Well-being

Strategy: Build social networks that encourage well-being and celebrate the community

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**Notice Provisions**

None

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**Financial Impact**

Favourable variance of \$38,961 (under budget).

Respectfully submitted

Reviewed by

Karen Landry  
Acting General Manager, Corporate Services

Mandip Jhajj, CPA, CGA  
Deputy Treasurer, Corporate Services

Prepared by

Rebecca Medeiros, CPA, CA  
Senior Financial Analyst, Corporate Services

**Attachment(s):** Not applicable

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**Subject: Delegation of Authority Amendment**

**Department: Corporate Services**

**Division: Clerks**

**Report #: CPS-2023-058**

**Meeting Date: 2023-09-11**

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### **Recommendations**

**That report CPS-2023-058, Delegation of Authority, be received;**

**And that Council pass a by-law to amend By-law 2022-075, the Delegation of Authority By-law.**

### **Background and Analysis**

Council passed By-law 2022-075, Delegation of Authority on September 12, 2022 to delegate certain legislative and administrative functions to staff which was amended by Council on July 10, 2023 to incorporate delegated authority provisions to the CAO regarding policy adoption. An office consolidation of By-law 2022-075, as amended, is attached to this report as attachment 1.

### **Municipal Property Assessment Corporation (MPAC)**

Currently the Town and MPAC enter into a number of agreements as noted below which establish service levels for MPAC services, permitted uses of MPAC data and the protection of municipal data by MPAC.

In May of this year, MPAC advised that they were implementing a new Data Sharing and Services Agreement (DSSA) which consolidates and updates these service and licence agreements the Town has with MPAC into one simplified agreement:

- Municipal License Agreement, 2007
- Municipal Connection Terms and Conditions of Use, 2007
- MPAC Terms and Conditions, 2007
- Product Use Sheets (relating to use at Kiosk/website), 2007
- Ontario Parcel Master Agreement, 2007

- Service Level Agreement, 2018

The deadline for signing this agreement is December 23, 2023 and the new agreement will come into effect on January 1, 2024 and will have a four year term with an auto renewal each year thereafter.

Schedule “A” to By-law 2022-075 currently delegates authority to the Treasurer to enter into a municipal license agreement with MPAC. Staff recommend amending Schedule “A” to By-law 2022-075 to incorporate all products and services provided by MPAC to the Town as follows:

<b>Column A</b>	<b>Column B</b>	<b>Column C</b>	<b>Column D</b>	<b>Column E</b>
<b>Delegated Matter</b>	<b>Details</b>	<b>Delegated to (Primary)</b>	<b>Delegated to Secondary</b>	<b>Limitations and Conditions</b>
Municipal Property Assessment Corporation (MPAC)				
MPAC	Data Sharing and Services Agreement	Treasurer	General Manager, Corporate Services	

### **Ministry of Transportation**

The Authorized Requester Information System (ARIS) is an electronic system provided by the Ministry of Transportation (MTO) to send information to authorized requesters with respect to driver, vehicle and commercial motor carrier records. The Town currently has authorized requester agreements with the MTO which renews on an annual basis, for the verification of employee records and for facilitating the administration of the Town’s parking enforcement program. Staff recommend amending Schedule “A” to By-law 2022-075 to delegate the authority for signing of these and any additional authorized requester agreements with MTO as follows:

Column A	Column B	Column C	Column D	Column E
Delegated Matter	Details	Delegated to (Primary)	Delegated to Secondary	Limitations and Conditions
Ministry of Transportation	Authorized Requester Agreement (ARIS)	General Manager, Corporate Services	Treasurer Clerk	

## Finance

Section 286(5) of the Municipal Act sets out that:

*The municipality may delegate to any person all or any of the powers and duties of the treasurer under this or any other Act with respect to the collection of taxes. Staff are recommending the following additions to the Delegation of Authority By-law:*

## Tax Certificates

Section 352 (1) of the Municipal Act sets out that:

*The treasurer shall, upon the written request of any person, give to that person an itemized statement of all amounts owing for taxes in respect of any separately assessed rateable property as of the day the statement is issued.*

Tax certificates are requested by property owners and solicitors to obtain the tax status for a particular property. Tax certificates are routinely signed by the Supervisor, Customer Service, Revenue and Taxation and staff recommend that this authority be formalized through the Delegation of Authority By-law.

## Minutes of Settlement/Requests for Reconsideration

Minutes of Settlement, and requests for reconsideration are received from the MPAC when the assessment of a property is in dispute. It has been the Town's practice to have these documents signed by the Supervisor, Customer Service, Revenue and Taxation. Staff recommend that this authority be formalized through the Delegation of Authority By-law and that the Treasurer be listed as the secondary delegate.



To formalize these delegations with respect to a variety of routine items within the finance division staff propose that Schedule “A” to By-law 2022-075 be amended as follows:

Column A	Column B	Column C	Column D	Column E
Delegated Matter	Details	Delegated to (Primary)	Delegated to Secondary	Limitations and Conditions
Tax Certificates		Supervisor, Customer Service and Taxation	Treasurer	
Minutes of Settlement/Requests for Reconsideration		Supervisor, Customer Service and Taxation	Treasurer	

## Policies

Town policies regarding taxation and collection are currently under review by staff to ensure compliance with the Municipal Act. Staff will report back to Council with any further amendments to the Delegation of Authority By-law as a result of this review in 2023.

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## Strategic Alignment

### Strategic Plan

Strategic Goal: Future Readiness

Objective: Due Diligence

### Sustainable Neighbourhood Action Plan

Theme: N/A

Strategy: N/A

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### **Notice Provisions**

Not applicable.

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### **Financial Impact**

There is no financial impact regarding the adoption and implementation of the recommendations contained in this report.

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. Office Consolidation By-law 2022-075



## **Office Consolidation**

**The Corporation of the Town of Orangeville**

### **Delegation of Authority**

#### **By-law 2022-075**

#### **Amended By:**

**By-law Number**

2023-056

**Date Amended:**

July 10, 2023

This by-law is an electronic reproduction made available for information purposes only and is not to be considered the official version of the by-law listed.

For accuracy and reliability, please refer to the original and any amending or replacement by-laws. Official versions of all By-laws can be obtained from the Town Clerk's Department.



## **The Corporation of the Town of Orangeville**

### **By-law Number 2022-075**

#### **A by-law to delegate certain powers and duties under the Municipal Act, 2001, S.O. 2001, c. 25, and to repeal By-laws 1985-083, 2004-064, 2006-026, 2007-04, 2007-106, 2008-035, 2008-038, 2011-078, 2017-018, 2019-001, 2019-054**

Whereas section 23.1 and 23.2 of the Municipal Act, 2001, S.O. 2001, c.25 (the Act) authorizes a municipality to delegate its powers and duties to a person or body, subject to certain restrictions;

And Whereas section 224(d) of the Act states it is the role of Council to ensure that administrative practices and procedures are in place to implement the decisions of Council;

And Whereas section 227 of the Act states it is the role of officers and employees of the municipality to; (a) implement Council's decisions and establish administrative practices and procedures to carry out Council's decisions; and (b) carry out other duties under this or any other Act and other duties assigned by the municipality;

And Whereas the Council of the Corporation of the Town of Orangeville has identified certain routine administrative functions to be delegated to staff to improve daily business efficiencies while continuing to adhere to the principles of accountability and transparency;

And Whereas section 275 of the Act restricts the action that may be taken by a Council after nomination day until the new Council takes office;

Now therefore be it resolved that Council for The Corporation of the Town of Orangeville hereby enacts as follows:

#### **SECTION 1 – DEFINITIONS**

1.1 In this By-law:

**“Act”** means the Municipal Act , 2001, S.O. 2001, c. 25, as amended;

**“Approval”** includes authority to sign for approval, execute an agreement, contract, waiver, application and any ancillary documents thereto;

**“Clerk”** means Clerk or Deputy Clerk

**“Mayor”** means Mayor or Deputy Mayor;

**“Restricted Act Period”** means the first day during the election for a new council on which it can be determined that one of the following applies to the new council that will take office following the election:

1. If the new council will have the same number of members as the outgoing council, the new council will include less than three-quarters of the members of the outgoing council.
2. If the new council will have more members than the outgoing council, the new council will include less than three-quarters of the members of the outgoing council or, if the new council will include at least three-quarters of the members of the outgoing council, three-quarters of the members of the outgoing council will not constitute, at a minimum, a majority of the members of the new council.
3. If the new council will have fewer members than the outgoing council, less than three-quarters of the members of the new council will have been members of the outgoing council or, if at least three-quarters of the members of the new council will have been members of the outgoing council, three-quarters of the members of the new council will not constitute, at a minimum, a majority of the members of the outgoing council.

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

**“Treasurer”** means Treasurer or Deputy Treasurer;

## **SECTION 2 – GENERAL ADMINISTRATION**

- 2.1 The Short Title of this By-law is the “Delegation of Authority By-law”.

## **SECTION 3 – NATURE AND SCOPE OF DELEGATION OF POWERS AND DUTIES**

- 3.1 That Council hereby delegates approval of the powers and duties set out in Column A to those officers, employees, committees and tribunals listed in Column C and Column D subject to any limitations and conditions in Column E as set out in Schedule “A” to this By-law.
- 3.2 Notwithstanding Section 3.1, Council retains the authority to make or reconsider, at any time and without notice, revocation of any delegated power that has been delegated pursuant to this By-law.
- 3.3 That Council hereby delegates approval of the powers and duties set out in Column A to the Chief Administrative Officer subject to any limitations and conditions outlined in Column E as set out in Schedule “A” to this By-law.
- 3.4 Where a title to a position identified in this By-law 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.

- 3.5 Any delegated authority provided in this by-law includes the authority to execute any documents ancillary thereto and includes:
- (a) termination of an agreement or contract in accordance with the provisions contained in the agreement or contract;
  - (b) extension or renewal of an agreement or contract in accordance with the renewal or extension provisions contained in the agreement or contract provided the remaining provisions of the agreement or contract remain unchanged;
  - (c) the extension of a grant agreement where the Town is the recipient of grant funds.
- 3.6 All policies approved by the CAO to date remain in full force and effect until such time as they are revoked or replaced by Council or by the CAO in accordance with the Delegation of Authority By-law.  
(By-law 2023-056)

#### **4. SEVERABILITY**

- 4.1 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.

#### **5. INTERPRETATION**

- 5.1 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.
- 5.2 The Schedule appended to this By-law is incorporated into and form part of this By-law.

#### **6. AMENDMENTS AND REPEAL**

- 6.1 That By-law 2004-061 be amended to delete section 4 and section 5
- 6.2 That By-law 2012-104 be amended to delete section 3.3.5.
- 6.3 The following by-laws are hereby repealed:

1985-083

2004-064

2006-026

2007-041

2007-106

2008-035

2008-038

2011-078

2017-018

2019-001

2019-054

Read three times and finally passed this 12th day of September, 2022

Signed by Sandy Brown, Mayor

Signed by Carolina Khan, Clerk

## Schedule A

Column A	Column B	Column C	Column D	Column E
Delegated Matter	Details	Delegated to (Primary)	Delegated to (Secondary)	Limitations and Conditions
<b>Planning Matters</b>				
Site Plan Approval	Section 41, Planning Act	General Manager, Infrastructure Services	Manager of Planning	
Official Plan Amendments	Deem applications complete or incomplete	General Manager, Infrastructure Services	Manager of Planning	
Zoning By-Law Amendments	Deem applications complete or incomplete	General Manager, Infrastructure Services	Manager of Planning	
Plan of Subdivision	Deem applications complete or incomplete	General Manager, Infrastructure Services	Manager of Planning	
Plan of Condominium	Deem applications complete or incomplete	General Manager, Infrastructure Services	Manager of Planning	
Issue Notice of Complete Application		General Manager, Infrastructure Services	Manager of Planning	
Final Plans of Subdivision	Approve and Sign	General Manager, Infrastructure Services	Manager of Planning	



Final Plan of Condominium	Approve and Sign	General Manager, Infrastructure Services	Manager of Planning	
Condominium Descriptions	Exempt the description or any part of the description for the creation of a condominium corporation from provisions of the Planning Act	General Manager, Infrastructure Services	Manager of Planning	
<b>Agreements</b>				
Site Plan		Mayor and Clerk		
Transfer Payment		Treasurer and Clerk and, where required by the entity issuing a Transfer Payment or Grant the Mayor and the Clerk or the Mayor and the Treasurer, as applicable.	General Manager, Corporate Services	
Grants		Treasurer and Clerk and, where required by the entity issuing a Transfer Payment or Grant the Mayor and the Clerk or the Mayor and the Treasurer, as applicable.	General Manager, Corporate Services	Provided the grant funding is for a project included in the Town's approved budget or where all expenses to be incurred by the Town is entirely paid through the grant funding to be received
Utility Box Art Display Program	Artwork Display	Manager, Economic Development	General Manager, Community Services	

Summer Company Program	Summer Student Grant with the province	Manager, Economic Development	General Manager, Community Services	
<b>Fees</b>				
Minor Variance	Waive fees for a minor variance application when it is required to correct an oversight on the part of the Town, or to serve a greater neighbourhood or public interest	General Manager, Infrastructure Services	Manager of Planning	
<b>Highways</b>				
Temporary Highway Closure	Construction and maintenance work	General Manager, Infrastructure Services	Manager, Transportation and Development	Submission of Commercial General Liability Insurance in the amount of two million dollars naming the Town as an additional insured.
Temporary Highway Closure	Community Events, Special Events and Film Productions	General Manager, Infrastructure Services	Manager, Transportation and Development	Obtaining the applicable permit from the Town.
Road Tolls	A temporary closure of a highway for a toll is permitted for a fundraising activity for a qualified charitable organization in accordance with the Safe Streets Act.	General Manager, Infrastructure Services	Manager, Transportation and Development	<p>Safe Streets Act Toll Road Criteria:</p> <ol style="list-style-type: none"> <li>1. The toll is being conducted by a charitable organization registered under the Income Tax Act (Canada) on a roadway where the maximum speed limit is 50 kilometres per hour.</li> <li>2. Submission of Commercial General Liability Insurance in the amount of two million dollars naming the</li> </ol>

				Town as an additional insured.
Temporary Removal of Parking Restrictions	Construction and maintenance work	General Manager, Infrastructure Services	Transportation and Development Technologist	
Sidewalks	Charity walks and rides that do not involve a temporary highway closure	General Manager, Infrastructure Services	Manager, Transportation and Development	Submission of Commercial General Liability Insurance in the amount of two million dollars naming the Town as an additional insured.
<b>Permits/Licences</b>				
Lottery Licence	A licence to conduct lottery events	Clerk, Assistant Clerk, Licensing and Council Services Assistant	General Manager, Corporate Services	Order in Council 1413/08 also the Lottery Licensing Policy Manual issued by the AGCO
Liquor Licence	File objection where Town staff have identified concerns	Clerk	General Manager, Corporate Services	Objection to be confirmed by Council at next available Council meeting
Special Occasion Permit	Municipally Significant Event	Clerk	General Manager, Corporate Services	1. On Town Property and obtaining the applicable permit from the Town or;  2. For a Town run event
Road Occupancy Permit	To control, regulate and monitor work being done by others on Town municipal right-of-ways.	General Manager, Infrastructure Services	Manager, Transportation and Development	Submission of Commercial General Liability Insurance in the amount of two million dollars naming the Town as an additional insured.
Municipal Property Assessment Corporation	Municipal Licence Agreement	Treasurer	General Manager, Corporate Services	

<b>Records</b>				
Retention Periods	To establish and amend retention periods for the records of the corporation	Clerk	General Manager, Corporate Services	To be established in accordance with current Ontario Municipal Records Management System (TOMRMS) retention schedule
Freedom of Information	To act as the Head of the Municipality for the purposes of the Municipal Freedom of Information and Protection of Privacy Act.	Clerk	General Manager, Corporate Services	
<b>Reports</b>				
Annual Accessibility Audit	Filing of Report states staff must have authority to bind the corporation	General Manager, Community Services	Manager, Recreation and Events	
<b>Human Resource Matters</b>				
Collective Agreement Negotiations and Minutes of Settlement	To negotiate collective agreements	Treasurer, to validate financial information and to Manager, Human Resources together with applicable General Manager		To include clause that the document is subject to approval by Council
<b>Finance</b>				
Cheques		Mayor and Treasurer		

<b>Restricted Acts in the Year of a Municipal Election</b>				
Contracts	Approve additional costs and authorize payment	CAO		<ol style="list-style-type: none"> <li>1. Contract must have been previously approved by Council (included in the approved budget)</li> <li>2. Additional costs are not in excess of 25% of the approved budget.</li> <li>3. During the first quarter in the year following the municipal election the CAO shall report to Council on any exercise of this delegated authority.</li> </ol>
<b>Administration</b>				
Policy/Administration <i>(By-law 2023-056)</i>	Administrative Policies	CAO	N/A	<ul style="list-style-type: none"> <li>- Administrative policies that do not have a financial impact and</li> <li>- deemed by CAO to not be of interest to Council</li> <li>- Conditional on submitting an annual report to Council on exercise of this authority</li> </ul>
Changes to reporting and supervisory structures <i>(By-law 2023-056)</i>	Establish and approve reporting and supervisory structures	CAO	N/A	Changes contained within a department

**Subject: Procedure By-law Amendments**

**Department: Corporate Services**

**Division: Clerks**

**Report #: CPS-2023-049**

**Meeting Date: 2023-09-11**

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### **Recommendations**

**That report CPS-2023-049, Procedure By-law Amendments, be received;**

**And that Council pass a By-law to amend By-law 064-2017 being a By-law to govern the proceedings of Council and its Committees including amendments to quorum requirements for committees, consent agenda, removal of question period, and replacement of new business, as outlined in report CPS-2023-049.**

### **Background and Analysis**

Council passed by-law 064-2017 (Procedure By-law) on July 17, 2017, being a By-law to Govern the Proceedings of Council and the Committees thereof. Since the 2022-2026 term of Council commenced, staff have reviewed the Procedure By-law in relation to the needs of Council and the community and wish to highlight some changes for the consideration of Council.

### **Quorum for Committees**

Section 238 of the *Municipal Act, 2001* provides that a municipality shall pass a procedure by-law to govern the calling, place and proceedings of meetings and provides the authority for meetings to be held electronically. Section 238 also provides that the procedure by law may permit a member participating electronically to be counted in determining quorum.

On September 14, 2020, Council amended the Procedure by-law to provide for electronic meetings and to set parameters with respect to quorum when members of Council or committees are participating electronically.

As most advisory committees have now had the opportunity to meet several times in the current term, the feedback received from the committees on the requirement to obtain quorum through physical presence in the meeting room is that it can be problematic. In addition, staff canvased other municipalities regarding quorum requirements for committees, whose members may participate electronically, and found that they had no requirement on how many members could participate virtually.

Based on this research, as well as the information obtained from Town committees, staff recommend that the Procedure by-law be amended, as follows:

Section 3.10.9 currently states: “a physical quorum (a majority of members) at a meeting of Council or committee shall be achieved at the commencement of the meeting and maintained throughout the meeting”.

- Amend to remove the words “or committee”, such that item 3.10.9 would read:

“a physical quorum (a majority of members) at a meeting of Council shall be achieved at the commencement of the meeting and maintained throughout the meeting”.

Section 3.10.6 currently states: “Members wishing to participate electronically for a committee meeting, must provide the Secretary no less than 72 hours notice prior to the scheduled meeting. The request may be facilitated if technology permits and if physical quorum at the meeting location has been established.”

- Amend to delete “and if physical quorum at the meeting location has been established” such that section 3.10.6 would read:

“Members wishing to participate electronically for a committee meeting must provide the Secretary no less than 72 hours notice prior to the scheduled meeting. The request may be facilitated if technology permits.”

### **Quorum for Council**

The physical quorum requirement for Council remains in place. To date, there have not been any issues identified with respect to meeting such requirements. The current framework provides flexibility for up to three members of Council to participate virtually when that need arises.

### **Council Agenda – Consent Agenda**

Currently, several routine and non-controversial items, such as information reports and committee minutes are included as separate items on the Council agenda, each requiring an individual motion. To streamline Council meetings, staff recommend the implementation of a consent agenda within the Council agenda to allow for routine and non-controversial items to be voted on in one motion. Under this format, Council retains

the ability to separate out any of the consent agenda items that require further discussion.

The Procedure By-law currently allows for consent motions. However, to proceed with a consent agenda format, staff recommend amending the Procedure By-law to incorporate the use of the term "Consent Agenda" in sections 6.2 and 7.10.

Section 6.2 would be changed from "Consent Motions" to "Consent Agenda".

Section 6.2.1 would be amended to replace "Consent Motion" with "Consent Agenda" and would read as:

"When preparing the agenda for Council and Committee of the Whole meetings, the Clerk may identify items which are considered to be routine and non-controversial under the heading "Consent Agenda", which matters may be considered by Council and Committee of the Whole as a summary matter in one motion rather than as separate items, unless a member of Council otherwise requests."

Section 6.2.4 currently states: "Items removed from the consent motion at the request of a member of Council will be considered under "New Business"."

Section 6.2.4 would be amended to re-establish the place on the agenda for addressing separated items after the consent items are voted on and will read as:

"Items removed from the consent motion at the request of a member of Council will be considered immediately following the vote on the consent motion."

### **Council Agenda – Question Period**

Question period is listed as a standing item on the Council agenda and is intended for members of the public to ask questions to Council and in turn staff.

Section 7.8 of the Procedure By-law outlines:

#### **"7.8 Question Period**

7.8.1 A person on his/her own behalf, or as a spokesperson for a delegation, may ask questions of Council during the public question period time.

7.8.2 A person addressing Council with a question may speak for not more than three (3) minutes, except with the leave of Council."

Staff recommend that the Procedure by-law be amended to delete section 7.8 for a few reasons. Question Period allows for a person to ask Council and/or staff questions on any matter, which is problematic as no prior notice is provided to the public on any new item raised and provides staff no ability to be prepared with accurate and complete information.



In addition, there are more effective and timely opportunities for the public to engage with Council and staff outside of Council meetings, which include:

- registering as a delegate with respect to any matter, up to one week prior to a Council meeting
- registering as a delegate with respect to a matter listed on the agenda, up to 10:00 a.m. on the morning of a Council meeting
- with leave of Council - registering as a delegate with respect to a matter listed on the agenda, after the 10:00 a.m. Council deadline
  - Section 7.6.1 outlines that a person may address Council with their permission
- Council – Public Meetings
- Public Information Centre
- Mayor’s Town Hall
- Email, phone, in person discussion
- Social media

### **Council Agenda – New Business**

New Business is listed as a standing item on the Council agenda, to provide Council members the opportunity to make announcements with respect to upcoming events or community topics. As such, staff recommend an amendment to the Procedure By-law that changes “New Business” to “Announcements” to better align with the intent of the section, provide clarity to the public on the expectation of announcements, while ensuring that new items are not introduced without prior notice.

In addition, Section 7.10 currently includes cumbersome and unnecessary procedures with respect to:

- consent items (already discussed in this report)
- addendum items
  - Not required, as the Clerk’s division publishes an addendum agenda as part of regular process
- introduction of other business
  - Not required, as members do this through a notice of motion

Staff recommend that the Procedure By-law be amended to focus section 7.10 on Announcements and to delete above noted procedures that are better addressed through other sections of the by-law.

Section 7.10 currently states:

“7.10.1 Any items for consideration, either removed from the Consent Motion to be dealt with separately, or not listed on the original Agenda, shall be considered under “New Business” in the following order:

- i. Items removed from Consent Motion to be dealt with separately
- ii. Addendum items
- iii. Other business

7.10.2 Members of Council may submit to the Clerk any item under New Business, iii. Other Business, up to 10:00 a.m. of the day of the meeting.

7.10.3 The Clerk shall place such item(s) on a Revised Agenda and shall post such Revised Agenda in the notice case outside the Second Street entrance to the municipal offices and on the Town website as early as possible on the day of the meeting.

7.10.4 All items raised under Other Business that require Council action shall be considered as Notice of Motion for consideration at the next meeting pursuant to Section 7.12 (Notice of Motion at Meeting).

7.10.5 Notwithstanding Section 7.10.4, a member may request that the matter be dealt with immediately and unless any member objects it shall be deemed that Council concurs with the request.

7.10.6 Should a member of Council object to dealing with a matter immediately, Council may consider a motion to waive the notice requirements by a two thirds vote of the members present.

Section 7.10 would be amended to read:

**“7.10 Announcements**

Council members may make announcements with respect to upcoming events or community topics.”

As a result of the amendment to “Announcements” at section 7.10 of the Procedure By-law, other changes would be required as noted below:

Section 7.12 currently states:

**“Notice of Motion at Meeting**

7.12.1 A member who presents a written Notice of Motion to the Clerk to be read at any regular meeting must be present during the reading of the notice.

7.12.2 A written copy of the motion must be presented to the Clerk who will place it on the Council Agenda for the next meeting.

7.12.3 A motion of which Council has received notice shall be placed on the agenda for the date on which it is scheduled for debate. If not moved at the meeting for which it is scheduled, by the person who gave notice, it shall be

deemed to be withdrawn unless an alternative time for the motion to be debated is given.

7.12.4 Notices of Motion for future consideration shall be received without comment or debate by any member.”

Section 7.12 would be deleted and replaced with:

**“Notice of Motion at Meeting**

7.12.1 A member who presents a written Notice of Motion to the Clerk to be read at any regular meeting must be present during the reading of the notice.

7.12.2 A written copy of the motion must be presented to the Clerk who will place it on the Council Agenda for the next meeting.

7.12.3 A motion of which Council has received notice shall be placed on the agenda for the date on which it is scheduled for debate. If not moved at the meeting for which it is scheduled, by the person who gave notice, it shall be deemed to be withdrawn unless an alternative time for the motion to be debated is given.

7.12.4 Notices of Motion for future consideration shall be received without comment or debate by any member.

7.12.5 A member may request that the matter be dealt with immediately and unless any member objects it shall be deemed that Council concurs with the request.

7.12.6 Should a member of Council object to dealing with a matter immediately, Council may consider a motion to waive the notice requirements by a two thirds vote of the members present.”

Section 7.9 currently states:

**“Unfinished Business**

Any item of business which was discussed by the Council earlier in the same meeting or at a prior meeting, but not disposed of, may be raised again at any subsequent regular or special meeting of the Council when "Unfinished Business" is called for under the order of procedure.”

Section 7.9 would be deleted in its entirety, as this is not a practice that Council follows.

Section 7.3.4 currently states:

**“Agenda/Order of Business**

The Clerk shall have prepared and provided for the use of members at the regular meetings of Council, an agenda under the following headings:

1. Call to Order
2. Approval of Agenda
3. Disclosures of (Direct or Indirect) Pecuniary Interest
4. Closed Meeting
5. Opening Meeting – 7:00 p.m.
6. Singing of National Anthem
7. Land Acknowledgement
8. Announcement by Chair
9. Rise and Report
10. Adoption of Minutes of Previous Council Meetings
11. Presentations, Petitions and/or Delegations
12. Staff Reports
13. Correspondence
14. Committee/Board Minutes
15. Notice of Motion Prior to Meeting
16. Notice of Motion at Meeting
17. New Business
18. Question Period
19. By-laws
20. Adjournment

The Clerk may add, delete or modify agenda item headings to facilitate the orderly conduct of a meeting.”

Section 7.3.4 would be amended to add “Consent Agenda”, replace “New Business” with “Announcements”, and remove “Question Period”, and would read as:

“The Clerk shall have prepared and provided for the use of members at the regular meetings of Council, an agenda under the following headings:

1. Call to Order
2. Approval of Agenda
3. Disclosures of (Direct or Indirect) Pecuniary Interest
4. Closed Meeting
5. Open Meeting
6. Singing of National Anthem
7. Land Acknowledgement
8. Announcement by Chair
9. Rise and Report
10. Adoption of Minutes of Previous Council Meetings
11. Presentations, Petitions and/or Delegations
12. Consent Agenda
13. Staff Reports

14. Correspondence
15. Notice of Motion Prior to Meeting
16. Notice of Motion at Meeting
17. Announcements
18. By-laws
19. Adjournment

The Clerk may add, delete or modify agenda item headings to facilitate the orderly conduct of a meeting.”

Should Council wish to implement any or all of these changes, staff will amend the Procedure By-law to reflect these changes.

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## **Strategic Alignment**

### **Strategic Plan**

Strategic Goal: Community Vitality

Objective: Vibrancy

### **Sustainable Neighbourhood Action Plan**

Theme: N/A

Strategy: N/A

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## **Notice Provisions**

The Town’s Notice Policy requires that notice be placed on the Town’s website and published in a newspaper at least once, prior to the meeting at which the matter is to be considered, or prior to the holding of a public meeting.

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## **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:**        1. Procedure By-law



**Office Consolidation**

**The Corporation of the Town of Orangeville**

**To Govern the Proceedings of Council and  
its Committees**

**By-law 64-2017**

**Amended By:**

**No. 051-2020**

**September 14, 2020**

**No. 016-2020**

**March 23, 2020**

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## **The Corporation of the Town of Orangeville**

### **By-law No. 064-2017**

#### **A By-law to Govern the Proceedings of Council and the Committees thereof**

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## By-law No. 064-2017

### A By-law to Govern the Proceedings of Council and the Committees thereof

- Whereas Section 238 of the *Municipal Act*, S.O. 2001, requires every municipality and local board to pass a procedure by-law for governing the calling, place and proceedings of meetings;

Be It Therefore Enacted by the municipal Council of the Corporation of the Town of Orangeville as follows:

#### **1 Title**

This by-law may be referred to as the "Procedure By-law" of the Town of Orangeville.

#### **2 Definitions**

In this by-law:

- 2.1** "Chair" means the mayor, deputy mayor or committee chair, as the context may require.
- 2.2** "Committee" means an advisory or other committee or subcommittee, or similar entity, of which at least 50% of the members are also members of one or more Councils or local boards.
- 2.3** "Committee of the Whole" means a standing committee of Council where all the members of Council present at a meeting are sitting in Committee of the Whole.
- 2.4** "Electronic Participation or Participate Electronically" means where a member of Council or Committee participates in a meeting by means of electronic communication.
- 2.5** "Electronic Meeting" means where all members of Council or committee electronically participate in a meeting.

- 2.6** "Leave of Council" means:
- that no member objects (no vote is required).
  - where one or more members do object, by a majority vote of Council.
- 2.7** "Local Board" means any board, commission, committee, body or local authority established or exercising any power under any Act with respect to the affairs or purposes of one or more municipalities, excluding a school board, a conservation authority, a police services board or a public library board.
- 2.8** "Member" means a member of the municipal Council, local board or committee.
- 2.9** "Special Committee" means a committee established by Council:
- to provide advice to Council as mandated in the Terms of Reference
  - to deal with a specific issue, project or task and disband at the completion of the project or upon final report to Council
  - to function according to the requirements of a by-law or Provincial legislation (e.g. Committee of Adjustment, Property Standards Committee)
  - as defined in the Boards and Committees By-law No. 025-2015 as amended or replaced
- 2.10** "Standing Committee" means a Committee comprised entirely of members of Council, established by Council to carry out duties on an ongoing basis as specified by Council

### **3 Council Meetings**

#### **3.1 Procedures**

In all meetings of Council, standing and special committees and local boards, the procedures outlined in this by-law shall apply.

#### **3.2 Inaugural Meeting**

The inaugural meeting of Council after a regular election shall be held on the first Monday in December at 7:00 p.m., or on such day or time in December prior to the first Monday, as may be fixed by resolution of the exiting Council.

#### **3.3 Time and Date of First Regular Meeting**

The first regular meeting of Council shall be held at 7:00 p.m. on the Monday following the inaugural meeting.

#### **3.4 Schedule of Regular Meetings**

3.4.1 The schedule of Council meetings shall be established by a resolution of Council each year.

3.4.2 Unless otherwise decided by Council, there shall be two Council meetings each month.

- 3.4.3 Unless otherwise decided by Council, regular public meetings shall commence at 7:00 p.m. When possible, closed meetings of Council will be held immediately prior to a regular public meeting.
- 3.4.4 Notwithstanding all other provisions of this by-law, Council may, without notice, begin a Council meeting earlier than 7:00 p.m. or other published commencement time for the sole purpose of authorizing and holding a closed meeting prior to the commencement of a public Council meeting.
- 3.4.5 Fewer meetings may be scheduled during July and August.
- 3.4.6 A scheduled Council meeting may be cancelled or re-scheduled by the Clerk and Cao in consultation with the Mayor and/or Chair
- 3.4.7 A scheduled committee meeting may be cancelled or rescheduled by the Clerk or designate in consultation with the Chair.

### **3.5 Place of Meeting**

- 3.5.1 Meetings of Council and standing committees shall be held at the Municipal Offices, or other such place as designated by Council, in a location that is accessible pursuant to the requirements of the Accessibility for Ontarians with Disabilities Act.
- 3.5.2 Council may, by resolution, alter the time, day or place of any Council and/or standing committee meeting.
- 3.5.3 If authorized by resolution prior to the holding of the meeting, Council may meet with the Councils of one or more municipalities for the consideration of matters of common interest. Such meetings may be held in any one of the involved municipalities or in a municipality adjacent to any of them.

### **3.6 Calling of Special/Emergency Meetings of Council**

- 3.6.1 The Mayor may at any time summon a special meeting of Council, and it shall be his/her duty to call a special meeting of Council whenever a majority of the members of Council request so in writing or by email.
- 3.6.2 The Mayor or Deputy Mayor may call an emergency meeting to deal with a matter which is deemed to require immediate action. Notwithstanding Section 3.8.1, notice of an emergency meeting need not be in writing and need not be twenty-four (24) hours in advance of the meeting, but may be given by contacting each member of Council and verbally or by email to advise them of the time and place of the meeting.
- 3.6.3 The Chief Administrative Officer may request Council to attend an emergency meeting of Council to deal with a matter which is deemed to require immediate action.
- 3.6.4 The Clerk may summon an emergency or special meeting of Council in the absence of the Mayor and Deputy Mayor upon a special requisition to him/her

signed or emailed by a majority of the members of Council.

- 3.6.5 The only business to be dealt with at a special meeting or an emergency meeting is that which is given in the notice of the meeting.

### **3.7 Closed Meetings**

- 3.7.1 Except as provided in Section 239 of the Municipal Act, 2001, all meetings of Council, committees and local boards shall be open to the public.
- 3.7.2 Prior to holding a closed meeting Council, the committee or local board shall state by resolution:
- that the meeting is a closed meeting
  - the general nature of the matter to be considered
  - the specific provision(s) of the Municipal Act that permits the matter to be considered in a closed meeting
- 3.7.3 No matter or item other than the matter(s) referred to in the public resolution may be discussed.
- 3.7.4 If Council, the committee or local board wishes to discuss an item not contained within the motion to move into a closed session, they shall rise from the first closed session and in open session move a further motion in accordance with Section 3.7.2.
- 3.7.5 Council, committees, or local boards shall not take any vote during a closed meeting, except as provided in Section 239 (6) of the Municipal Act.
- 3.7.6 When a closed meeting is adjourned, the members shall rise and report any recommendations in open session, as appropriate.
- 3.7.7 The Clerk, or the appropriate staff member in the case of a meeting of a committee or local board, shall prepare minutes of the closed meeting.
- 3.7.8 The minutes of a closed meeting shall be presented to Council for review and approval at the next closed meeting and shall be listed on the agenda at a regular Council meeting for adoption.

### **3.8 Notice**

The agenda for a Council or committee meeting shall constitute notice thereof.

#### **3.8.1 Member Notice**

Written notice of all meetings of Council and committees shall be given by the Clerk or secretary of the committee at least twenty-four (24) hours in advance of the meeting to all members of Council or committee by:

- delivering the agenda and related information to their place of residence, business or other location of which the Clerk or secretary is informed, or
- posting the agenda and related information to a website to which the members have access and notifying members of the posting

### **3.8.2 Public Notice**

- 3.8.2.1 Copies of all Council and standing committee meeting agendas shall be posted in the notice case outside the Second Street entrance to the municipal offices and on the Town website at least twenty-four (24) hours in advance of the meeting.
- 3.8.2.2 On request, members of the media and public shall be notified of the posting of agendas.
- 3.8.2.3 Notwithstanding the above two bullet points, closed meeting agendas will only be provided to members of Council or the committee and staff.

### **3.8.3 Notice of Special/Emergency Meetings**

In the case of special or emergency Council or committee meeting, notice shall be given by posting the agenda on the Town website as soon as is practicable after notice of the special meeting has been given. For electronic meetings, the notice must include the corresponding connection details to access the meeting electronically.

## **3.9 Standing Committee of Council/Committee of the Whole**

- 3.9.1 There shall be one Standing Committee of Council, being the Committee of the Whole, which shall be composed of all members of Council.
- 3.9.2 The Deputy Mayor shall serve as chair of the Committee of the Whole, and in the absence of the Deputy Mayor, Council shall select a chair from amongst themselves who shall call the members to order, and if a quorum is present, shall preside during the meeting or until the arrival of the chair.
- 3.9.3 Committee of the Whole Council meetings will be held at the call of the Chair on an "as required" basis only, and reserved for issues requiring special attention by Council, to inform Council of any pending situations that may not be appropriate or too detailed for a full Council meeting.

## **3.10 Electronic Participation**

- 3.10.1 Members of Council and committees may participate electronically in a meeting.
- 3.10.2 Members of Council and committees who participate electronically in a meeting shall be counted in determining quorum of members present at any point in time.
- 3.10.3 The Clerk may establish and maintain protocols with respect to electronic participation.
- 3.10.4 The method and technology used to facilitate electronic participation in a meeting shall be determined by the Clerk, in consultation with the Information Technology division.



- 3.10.5 Members wishing to participate electronically for a Council meeting, must provide the Clerk (or designate) no less than 72 hours notice prior to the scheduled meeting. The request may be facilitated if technology permits and if physical quorum at the meeting location has been established.
- 3.10.6 Members wishing to participate electronically for a committee meeting, must provide the Secretary no less than 72 hours notice prior to the scheduled meeting. The request may be facilitated if technology permits and if physical quorum at the meeting location has been established.
- 3.10.7 The Clerk and Mayor (or designate Chair) are to be physically present in Council Chambers for a meeting.
- 3.10.8 The Secretary and Chair (or designate Chair) may be physically present at the meeting location of a committee meeting.
- 3.10.9 A physical quorum (a majority of the members) at a meeting of Council or committee shall be achieved at the commencement of the meeting and maintained throughout the meeting.
- 3.10.10 A member participating electronically must advise verbally that they are leaving the meeting before ending their participation and/or if they re-enter a meeting, which will be noted in the minutes.
- 3.10.11 If a member participating electronically declares a pecuniary interest in relation to a matter on the agenda, they are to mute themselves and turn off their camera for the duration of the discussion regarding that item.
- 3.10.12 A member participating electronically will be deemed to have left the meeting when they are no longer electronically connected to the meeting.
- 3.10.13 For a closed meeting, members and staff shall make a declaration of confidentiality at the start of the meeting stating that they have taken necessary measures to ensure the confidentiality of the meeting, that no other individual is in attendance with them, and that the meeting is not being recorded by any means.
- 3.10.14 The Clerk will note the declaration of confidentiality by each member and staff in the minutes.
- 3.10.15 Delegates and presenters attending a Council and/or Committee meeting may participate electronically, at the discretion of the Clerk (or designate), if technology permits.
- 3.10.16 All other applicable provisions of By-law 064-2017 shall apply to any member that may participate electronically in a meeting.

### **3.11 Electronic Participation – Emergencies**

- 3.11.1 Notwithstanding section 3.5.1, should public health and/or workplace restriction be in effect and/or emergency has been declared to exist in all or part of the Town of Orangeville, by the Premier, Cabinet or the municipal Head of Council under the Emergency Management and Civil Protection Act, an electronic meeting may be held.
- 3.11.2 All members participating in an electronic meeting shall be counted towards quorum.
- 3.11.3 Where a Council or Committee meeting is held through Electronic Participation, provisions shall be made with access for an in view of the public for the portion of the proceedings that are open to the public.
- 3.11.4 The Town, taking into consideration:

- a) the health and safety of all individuals; and
- b) access to and viewing of the meeting

shall provide operable solutions to facilitate public Electronic Participation in a meeting that would otherwise be facilitated in a meeting that was not conducted through Electronic Participation.

- 3.11.5 For Council meetings, the Clerk (or designate) and Mayor (or designate Chair) are to be present in Council Chambers, unless otherwise noted on the agenda.
- 3.11.6 For Committee meetings, the Secretary and Chair (or designate Chair) are to be present at the meeting location, unless otherwise noted on the agenda.
- 3.11.7 All other applicable provision of By-law 064-2017 shall apply to electronic meetings.

### **3.12 Covid-19 Recovery Period**

- 3.12.1 Due to public health concerns resulting from the Covid-19 pandemic, Section 3.11 “Electronic Meetings – Emergency” of this by-law may be applied for a period of up to one calendar year following the termination date of the Town’s declared emergency.
- 3.12.2 Section 3.12 expires and is hereby repealed one calendar year following the termination date of the Town’s Covid-19 declared emergency.

## **4 Rules of Debate**

### **4.1 Order and Decorum**

The chair shall preserve order and decorum and decide questions of order subject to an appeal to the Council by any member. If no member appeals, the decision of the chair shall be final. The Council, if appealed to, shall decide the question without debate and its decision shall be final.

### **4.2 Conduct**

No member of Council shall:

- speak disrespectfully or use offensive words against the Council
- speak on any subject other than the motion under debate
- reflect on any decision of Council except for the purpose of moving to reconsider the decision
- resist or disobey the decision of the chair and Council, and in such case such a member may be ordered to leave their seat for that meeting, and may be removed therefrom by a constable for contempt of Council.

Council may restore a member to their seat forthwith in the case of an acceptable apology.

### **4.3 Declaration of Interest**

- 4.3.1 In accordance with the Municipal Conflict of Interest Act, R.S.O. 1990, c.M.50,

as amended from time to time, where a member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the Council or local board at which the matter is the subject of consideration, the member:

- shall leave the meeting room prior to any consideration of the matter at a closed meeting
- shall, prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
- shall not take part in the discussion of, or vote on any question in respect of the matter; and
- shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question.
- Shall mute themselves and turn off their camera, if participating electronically.

4.3.2 The Clerk shall record such disclosure in the minutes of the meeting.

#### **4.4 Address the Chair**

Every member speaking on any question or motion shall address the chair.

#### **4.5 Order of Speakers**

When two (2) or more members wish to speak, the chair shall designate the member who has the floor who shall be the member who, in the opinion of the chair, first requested to speak.

#### **4.6 Final Speaker**

A member who has made a motion and/or amendment to such motion shall be permitted the final reply.

#### **4.7 Reading of Question or Motion**

Any member may require the question or motion under discussion to be read at any time during the debate, but not so as to interrupt a member while speaking.

#### **4.8 Member Speaking**

No member shall:

- reflect upon any prior determination of the current Council except to conclude such remarks with a motion to reconsider such determination
- speak more than twice or reply to a motion or question for longer than five (5) minutes total without the leave of Council
- make any noise or disturbance or interrupt when another member of Council is speaking
- interrupt the member who has the floor except to raise a point of order, call for orders of the day, call for a recount of the vote, ask a question of privilege or a question of quorum.

## **5 Voting**

### **5.1 Determination of Council Decision**

- 5.1.1 The manner of determining the decision of Council on a motion shall be by a show of hands of all members. The Mayor must vote on all motions. Unless otherwise provided in this by-law, all questions before Council shall be decided by a majority vote.
- 5.1.2 The Chair will call the vote, first calling for those voting in favour of the motion, then for those voting in opposition.
- 5.1.3 The Chair shall announce the names of those voting in opposition and the Clerk shall record in the minutes the names of members voting in opposition.
- 5.1.4 Only those identified by the Chair as voting in opposition will be noted in the minutes. If the Chair does not identify a member as voting in opposition, it shall be assumed that he/she voted in favour of the motion.
- 5.1.5 The Chair shall announce the results of the vote on any motions presented for a vote.
- 5.1.6 If the approved minutes show that a member did not vote in opposition, it shall be assumed that he/she voted in favour of the motion.

### **5.2 Requirement to Vote**

Every member present at a meeting when a question is put shall vote thereon, except where the member is prohibited by statute from voting or is disqualified to vote by reason of a declaration of interest.

### **5.3 Tie Vote**

Any question on which there is a tie vote shall be considered to be lost.

### **5.4 Member Declines to Vote**

If any member present at a meeting does not vote when a vote is taken on a motion, the member shall be deemed as voting in the negative, except where the member is prohibited from voting by statute or is disqualified by reason of a declaration of interest.

### **5.5 Recorded Vote**

- 5.5.1 A request by a member for a recorded vote shall be made prior to the commencement of the vote being taken or immediately thereafter.
- 5.5.2 Upon such request, the requester will vote first, and the subsequent order of voting will be conducted alphabetically by last name, proceeding from the requester. The Clerk shall ask each member to announce their vote openly and shall record such vote and declare the results.
- 5.5.3 The names of those who vote in favour and those who vote against any

motion shall be recorded in the minutes of the meeting.

5.5.4 Recorded votes are not permitted in any meetings of special committees.

## **5.6 Unanimous Vote**

Upon the taking of any vote, if all the members present and eligible to vote when the vote is taken vote unanimously, the chair may direct the clerk to record the vote accordingly.

## **6 Motions and Order of Putting Questions**

### **6.1 Adoption in a Single Motion**

One or more report items on a Council agenda may be adopted in a single motion.

### **6.2 Consent Motions**

6.2.1 When preparing the agenda for Council and Committee of the Whole meetings, the Clerk may identify items which are considered to be routine and non-controversial under the heading "Consent Motion", which matters may be considered by Council as a summary matter in one motion rather than as separate items, unless a member of Council otherwise requests.

6.2.2 Any member, before the consent motion is voted on, may add or remove any number of items of business from the consent motion.

6.2.3 In the event that a member declares a conflict of interest on an item that is included in the consent motion, that item shall be removed from the consent motion and dealt with separately

6.2.4 Items removed from the consent motion at the request of a member of Council will be considered under "New Business".

### **6.3 Motions on Floor**

6.3.1 No discussion or debate on any item shall occur until an item has been properly moved and seconded.

6.3.2 Unless otherwise provided, all motions or resolutions shall be seconded before being debated or put by the chair, and shall be in writing, and shall be presented to the chair.

6.3.3 A motion that has not been seconded shall not be recorded in the minutes.

6.3.4 When a motion is properly before Council, a second or subsidiary motion is not in order when a member is speaking, or immediately following the affirmative resolution of a motion to call the question, or during the verification of a vote.

### **6.4 Verbal motions**

Notwithstanding sections 6.3.2 and 6.11.1, with the leave of Council, all motions and amendments thereto may be presented verbally.

## 6.5 Withdrawal of Motion

After a motion is read or has been accepted by the chair, it may be withdrawn by the mover before a decision or amendment.

## 6.6 Ranking of Motions

Motions shall be ranked in the following order of priority:

Motion	Debatable	Ranking	Further Explanation
Main Motion	Yes	13	
<b>Subsidiary Motions</b>			
Postpone Indefinitely	Yes (Limited)	12	Debate may go into only the reasons why the motion should or should not be dealt with at the current time. It may go into the merits of the underlying main motion but only in respect to delaying the decision.
Amend	Yes (Limited)	11	An amendment is debatable if the motion to which it is applied is debatable. The amendment must be germane to the main motion. Debate may not go into the merits of the motion being amended.
Refer to a Committee or Staff	Yes (Limited)	10	Debate may go into only the reasons why the motion should or should not be referred to a committee or to staff. It may go into the merits of the underlying main motion but only in respect to referring the decision.
Postpone/Defer to a Certain Time	Yes (Limited)	9	Debate may go into only the reasons why the motion should or should not be postponed.
Limit or Extend Debate	Yes (Limited)	8	Debate is restricted to the form of limitation or extension of debate.
Close Debate	<b>No</b>	7	It would defeat the purpose of the motion if it were debatable.
Postpone Temporarily	<b>No</b>	6	The purpose of the motion is to set aside business for a short period of time, but no later than the end of the meeting.
<b>Privileged Motions</b>			
Raise a Question of Privilege (Individual)	No	5	A second is not required to raise a question of privilege.
Raise a Question of Privilege	No	4	A second is not required to raise a question of privilege.
Recess	Yes (Limited)	3	Debate restricted to the length of time of recess or to the time set for reassembly.
Adjourn	No	2	

Fix the Time for the Continued Meeting	Yes (Limited)	1	Debate restricted to time and date of the continued meeting.
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## **6.7 11:00 p.m. Adjournment/ Fix Time for Continued Meeting**

- 6.7.1 The proceedings of Council on any day shall terminate as soon after 11:00 p.m. local time as the matter under immediate consideration is finalized and Council has established a time and date for the consideration of the balance of the agenda.
- 6.7.2 Notwithstanding section 6.7.1, a motion to continue a meeting past 11:00 p.m. and to introduce another matter or item, requires the unanimous consent of all members present.

## **6.8 Recess**

The chair may declare a recess at any time with the leave of Council. Recesses shall be limited to five (5) minutes.

## **6.9 Point of Order**

- 6.9.1 A point of order may be raised at any time by a member to bring attention to:
- any breach of this by-law
  - any defect in the constitution of any meeting of the Council
  - the use of improper, offensive or abusive language
  - notice of the fact that the matter under discussion is not within the scope of the proposed motion
  - any other informality or irregularity in the proceedings of Council.
- 6.9.2 When a member rises to a point of order, the member shall ask leave of the chair to raise a point of order, and after leave is granted, shall state the point of order to the chair. The chair shall then state and decide the point of order.
- 6.9.3 Thereafter, the member shall only address the chair for the purpose of appealing, to Council, the chair's decision.

## **6.10 Point of Personal Privilege**

- 6.10.1 "Point of personal privilege" relates to all matters affecting the rights of the Council collectively, or the position, rights and conducts of its members.
- 6.10.2 A member may raise at any time, with the consent of the chair, a point of personal privilege, for the purpose of drawing the attention of Council to the matter.
- 6.10.3 When any point of personal privilege arises it shall be taken into consideration immediately.

## **6.11 Motion to Close Debate/Call the Question**

- 6.11.1 A motion to close debate applies only to the motion or amendment under

consideration at the time the motion to close debate is moved.

- 6.11.2 A motion to close debate is not in order until every member has been given the opportunity to speak at least once to the matter under consideration.
- 6.11.3 Upon a motion to close debate being made, debate shall cease and no amendment may be made to the main motion, until the motion to close debate has been voted on.
- 6.11.4 The motion to close debate shall be put in the following words:  
"Shall the question be called?" or "Call the vote"
- 6.11.5 If a motion to close debate carries, the main motion or amendment under consideration shall be put immediately without further debate. If the motion to close debate is lost, debate may proceed.

## **6.12 Amendments**

- 6.12.1 A motion to amend a motion properly before Council shall be presented in writing.
- 6.12.2 Only one amendment can be presented to the main motion at one time.
- 6.12.3 Only one motion to amend an amendment shall be allowed. The sub-amendment, if any, shall be voted on first.
- 6.12.4 The amendment shall be voted on next.
- 6.12.5 If no other amendment is introduced, the motion or motions as amended shall be put to a vote.
- 6.12.6 In the case of an amendment to an amendment, the amendment to the main motion cannot be withdrawn until the amendment to the amendment has been withdrawn or dealt with.
- 6.12.7 An amendment must be similar in import to the motion which it is proposed to amend and cannot negate the intent of the original motion.

## **6.13 Vote Called/Decision of the Chair (Motion Finally Put)**

- 6.13.1 After a question is finally put by the chair (the vote is called), no member shall speak to the question, nor shall any other motion be made until after the vote is taken and the result has been declared.
- 6.13.2 If a member disagrees with the declaration of the chair on the result of a vote, such member may object, but only immediately after such declaration, and request that the vote be retaken.
- 6.13.3 When so requested, the chair shall have the vote retaken, provided such vote has not previously been retaken, in which case the chair shall have the authority to deny the request, subject to an appeal to Council.

## **6.14 Division of a Question**



Where a question consists of more than one proposal or part, with a majority vote, it may be divided with the result that voting and debate shall proceed on each part separately.

## **6.15 Reconsider**

- 6.15.1 For the purpose of reconsideration, "member who voted on the prevailing side" means:
- where the votes are not known, any member of Council.
  - where the votes are known pursuant to section 5.1, or where a recorded vote was taken, a member of Council who voted on the side with the most votes
  - a member who was absent from the meeting at which the vote was taken.
- 6.15.2 A motion to reconsider:
- shall not be in order, except as provided in this section
  - must be moved by a member who voted on the prevailing side and may be seconded by any member
  - may not be made at the same meeting as the original determination was made
  - is not in order when a member is speaking, nor during the verification of a vote
  - is debatable only if the original motion was debatable
  - is not in order if action on the original motion has already been taken which cannot be undone.
- 6.15.3 No question may be twice reconsidered.

## **6.16 Rescind**

A motion to rescind requires a two-thirds majority and is not in order if action on the original motion has already been taken which cannot be undone.

## **6.17 Non-Jurisdictional Motion**

A motion in respect of a matter which is beyond the jurisdiction of Council shall not be in order unless it is a matter which, in the opinion of a majority of the Council (this question to be decided without debate), has to do with the health, safety, morality and welfare of the citizens generally.

## **6.18 By-laws**

- 6.18.1 By-laws shall only be passed at Council meetings.
- 6.18.2 All by-laws coming before Council shall receive one reading unless otherwise legislated by provincial or federal statute or regulation.
- 6.18.3 All by-laws may be received in one motion.
- 6.18.4 At the request of any member, any by-law may be discussed or voted on individually.

- 6.18.5 If a majority vote is not achieved for a by-law on an item previously approved in the meeting, the by-law shall be presented again at the next regular meeting.
- 6.18.6 All amendments to any by-law approved by Council shall be deemed to be incorporated into the by-law and if the by-law is enacted and passed by Council, the amendments shall be inserted therein by the Clerk.
- 6.18.7 Upon enactment, every by-law shall be:
- numbered
  - dated with the date of enactment thereof
  - signed by the Mayor and the Clerk
  - have the corporate seal affixed thereto.
- 6.18.8 The proceedings at every regular and special meeting shall be confirmed by by-law so that every decision of the Council and every resolution passed at that meeting shall have the same force and effect as if each and every one of them had been the subject matter of a separate by-law duly enacted.

## **7 Proceedings of Council Meeting**

### **7.1 Quorum**

- 7.1.1 As soon as possible after the time fixed for the meeting, or a recess thereof, provided there is a quorum present, the chair shall call the members to order. A majority of the members shall constitute a quorum.
- 7.1.2 The Clerk/secretary shall maintain a record of attendance at all meetings of Council and committees.

### **7.2 Lack of Quorum**

- 7.2.1 If there is no quorum present within fifteen (15) minutes after the time appointed for the meeting, the Clerk/secretary shall call the roll and record the names of the members then present, and the meeting shall stand adjourned until the next regular meeting of such date as Council/committee may decide.
- 7.2.2 If the Mayor does not attend within five (5) minutes after the time appointed, the Deputy Mayor will chair the meeting until the arrival of the Mayor.
- 7.2.3 In the absence of the Mayor and Deputy Mayor, the members present shall appoint a chair from amongst themselves, who shall call the members to order, and if a quorum is present, shall preside during the meeting or until the arrival of the Mayor or Deputy Mayor.
- 7.2.4 While presiding, the acting chair shall have all the powers of the chair and shall be entitled to vote as a member.

### **7.3 Agenda/Order of Business**

- 7.3.1 The Clerk, in consultation with the Chief Administrative Officer, shall determine the order and content of the Agenda, in accordance with the provisions of this by-law. In the event of a dispute, the Chief Administrative Officer's decision shall be final.
- 7.3.2 The order of business may be altered by the Clerk during preparation of the Agenda to improve the efficiency of the meeting.
- 7.3.3 The business of the Council shall in all cases be taken up in the order in which it stands upon the agenda, unless otherwise decided by Council.
- 7.3.4 The Clerk shall have prepared and provided for the use of members at the regular meetings of Council, an agenda under the following headings:

1. Call to Order
2. Approval of Agenda
3. Disclosures of (Direct or Indirect) Pecuniary Interest
4. Closed Meeting
5. Opening Meeting – 7:00 p.m.
6. Singing of National Anthem
7. Land Acknowledgement
8. Announcement by Chair
9. Rise and Report
10. Adoption of Minutes of Previous Council Meetings
11. Presentations, Petitions and/or Delegations
12. Staff Reports
13. Correspondence
14. Committee/Board Minutes
15. Notice of Motion Prior to Meeting
16. Notice of Motion at Meeting
17. New Business
18. Question Period
19. By-laws
20. Adjournment

The Clerk may add, delete or modify agenda item headings to facilitate the orderly conduct of a meeting.

### **7.4 Minutes**

- 7.4.1 The draft minutes of any regular or special meeting of Council, held at least seven days before a regular meeting of Council, shall be listed on the Agenda for consideration at the next regular meeting of Council.
- 7.4.2 After they have received approval, the minutes shall be signed by the chair and the Clerk.

- 7.4.3 Prior to such adoption, if requested by any member, the minutes or so much thereof as may be requested shall, with the leave of Council, be read by the Clerk.

## **7.5 Items for Agenda from Members of Council**

At least seven (7) days before a Council/committee meeting, any member of Council may file in writing with the Clerk an item for inclusion on the agenda for the next scheduled meeting.

## **7.6 Presentations, Petitions and Delegations**

- 7.6.1 Except as provided in this by-law, no person shall address Council without the permission of Council.
- 7.6.2 Person wishing to speak to an item on the Agenda should notify the Clerk no later than 10 am on the date of the meeting.
- 7.6.3 Any person desiring to be heard by Council shall submit a request in writing to the Clerk at least seven (7) days before a Council/Committee meeting. The request shall include the requester's name, mailing address and phone number, and state the nature of the business to be discussed, the requested course of action and the reasons therefor. Verbal remarks to Council at a meeting shall be confined to the stated business.
- 7.6.4 The Clerk shall acknowledge receipt of the request and place the matter on the next appropriate Council Agenda.
- 7.6.5 A person addressing Council may speak for not more than five (5) minutes, except with the leave of Council.
- 7.6.6 An organizer of a public petition may submit the text of the petition for inclusion on the Council agenda. That person shall provide his or her name, address and telephone number along with the petition. Any communication with respect to the petition will be with the organizer of the petition only.
- 7.6.7 All communications/delegations presented in public session become part of a public record, and shall be made available for public viewing by way of print and/or electronic means.
- 7.6.8 Anyone wishing to use Town technology (computer, projector, screen, etc.) for presentation purposes must provide the entire presentation to the Clerk's Office no later than 3:00 p.m. on the Friday immediately preceding the relevant Council meeting. Staff will upload the presentation to ensure it is compatible with Town technology and does not contain any unsafe content.

- 7.6.9 To encourage thoughtful and respectful conversations and comments, first and last names must appear with each submission. Emails or comments from an anonymous source or pseudonym will not be included in an Agenda. Authors will be given the opportunity to provide their name and address.

## **7.7 Statutory Public Meetings**

- 7.7.1 All statutory public meetings under the Planning Act and other Acts, shall be held on a separate date and time from regular Council meetings.
- 7.7.2 Statutory public meetings under the Planning Act shall be chaired by the Deputy Mayor.

## **7.8 Question Period**

- 7.8.1 A person on his/her own behalf, or as a spokesperson for a delegation, may ask questions of Council during the public question period time.
- 7.8.2 A person addressing Council with a question may speak for not more than three (3) minutes, except with the leave of Council.

## **7.9 Unfinished Business**

Any item of business which was discussed by the Council earlier in the same meeting or at a prior meeting, but not disposed of, may be raised again at any subsequent regular or special meeting of the Council when "Unfinished Business" is called for under the order of procedure.

## **7.10 New Business**

- 7.10.1 Any items for consideration, either removed from the Consent Motion to be dealt with separately, or not listed on the original Agenda, shall be considered under "**New Business**" in the following order:
- i. Items removed from Consent Motion to be dealt with separately
  - ii. Addendum items
  - iii. Other business
- 7.10.2 Members of Council may submit to the Clerk any item under New Business, iii. Other Business, up to 10:00 a.m. of the day of the meeting.
- 7.10.3 The Clerk shall place such item(s) on a Revised Agenda and shall post such Revised Agenda in the notice case outside the Second Street entrance to the municipal offices and on the Town website as early as possible on the day of the meeting.

- 7.10.4 All items raised under Other Business that require Council action shall be considered as Notice of Motion for consideration at the next meeting pursuant to Section 7.12 (Notice of Motion at Meeting).
- 7.10.5 Notwithstanding Section 7.10.4, a member may request that the matter be dealt with immediately and unless any member objects it shall be deemed that Council concurs with the request.
- 7.10.6 Should a member of Council object to dealing with a matter immediately, Council may consider a motion to waive the notice requirements by a two-thirds vote of the members present.

## **7.11 Notice of Motion Given Prior to Meeting**

- 7.11 A written copy of a proposed motion submitted to the Clerk by a member of Council at least seven (7) days in advance of and included in the agenda for the next regular meeting of Council shall be considered at that meeting of Council.
- 7.11.1 A member who presents a written Notice of Motion to the Clerk must be present during the reading of the motion.
- 7.11.2 If not moved at the meeting for which it is scheduled, by the person who gave notice, the motion shall be deemed to be withdrawn unless an alternative time and/or for the motion to be debated is given.

## **7.12 Notice of Motion at Meeting**

- 7.12.1 A member who presents a written Notice of Motion to the Clerk to be read at any regular meeting must be present during the reading of the notice.
- 7.12.2 A written copy of the motion must be presented to the Clerk who will place it on the Council Agenda for the next meeting.
- 7.12.3 A motion of which Council has received notice shall be placed on the agenda for the date on which it is scheduled for debate. If not moved at the meeting for which it is scheduled, by the person who gave notice, it shall be deemed to be withdrawn unless an alternative time for the motion to be debated is given.
- 7.12.4 Notices of Motion for future consideration shall be received without comment or debate by any member.

## **8 Committees of Council**

### **8.1 Declaration of Interest**

For the purposes of this by-law, all local boards and committees, including standing and special committees of Council are subject to the provisions of the Municipal Conflict of Interest Act, and members of such committees:

- shall leave the meeting room prior to any consideration of the matter at a closed meeting.

- shall, prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
- shall not take part in the discussion of, or vote on any question in respect of the matter; and
- shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question.

The Clerk or secretary shall record such disclosure in the minutes of the meeting.

## **8.2 Committee Procedures**

The rules governing the procedure of Council and the conduct of members of Council shall be observed in all special and standing committees of Council and all local boards, so far as they are applicable, except that:

- no motion shall be required to be seconded.
- motions may be moved verbally
- more latitude may be allowed in discussions, as determined by the committee.
- there shall be no recorded votes.

## **8.3 Jurisdiction/Responsibility**

Committees have jurisdiction and are responsible to formulate and discuss major and general policies for recommendation to the Council, according to the mandate approved by Council, and shall also consider such other matters as may be referred thereto by the Council or another committee.

## **8.4 Secretary**

8.4.1 The Council representative or Clerk shall preside at meetings of committees or special purpose bodies until such time as a chair, vice chair or acting chair, and secretary are selected.

8.4.2 The Chief Administrative Officer shall appoint a staff member as secretary for each committee, whose duties shall include preparing agendas for distribution to members at least twenty-four (24) hours in advance of each meeting, attending meetings and producing minutes clearly indicating the decisions and/or recommendations of the committee.

## **8.5 Time of First Meeting**

The time of the first regular meeting of the committee shall be determined by the Council representative or committee secretary according to the results of surveying the committee members.

## **8.6 Schedule of Meetings**

The next and each succeeding meeting of the committee shall be held on a regular basis as determined by the members at their first meeting. Special meetings shall be held at the call of the chair.

## **8.7 Chair**

The chair of each committee shall be a member of such committee. The chair shall vote on all questions submitted, and in the case of an equal decision, the question shall be deemed to have been decided in the negative. In the absence of the chair, the vice chair shall preside during the meeting or until the arrival of the chair.

## **8.8 Chair/Vice Chair/Acting Chair**

8.8.1 At the first regular meeting each year, each committee shall elect a chair and a vice chair.

8.8.2 In the absence of the chair and vice chair, the committee may appoint an acting chair from the members present.

## **8.9 Quorum**

A quorum of the committee shall be a majority of the current members. If a member resigns, quorum shall be reduced until a replacement is appointed.

## **8.10 Vacant Seat**

The seat of a member of a committee or sub-committee may be declared vacant if the member is absent from the meetings of the committee or sub-committee for three (3) consecutive meetings.

## **8.11 Ad Hoc Committees**

A committee may appoint an ad hoc committee from its members to investigate and report on any matters related to committee business, provided that the ad hoc committee, in all cases, reports directly to the appointing committee.

Any ad hoc committees shall observe the same rules governing the procedures of committees, as set out in section 8 herein.

## **9 Appointments to Vacancies**

Where a vacancy occurs in the office of a member of Council and the vacancy is to be filled other than by an election, the Council shall appoint a person who has consented to accept the office.

If more than one candidate is nominated for appointment to fill such vacancy, a vote shall be taken by the Clerk.

The Clerk shall record the name of each member of Council and the name of the candidate for which the member is voting. The results shall be declared by the Clerk.

## **10 Robert's Rules of Order**



Robert's Rules of Order shall prevail, where applicable, in all circumstances not covered by this by-law.

## **11 Suspension of Rules**

- 11.1** By a two-thirds majority vote, Council may amend, suspend, or repeal any procedure contained in this by-law, except any procedure requiring unanimous consent.
- 11.2** By unanimous consent, Council may suspend any procedure in this by-law requiring unanimous consent.
- 11.3** With notice provided on the meeting agenda and by a two-thirds majority vote of Council, Council may amend or repeal any procedure in this by-law requiring unanimous consent.
- 11.4** When a proceeding of Council is in contravention of any provision of this by-law, and no member objects, it shall be deemed that Council concurs with the proceedings.

## **12 Notice Requirements to Amend By-law**

No amendment or repeal of this bylaw or any part thereof shall be considered at any meeting of Council unless notice of the proposed amendment or repeal has been given in accordance with the Town's Notice Policy.

## **13 Repeal**


By-law Nos. 116-2003, 24-2009 and 41-2011, and any other by-laws inconsistent herewith are hereby repealed.

## **14 Effective**

This by-law shall become effective upon the adjournment of the meeting at which it is enacted.

Passed in open Council this 17<sup>th</sup> day of July, 2017.

JeremyDilliams



Susan Greatrix, Clerk

**Subject: Proposed Increase to Set Fines for Parking and Fire Route By-law Housekeeping Amendment**

**Department: Corporate Services**

**Division: Clerks**

**Report #: CPS-2023-059**

**Meeting Date: 2023-09-11**

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### **Recommendations**

**That report CPS-2023-059, Proposed Increase to Set Fines for Parking and Fire Route By-law Housekeeping Amendment, be received;**

**And that Council approve the recommended increases to set fines for parking in relation to the Traffic By-law 2005-078 and the Fire Route By-law 2019-011, as amended;**

**And that the current set fines for parking remain in effect until the proposed set fines have been approved by the Ontario Court of Justice;**

**And that Council repeal Schedule M of Traffic By-law Number 2005-078, effective once set fine approval has been received;**

**And that Council amend Fire Route By-law 2019-011 to remove the requirement that authorized signage for a designated fire route is to display the by-law number.**

### **Background and Analysis**

The Provincial Offences Act contains provisions that provide a municipality with the ability to set fines for parking infractions. Parking Infraction Notices (tickets) serve as a deterrent to motorists to prevent illegal parking, which causes public safety concerns and impedes traffic flow.

Set fines for parking within the Town have remained unchanged since 2008. Fine amounts should be reviewed regularly in order to determine cost effectiveness, municipal best practices and to ensure that fine levels are fair and consistent in comparison with other local municipalities.

Parking fine amounts are currently set at \$25, except for parking in a fire route set at \$100, and parking in an accessible space set at \$300.

A review of the set fines for parking offences of surrounding municipalities was conducted. Attachment #1 – Municipal Comparator Chart provides a listing of the Town's current short form wording and set fine amounts for its parking offences in comparison to the surrounding municipalities, which indicated that:

- the Town's set fine amounts tend to be lower, on average, by \$10, compared to similar offences in the other municipalities;
- the higher level set fine amounts the Town has had approved for parking in a fire route and parking in an accessible space are also, on average, lower than the fine amounts that have been set by the comparators;
- the fine amount for parking within 1.5 m of a fire hydrant is \$50 lower than the comparator average.

To ensure that penalties for illegal parking continue to serve as a deterrent to motorists, staff are recommending that Council consider increasing the Town's set fine amounts for parking offences as follows:

Parking Infraction Notice	Current Set Fine	Proposed Set Fine
All parking offences (i.e. overnight, on boulevard, on sidewalk, in prohibited area)	\$ 25	<b>\$ 35</b>
Park in a fire route	\$100	<b>\$125</b>
Park within 1.5 m of a fire hydrant	\$ 25	<b>\$ 75</b>
Park in accessible parking space	\$300	<b>\$325</b>

The increased penalties may further deter illegal parking, however, an integrated approach of public awareness campaigns and enforcement protocols will continue to be utilized to maintain compliance.

### **Fire Route By-law Housekeeping Amendment**

During the review of set fine parking amounts, staff noted that the Fire Route By-law 2019-011 contains a requirement that authorized signage for a designated fire route must display the by-law number.

The requirement for authorized signage in a designated fire route to display the by-law number could result in tickets issued for this parking offence being quashed in court, if inadvertently, the signage does not include the by-law number or displays the incorrect by-law number.

As a result, upon the advice of the Town's prosecutor, staff are recommending that the Fire Route By-law be amended to remove this requirement.

## Next Steps

Following Council approval, the proposed increases to set fine amounts for parking offences must be submitted to the Ministry of the Attorney General for approval by the Ontario Court of Justice. The proposed set fines for parking offences would come into effect after approval is received.

## Strategic Alignment

### Strategic Plan

Strategic Goal: Future-Readiness

Objective: Due Diligence

### Sustainable Neighbourhood Action Plan

Theme: Not applicable

Strategy: Not applicable

## Notice Provisions

Not applicable

## Financial Impact

Implementing increases in set fine amounts may result in additional revenue of up to \$42,605, if ticket issuance remains consistent with the levels from the past four years and the behaviour of motorists remains unchanged.

### Tickets issued from 2020 to 2023:

Parking Infraction Notice Issued	2020	2021	2022	2023 (July 26)
Accessible Parking Space	34	122	288	134
Fire Route	89	127	228	57
Within 1.5 m of a Fire Hydrant	9	48	43	20
All Other Parking Offences	2,104	4,576	4,326	2,746

**Estimated revenue based on average tickets issued in previous four years:**

Parking Infraction Notice Issued	2020-2023 4-year average of tickets issued	Additional revenue resulting from increase
Accessible Parking Space	144	\$3,600
Fire Route	125	\$3,125
Within 1.5 m of a Fire Hydrant	30	\$1,500
All Other Parking Offences	3,438	\$34,380

The Town incurs costs for the delivery of a parking enforcement program which includes:

- Staff for parking ticket administration and payment processing
- Staff for enforcement
- Parking software
- Ticket printing
- Vehicle ownership fees

Respectfully submitted

Reviewed by

Karen Landry  
General Manager, Corporate Services

Carolina Khan  
Town Clerk, Corporate Services

Prepared by

Carrie Cunningham  
By-law and Property Standards Officer, Corporate Services

**Attachment(s):** 1. Municipal Comparator Chart – Parking Fines

Park	Orangeville (proposed)	Orangeville (current)	Barrie	Brampton	Caledon	Centre Wellington (under review)	Halton Hills	Newmarket
In fire route	<b>\$125.00</b>	\$100.00	\$75.00	\$150.00	\$150.00	\$30.00	\$100.00	\$150.00
Face wrong way, left wheels to curb	<b>\$35.00</b>	\$25.00	\$30.00	\$30.00	\$45.00	\$30.00	\$30.00	\$40.00
Not entirely in parking space	<b>\$35.00</b>	\$25.00	\$30.00	\$30.00	\$45.00	\$30.00	\$20.00	\$40.00
Front right wheel exceeds 15cm from curb	<b>\$35.00</b>	\$25.00	\$30.00	\$30.00	\$45.00	\$30.00	\$20.00	\$40.00
One way street wheels exceed 15cm from curb	<b>\$35.00</b>	\$25.00	\$30.00	\$30.00	\$45.00	\$30.00	\$20.00	\$40.00
On or over sidewalk	<b>\$35.00</b>	\$25.00	\$30.00	\$40.00	\$45.00	\$30.00	\$30.00	\$50.00
On boulevard	<b>\$35.00</b>	\$25.00	\$30.00	\$30.00	\$45.00	\$30.00	\$30.00	\$100.00
Obstruct entranceway	<b>\$35.00</b>	\$25.00	\$30.00	\$30.00	\$45.00	\$30.00	\$30.00	\$50.00
Within 15m of intersection	<b>\$35.00</b>	\$25.00	\$30.00	\$45.00	\$45.00	\$30.00	\$30.00	\$50.00
Within 9m of crosswalk	<b>\$35.00</b>	\$25.00	\$30.00	\$40.00	\$45.00	\$30.00	\$30.00	\$50.00
Within 9m of any stop sign	<b>\$35.00</b>	\$25.00	n/a	n/a	n/a	n/a	n/a	n/a
Within 9m of any bridge	<b>\$35.00</b>	\$25.00	\$30.00	n/a	\$45.00	\$30.00	\$30.00	\$50.00
Within 15m of rail crossing	<b>\$35.00</b>	\$25.00	\$30.00	n/a	\$45.00	\$30.00	\$30.00	\$40.00
Obstruct traffic	<b>\$35.00</b>	\$25.00	\$30.00	\$40.00	\$45.00	\$30.00	\$40.00	\$40.00
Obstruct snow clearing or removal	<b>\$35.00</b>	\$25.00	\$30.00	\$75.00	\$90.00	\$30.00	\$50.00	n/a
Within 1.5m of fire hydrant	<b>\$75.00</b>	\$25.00	\$30.00	\$100.00	\$90.00	\$30.00	\$100.00	\$100.00
On inside radius in bend of the road	<b>\$35.00</b>	\$25.00	n/a	n/a	\$45.00	\$30.00	n/a	n/a
Municipally owned parking facility 11:30 pm and 7:30 am	<b>\$35.00</b>	\$25.00	\$30.00	n/a	\$45.00	\$30.00	\$25.00	\$40.00

Park	Orangeville (proposed)	Orangeville (current)	Barrie	Brampton	Caledon	Centre Wellington (under review)	Halton Hills	Newmarket
Municipal property not designated a parking zone	<b>\$35.00</b>	\$25.00	\$30.00	\$40.00	\$45.00	\$30.00	\$25.00	\$40.00
Municipal parking lot between 11:30 pm and 7:30 am	<b>\$35.00</b>	\$25.00	\$30.00	n/a	\$45.00	\$30.00	\$25.00	\$40.00
In any public park, trailway or open space	<b>\$35.00</b>	\$25.00	n/a	n/a	\$90.00	n/a	n/a	\$40.00
In disabled person parking space	<b>\$325.00</b>	\$300.00	\$300.00	\$350.00	\$350.00	\$300.00	\$350.00	\$300.00
Between 2:00 am and 7:00 am from Dec 1 to March 31	<b>\$35.00</b>	\$25.00	\$30.00	\$35.00	\$45.00	\$30.00	\$30.00	\$100.00
Or stop vehicle in prohibited area	<b>\$35.00</b>	\$25.00	\$30.00	\$30/\$35/\$100	\$45.00	\$30.00	\$30/\$40	\$50.00
Vehicle in excess of 7m in length in residential zone	<b>\$35.00</b>	\$25.00	\$30.00	\$125.00	n/a	n/a	n/a	n/a
Vehicle in excess of 3.5m high in residential zone	<b>\$35.00</b>	\$25.00	\$30.00	\$125.00	n/a	n/a	n/a	n/a
Vehicle parallel not wholly within designated space	<b>\$35.00</b>	\$25.00	\$30.00	\$30.00	n/a	\$30.00	\$20/\$25/\$40	n/a
Vehicle for period longer than 2 hours	<b>\$35.00</b>	\$25.00	\$30.00	\$30.00	\$45.00	\$30.00	\$20.00	\$40.00
Vehicle on municipally owned or controlled property in excess of 24 hours	<b>\$35.00</b>	\$25.00	\$30.00	\$30.00	\$45.00	\$30.00	n/a	\$40.00
Vehicle without permit displayed in Municipal Recreation Centre	<b>\$35.00</b>	\$25.00	\$30.00	n/a	n/a	n/a	\$25.00	n/a
Non-electric vehicle in electric vehicle space	<b>\$35.00</b>	\$25.00	\$125.00	\$125.00	n/a	\$30.00	n/a	n/a
Vehicle not actively connected to electric vehicle charging station	<b>\$35.00</b>	\$25.00	\$125.00	\$125.00	n/a	\$30.00	n/a	n/a
Vehicle in disabled parking space on private property	<b>\$325.00</b>	\$300.00	\$300.00	\$350.00	\$350.00	\$300.00	\$350.00	\$300.00
Vehicle stopped in intersection	<b>\$35.00</b>	\$25.00	n/a	n/a	\$45.00	n/a	n/a	\$50.00

**Subject:** Towing Services and Vehicle Storage Yard Facility By-law Update

**Department:** Corporate Services

**Division:** Clerks

**Report #:** CPS-2023-066

**Meeting Date:** 2023-09-11

### Recommendations

That report CPS-2023-066, Towing Services and Vehicle Storage Yard Facility By-law Update, be received;

And that Towing Services and Vehicle Storage Yard Facility By-law 2022-079 be amended to exempt applicants from the provisions of the By-law if a provincial certificate issued under the *Towing and Storage Safety and Enforcement Act (TSSEA)* has been obtained and is provided to the satisfaction of the Licence Issuer;

And that Towing Services and Vehicle Storage Yard Facility By-law 2022-079 be repealed effective December 31, 2023.

### Background and Analysis

The Towing Services and Vehicle Storage Yard Facility By-law 2022-079 was adopted at the September 12, 2022, Council meeting, and came into effect on January 1, 2023.

To date, staff have issued the following licenses for towing services:

Towing Services Operators	Tow Truck Drivers	Vehicle Storage Yards
Business Operators - 12 (Incl. 36 tow trucks)	29	8



Prior to the time of adoption, the Province had introduced the *Towing and Storage Safety and Enforcement Act (TSSEA)* which would establish provincial oversight for the towing and vehicle storage yard industry in order to resolve challenges in this sector.

On July 18, 2023, the Ministry of Transportation (MTO) formally announced that effective January 1, 2024, TSSEA's framework will replace municipal licensing regimes, resulting in municipal oversight shifting to the Province. TSSEA's certificate program is being implemented through a phased in approach, and currently, the first two phases are in effect:

- **Phase 1 - January 1, 2023**  
Tow operators and drivers must adhere to safety requirements that apply to other commercial vehicles.
- **Phase 2 - July 1, 2023**  
Certificates can be obtained by tow operators, tow truck drivers and vehicle storage operators as of July 4, 2023, at no cost, until July 2024.
- **Phase 3 - January 1, 2024**  
Municipal oversight ends. TSSEA requirements and enforcement begins. Tow operators and vehicle storage operators must have a certificate.
- **Phase 4 - July 1, 2024**  
Tow truck drivers must have a certificate and complete training requirements.

As municipal oversight is ending on December 31, 2023 and TSSEA's requirements and enforcement are coming into full effect on January 1, 2024, staff recommend that By-law 2022-079 be repealed effective December 31, 2023. Until the By-law is repealed, drivers and towing and vehicle storage yard operators continue to be required to adhere to the regulations set out in the By-law, including obtaining the required licence(s).

However, given that the Province began issuing certificates under TSSEA as of July 4, 2023, staff are recommending that By-law 2022-079 be further amended whereby, as of the date of the passing of the amending by-law, new drivers and operators would be exempt from the By-law if they have obtained a provincial certificate in accordance with the TSSEA requirements and have provided proof of such that is satisfactory to the Licence Issuer.

To assist with the transition from municipal licensing to the provincial certificate program, the MTO has advised that there will be no fees charged until July 1, 2024 for issuance of the three TSSEA certificate types. The following is a comparison of the Town's current licensing fees and the provincial fee structure:

Licence Type	Town's Licensing Fees	TSSEA's Fee Structure Commencing July 1, 2024
Tow Operator	\$560 per year	\$575 per year
Tow Truck Driver	\$ 70 per year	\$195 for 3 years
Vehicle Storage Operator	\$180 per year	\$575 per year

## Next Steps

Following Council's decision, staff will proceed to provide an update to all licensees regarding:

- the By-law repeal date; and
- information received from the MTO in relation to the transition to the TSSEA certificate program.

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## Strategic Alignment

### Strategic Plan

Strategic Goal: Future-Readiness

Objective: Due Diligence

### Sustainable Neighbourhood Action Plan

Theme: Not applicable

Strategy: Not applicable

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## Notice Provisions

The Town's Notice Policy requires that notice be placed on the Town's website and published in a newspaper once per week for two consecutive weeks prior to the meeting at which the matter is to be considered, or prior to the holding of a public meeting.

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## Financial Impact

In 2023, approximately \$10,190 was received in licensing fees while administering the towing services and vehicle storage yard program. As a result of the transition to provincial oversight, there will be a loss in revenue of this amount in the 2024 budget.

Respectfully submitted

Reviewed by

Karen Landry  
General Manager, Corporate Services

Carolina Khan  
Town Clerk, Corporate Services

Prepared by

Carrie Cunningham  
By-law and Property Standards Officer, Corporate Services

**Subject: Municipal Collaboration – Uniform Vehicle for Hire By-law**

**Department: Corporate Services**

**Division: Clerks**

**Report #: CPS-2023-067**

**Meeting Date: 2023-09-11**

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### **Recommendations**

**That Report CPS-2023-067, Municipal Collaboration – Uniform Vehicle for Hire By-law, be received;**

**And that Council pass a By-law to authorize the entering into and execution of Service Agreements with each of the Town of Grand Valley, Town of Mono and Town of Shelburne for the purpose of providing Licensing Administration and By-law Enforcement services of a Vehicle for Hire By-law.**

### **Background and Analysis**

The Town's Vehicle for Hire By-law 2022-038 was passed in 2022. During this by-law review process, discussions occurred regarding transportation service levels across the County.

As a result, the Towns of Grand Valley, Mono and Shelburne expressed an interest in collaborating with the Town of Orangeville to adopt a uniform Vehicle for Hire By-law and enter into a service agreement. Through this agreement, the Town would provide licensing and enforcement services, resulting in an enhanced transportation network within the County.

Therefore, the Councils of the Towns of Grand Valley, Mono and Shelburne have recently adopted the uniform Vehicle for Hire By-law and executed a service agreement, as attached, for the provision of licensing administration and by-law enforcement services by the Town starting in September of 2023.

## Terms and Conditions of Service Agreement

The service agreement includes the following terms and conditions:

- Town to provide, as needed, licensing and enforcement services on a cost recovery basis;
- \$1,000 annual retainer;
- the hourly rate inclusive of benefits, adjusted annually according to the Town's salary and benefits program;
- Each municipality to appoint the Town's By-law Officers to enforce the by-law;
- term of three (3) years, with an automatic one (1) year extension unless terminated;
- either party can terminate the agreement with sixty (60) days written notice;

The Town issued the following vehicle for hire licence types during the current licensing period of November 1, 2022 to October 31, 2023:

Taxicab Broker	Taxicab Driver	Taxicab Owner	Limousine Driver	Limousine Owner	TNC
3	30	33	0	0	1

Vehicle for hire licences issued by Town staff and on behalf of the three Dufferin municipalities will permit a licensee to operate within the geographic limits of the Towns of Grand Valley, Mono, Orangeville and Shelburne. The licence document that will be issued to a licensee will include the logos of the four participating municipalities. Licences issued as of this Fall will be valid to October 31, 2024.

Town staff will monitor the level of complaints and resources required to provide these services and report back to Council where additional assistance may be required.

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## Strategic Alignment

### Strategic Plan

Strategic Goal: Corporate Capacity

Objective: Collaboration

### Sustainable Neighbourhood Action Plan

Theme: Not applicable

Strategy: Not applicable

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**Notice Provisions**

Not applicable

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**Financial Impact**

The Town of Orangeville will retain the licensing fees.

The Town will invoice the Towns of Grand Valley, Mono and Shelburne for any costs incurred in providing these services including wages, benefits, mileage and disbursements.

Respectfully submitted

Reviewed by

Karen Landry  
General Manager, Corporate Services

Carolina Khan  
Town Clerk, Corporate Services

Prepared by

Carrie Cunningham  
By-law and Property Standards Officer, Corporate Services

**Attachment(s):**

1. Service Agreement with Town of Grand Valley
2. Service Agreement with Town of Mono
3. Service Agreement with Town of Shelburne

This agreement is entered into this day of \_\_\_\_\_, 2023.

B E T W E E N

**THE CORPORATION OF THE TOWN OF ORANGEVILLE**

hereinafter referred to as the "Town of Orangeville"

- and -

**THE CORPORATION OF THE TOWN OF GRAND VALLEY**

hereinafter referred to as the "Town of Grand Valley"

**WHEREAS** the Town of Grand Valley and the Town of Orangeville are desirous of entering into an agreement for the provision of Licensing Administration and By-law Enforcement Services of a Vehicle for Hire By-law;

**AND WHEREAS** the Town of Orangeville has employees qualified to provide Licensing Administration and By-law Enforcement Services;

**AND WHEREAS** the Town of Grand Valley has passed a uniform Vehicle for Hire By-law;

**NOW THEREFORE** that in consideration of the sum of one (1) Dollar, the receipt and sufficiency of which is hereby acknowledged and the covenants and agreements contained herein, the parties hereto mutually covenant and agree as follows:

**1. TOWN OF ORANGEVILLE RESPONSIBILITIES**

1.1 The Town of Orangeville agrees to administer the licensing program for the Vehicle for Hire By-law with professionalism including:

- a) receiving and reviewing an application for a licence;
- b) evaluating an application in accordance with the criteria established in the by-law;
- c) issuing a licence in accordance with the provisions of the by-law;
- d) issuing notice for administrative suspensions, imposing conditions, refusal or revocation of a licence;
- e) inspections as required under the Vehicle for Hire By-law;
- f) notice and conduct of a hearing where the applicant or licensee requests a hearing.

1.2 The Town of Orangeville agrees to provide by-law enforcement services with professionalism on an as-needed basis to the Town of Grand Valley in response to Vehicle for Hire By-law including:

- a) complaint intake;
- b) inspection and investigation;
- c) issuing or notices, orders and correspondence;
- d) laying of charges in accordance with the Provincial Offences Act;

e) courtroom preparation and appearance.

1.3 The Town of Orangeville agrees to provide and pay for prosecution services related to charges laid for violations of the Vehicle for Hire By-law.

1.4 The Town of Orangeville shall invoice the Town of Grand Valley on a monthly basis. The invoice shall itemize the following:

- a) the date the by-law enforcement service is provided;
- b) the number of hours in connection with the by-law enforcement service;
- c) the total wage inclusive of benefits payable in connection with the by-law enforcement service;
- d) prosecution costs;
- e) mileage payable in connection with the service including the mileage travelled and the rate per kilometre; and
- f) disbursements.

1.5 The Town of Orangeville shall notify the Town of Grand Valley of any adjustments in the hourly rate inclusive of benefits thirty (30) days in advance of any invoice being issued by the Town of Orangeville at the adjusted rate.

## **2. TOWN OF GRAND VALLEY RESPONSIBILITIES**

2.1 The Town of Grand Valley agrees to pay within thirty (30) days of receipt of an invoice from the Town of Orangeville:

- a) an annual retainer fee of \$1,000.00 for administration of the licensing program, complaint intake, hearings and prosecution services;
- b) the hourly rate inclusive of benefits of \$59.04 per hour including travel time for bylaw enforcement services;
- c) mileage including mileage to the Town of Grand Valley at the CRA mileage rate for by-law enforcement services;
- d) disbursement costs.

2.2 The Town of Grand Valley acknowledges and agrees that the hourly rate inclusive of benefits shall be adjusted annually according to the Town of Orangeville's salary and benefits program.

2.3 The Town of Grand Valley shall pass a By-law appointing by-law enforcement staff identified by the Town of Orangeville Clerk from time to time as By-law Enforcement Officers in accordance with the Municipal Act and the Police Services Act.

2.4 The Town of Grand Valley at all times shall fully indemnify and save harmless the Town of Orangeville against all actions, suits, claims, and demands whatsoever which may be brought against or made upon the Town of Orangeville and from and against all loss, costs, damages, charges and expenses whatsoever which may be incurred or injury caused by or in connection with the services provided under this Agreement.

## **3. GENERAL PROVISIONS**

3.1 The term of this agreement shall be three (3) years, commencing on September 11, 2023. Unless terminated, this agreement shall be automatically renewed for one (1) year.



3.2 The Town of Orangeville and the Town of Grand Valley agree to comply with all applicable laws pertaining to this Agreement.

3.3 The Town of Orangeville or the Town of Grand Valley may, at any time and for any reason, terminate this Agreement by giving sixty (60) days written notice to that effect.

3.4 Termination of this Agreement shall not affect the parties' rights, responsibilities, obligations or liabilities arising during the term of the Agreement with respect to matters arising prior to the date of termination and shall not affect any right or remedy to which the Town of Grand Valley or Town of Orangeville would otherwise be entitled.

3.5 All information collected or acquired by the Town of Orangeville in the performance of the services subject to this Agreement shall become the property of the Town of Orangeville.

3.6 The Town of Grand Valley acknowledges that the Town of Orangeville may acquire information about certain matters that are confidential.

3.7 The Town of Orangeville agrees to protect the confidential information to the same extent that it protects its own confidential information. The Town of Orangeville shall not disclose any information it acquires without the consent of the Town of Grand Valley unless otherwise required by law.

3.8 The Town of Orangeville and Town of Grand Valley acknowledge that they are subject to the provisions of the Municipal Freedom of Information and Protection of Privacy Act. Any requests for access to information in relation to the services provided shall be the responsibility of the Town of Orangeville.

3.9 The Town of Grand Valley and Town of Orangeville hereby agree that any notice required or given pursuant to this Agreement shall be sufficiently given if personally delivered, postage prepaid at any time other than during a general discontinuance of postal services or sent by email, as follows:

In the case of the Town of Grand Valley:

**THE CORPORATION OF THE TOWN OF GRAND VALLEY**

5 Main Street North  
Grand Valley, ON L9W 5S6  
Attention: Clerk's Office  
Email: [mail@townofgrandvalley.ca](mailto:mail@townofgrandvalley.ca)

In the case of the Town of Orangeville:

**THE CORPORATION OF THE TOWN OF ORANGEVILLE**

87 Broadway  
Orangeville, ON L9W 1K1  
Attention: Carolina Khan, Clerk  
Email: [clerksdept@orangeville.ca](mailto:clerksdept@orangeville.ca)

or to such other address or person as either party may notify the other of in writing.

3.10 Any notice shall be deemed to have been given and received by the party to whom it is addressed if:

- a) delivered, on the date of delivery;
- b) mailed, on the fifth day after the mailing thereof;

c) email transmission before 4:30 p.m., on the date of the email transmission with confirmation of delivery of the email;

d) email transmission after 4:30 p.m., on the next business day following the email transmission with confirmation of delivery of the email.

In Witness whereof the Parties have signed this agreement.

) THE CORPORATION OF THE TOWN OF ORANGEVILLE

)

) \_\_\_\_\_

) Lisa Post, Mayor

) Date: \_\_\_\_\_

)

) \_\_\_\_\_

) Carolina Khan, Clerk

) Date: \_\_\_\_\_

)

) WE HAVE AUTHORITY TO BIND THE CORPORATION

)

) THE CORPORATION OF THE TOWN OF GRAND VALLEY


)

)  \_\_\_\_\_

) Steve Soloman, Mayor

) Date: Aug 27/23

)

)  \_\_\_\_\_

) Meghan Townsend, Clerk

) Date: Aug 18/23

)

) WE HAVE AUTHORITY TO BIND THE CORPORATION

Agreement executed in  
accordance with By-law 2023-32

This agreement is entered into this      day of                      , 2023.

B E T W E E N

**THE CORPORATION OF THE TOWN OF ORANGEVILLE**

hereinafter referred to as the "Town of Orangeville"

- and -

**THE CORPORATION OF THE TOWN OF MONO**

hereinafter referred to as the "Town of Mono"

**WHEREAS** the Town of Mono and the Town of Orangeville are desirous of entering into an agreement for the provision of Licensing Administration and By-law Enforcement Services of a Vehicle for Hire By-law;

**AND WHEREAS** the Town of Orangeville has employees qualified to provide Licensing Administration and By-law Enforcement Services;

**AND WHEREAS** the Town of Mono has passed a uniform Vehicle for Hire By-law;

**NOW THEREFORE** that in consideration of the sum of one (1) Dollar, the receipt and sufficiency of which is hereby acknowledged and the covenants and agreements contained herein, the parties hereto mutually covenant and agree as follows:

**1. TOWN OF ORANGEVILLE RESPONSIBILITIES**

1.1 The Town of Orangeville agrees to administer the licensing program for the Vehicle for Hire By-law with professionalism including:

- a) receiving and reviewing an application for a licence;
- b) evaluating an application in accordance with the criteria established in the by-law;
- c) issuing a licence in accordance with the provisions of the by-law;
- d) issuing notice for administrative suspensions, imposing conditions, refusal or revocation of a licence;
- e) inspections as required under the Vehicle for Hire By-law;
- f) notice and conduct of a hearing where the applicant or licensee requests a hearing.

1.2 The Town of Orangeville agrees to provide by-law enforcement services with professionalism on an as needed basis to the Town of Mono in response to Vehicle for Hire By-law including:

- a) complaint intake;
- b) inspection and investigation;
- c) issuing or notices, orders and correspondence;
- d) laying of charges in accordance with the Provincial Offences Act;
- e) courtroom preparation and appearance.

1.3 The Town of Orangeville agrees to provide and pay for prosecution services related to charges laid for violations of the Vehicle for Hire By-law.

1.4 The Town of Orangeville shall invoice the Town of Mono on a monthly basis. The invoice shall itemize the following:

- a) the date the by-law enforcement service is provided;
- b) the number of hours in connection with the by-law enforcement service;
- c) the total wage inclusive of benefits payable in connection with the by-law enforcement service;
- d) prosecution costs;
- e) mileage payable in connection with the service including the mileage travelled and the rate per kilometre; and
- f) disbursements.

1.5 The Town of Orangeville shall notify the Town of Mono of any adjustments in the hourly rate inclusive of benefits thirty (30) days in advance of any invoice being issued by the Town of Orangeville at the adjusted rate.

## 2. TOWN OF MONO RESPONSIBILITIES

- 2.1 The Town of Mono agrees to pay within thirty (30) days of receipt of an invoice from the Town of Orangeville:
- a) an annual retainer fee of \$1,000.00 for administration of the licensing program, complaint intake, hearings and prosecution services;
  - b) the hourly rate inclusive of benefits of \$59.04 per hour including travel time for by-law enforcement services;
  - c) mileage including mileage to the Town of Mono at the CRA mileage rate for by-law enforcement services;
  - d) disbursement costs.
- 2.2 The Town of Mono acknowledges and agrees that the hourly rate inclusive of benefits shall be adjusted annually according to the Town of Orangeville's salary and benefits program.
- 2.3 The Town of Mono shall pass a By-law appointing by-law enforcement staff identified by the Town of Orangeville Clerk from time to time as By-law Enforcement Officers in accordance with the *Municipal Act* and the *Police Services Act*.
- 2.4 The Town of Mono at all times shall fully indemnify and save harmless the Town of Orangeville against all actions, suits, claims, and demands whatsoever which may be brought against or made upon the Town of Orangeville and from and against all loss, costs, damages, charges and expenses whatsoever which may be incurred or injury caused by or in connection with the services provided under this Agreement.

## 3. GENERAL PROVISIONS

- 3.1 The term of this agreement shall be three (3) years, commencing on July 1, 2023. Unless terminated, this agreement shall be automatically renewed for one (1) year.
- 3.2 The Town of Orangeville and the Town of Mono agree to comply with all applicable laws pertaining to this Agreement.
- 3.3 The Town of Orangeville or the Town of Mono may, at any time and for any reason, terminate this Agreement by giving sixty (60) days written notice to that effect.
- 3.4 Termination of this Agreement shall not affect the parties' rights, responsibilities, obligations or liabilities arising during the term of the Agreement with respect to matters arising prior to the date of termination and shall not affect any right or remedy to which the Town of Mono or Town of Orangeville would otherwise be entitled.
- 3.5 All information collected or acquired by the Town of Orangeville in the performance of the services subject to this Agreement shall become the property of the Town of Orangeville.
- 3.6 The Town of Mono acknowledges that the Town of Orangeville may acquire information about certain matters that are confidential.
- 3.7 The Town of Orangeville agrees to protect the confidential information to the same extent that it protects its own confidential information. The Town of Orangeville shall not disclose any information it acquires without the consent of the Town of Mono unless otherwise required by law.
- 3.8 The Town of Orangeville and Town of Mono acknowledge that they are subject to the provisions of the Municipal Freedom of Information and Protection of Privacy Act. Any requests for access to information in relation to the services provided shall be the responsibility of the Town of Orangeville.
- 3.9 The Town of Mono and Town of Orangeville hereby agree that any notice required or given pursuant to this Agreement shall be sufficiently given if personally delivered, postage prepaid at any time other than during a general discontinuance of postal services or sent by email, as follows:

In the case of the Town of Mono:

THE CORPORATION OF THE TOWN OF MONO

347209 Mono Centre Road  
Mono, ON L9W 6S3  
Attention: Clerk's Office  
Email: [clerksoffice@townofmono.com](mailto:clerksoffice@townofmono.com)

In the case of the Town of Orangeville:

THE CORPORATION OF THE TOWN OF ORANGEVILLE

87 Broadway  
Orangeville, ON L9W 1K1  
Attention: Carolina Khan, Clerk

Email: [clerksdept@orangeville.ca](mailto:clerksdept@orangeville.ca)

or to such other address or person as either party may notify the other of in writing.

- 3.10 Any notice shall be deemed to have been given and received by the party to whom it is addressed if:
- a) delivered, on the date of delivery;
  - b) mailed, on the fifth day after the mailing thereof;
  - c) email transmission before 4:30 p.m., on the date of the email transmission with confirmation of delivery of the email;
  - d) email transmission after 4:30 p.m., on the next business day following the email transmission with confirmation of delivery of the email.

In Witness whereof the Parties have signed this agreement.

in the presence of

**THE CORPORATION OF THE TOWN OF  
ORANGEVILLE**

Lisa Post, Mayor

Date: \_\_\_\_\_

Carolina Khan, Clerk

Date: \_\_\_\_\_

WE HAVE AUTHORITY TO BIND THE CORPORATION

THE CORPORATION OF THE TOWN OF MONO

John Creelman, Mayor

Date: 24 Aug. 2023

Fred Simpson, Clerk

Date: 24 Aug 2023

WE HAVE AUTHORITY TO BIND THE CORPORATION

This agreement is entered into this 10<sup>th</sup> day of July, 2023.

B E T W E E N

**THE CORPORATION OF THE TOWN OF ORANGEVILLE**

hereinafter referred to as the "Town of Orangeville"

- and -

**THE CORPORATION OF THE TOWN OF SHELBURNE**

hereinafter referred to as the "Town of Shelburne"

**WHEREAS** the Town of Shelburne and the Town of Orangeville are desirous of entering into an agreement for the provision of Licensing Administration and Bylaw Enforcement Services of a Vehicle for Hire Bylaw;

**AND WHEREAS** the Town of Orangeville has employees qualified to provide Licensing Administration and Bylaw Enforcement Services;

**AND WHEREAS** the Town of Shelburne has passed a uniform Vehicle for Hire Bylaw;

**NOW THEREFORE** that in consideration of the sum of one (1) Dollar, the receipt and sufficiency of which is hereby acknowledged, and the covenants and agreements contained herein, the parties hereto mutually covenant and agree as follows:

**1. TOWN OF ORANGEVILLE RESPONSIBILITIES**

- 1.1 The Town of Orangeville agrees to administer the licensing program for the Vehicle for Hire Bylaw with professionalism including:
  - a) receiving and reviewing an application for a licence;
  - b) evaluating an application in accordance with the criteria established in the bylaw;
  - c) issuing a licence in accordance with the provisions of the bylaw;
  - d) issuing notice for administrative suspensions, imposing conditions, refusal or revocation of a licence;
  - e) inspections as required under the Town of Shelburne bylaw XX-2023;
  - f) notice and conduct of a hearing where the applicant or licensee requests a hearing.
- 1.2 The Town of Orangeville agrees to provide bylaw enforcement services with professionalism on an as needed basis to the Town of Shelburne in response to Vehicle for Hire Bylaw including:
  - a) complaint intake;
  - b) inspection and investigation;
  - c) issuing of notices, orders and correspondence;
  - d) laying of charges in accordance with the Provincial Offences Act;
  - e) courtroom preparation and appearance.
- 1.3 The Town of Orangeville agrees to provide and pay for prosecution services related to charges laid for violations of the Vehicle for Hire Bylaw.
- 1.4 The Town of Orangeville shall invoice the Town of Shelburne on a monthly basis.

The invoice shall itemize the following:

- a) the date the bylaw enforcement service is provided;
- b) the number of hours in connection with the bylaw enforcement service;
- c) the total wage inclusive of benefits payable in connection with the bylaw

- enforcement service;
- d) prosecution costs;
- e) mileage payable in connection with the service including the mileage travelled and the rate per kilometre; and
- f) disbursements.

- 1.5 The Town of Orangeville shall notify the Town of Shelburne of any adjustments in the hourly rate inclusive of benefits thirty (30) days in advance of any invoice being issued by the Town of Orangeville at the adjusted rate.

## **2. TOWN OF SHELBURNE RESPONSIBILITIES**

- 2.1 The Town of Shelburne agrees to pay within thirty (30) days of receipt of an invoice from the Town of Orangeville:

- a) an annual retainer fee of \$1,000.00 for administration of the licensing program, complaint intake, hearings and prosecution services;
- b) the hourly rate inclusive of benefits of \$59.04 per hour including travel time for bylaw enforcement services;
- c) mileage including mileage to the (the Town of Shelburne) at the CRA mileage rate for bylaw enforcement services;
- d) disbursement costs.

- 2.2 The Town of Shelburne acknowledges and agrees that the hourly rate inclusive of benefits shall be adjusted annually according to the Town of Orangeville's salary and benefits program.

- 2.3 The Town of Shelburne shall pass a Bylaw appointing bylaw enforcement staff identified by the Town of Orangeville Clerk from time to time as Bylaw Enforcement Officers in accordance with the *Municipal Act* and the *Police Services Act*.

- 2.4 The Town of Shelburne at all times shall fully indemnify and save harmless the Town of Orangeville against all actions, suits, claims, and demands whatsoever which may be brought against or made upon the Town of Orangeville and from and against all loss, costs, damages, charges and expenses whatsoever which may be incurred, or injury caused by or in connection with the services provided under this Agreement.

## **3. GENERAL PROVISIONS**

- 3.1 The term of this agreement shall be three (3) years, commencing on July 17, 2023. Unless terminated, this agreement shall be automatically renewed for one (1) year.

- 3.2 The Town of Orangeville and the Town of Shelburne agree to comply with all applicable laws pertaining to this Agreement.

- 3.3 The Town of Orangeville or the Town of Shelburne may, at any time and for any reason, terminate this Agreement by giving sixty (60) days written notice to that effect.

- 3.4 Termination of this Agreement shall not affect the parties' rights, responsibilities, obligations or liabilities arising during the term of the Agreement with respect to matters arising prior to the date of termination and shall not affect any right or remedy to which the (the Town of Shelburne) or Town would otherwise be entitled.

- 3.5 All information collected or acquired by the Town of Orangeville in the performance of the services subject to this Agreement shall become the property of the Town of Orangeville.

- 3.6 The Town of Shelburne acknowledges that the Town of Orangeville may acquire information about certain matters that are confidential.
- 3.7 The Town of Orangeville agrees to protect the confidential information to the same extent that it protects its own confidential information. The Town of Orangeville shall not disclose any information it acquires without the consent of the Town of Shelburne unless otherwise required by law.
- 3.8 The Town of Orangeville and the Town of Shelburne acknowledge that they are subject to the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*. Any requests for access to information in relation to the services provided shall be the responsibility of the Town of Orangeville.
- 3.9 The Town of Shelburne and Town of Orangeville hereby agree that any notice required or given pursuant to this Agreement shall be sufficiently given if personally delivered, postage prepaid at any time other than during a general discontinuance of postal services or sent by email, as follows:

In the case of the Town of Shelburne:

THE CORPORATION OF THE TOWN OF SHELburnE

203 Main Street East  
Shelburne ON L9V 3K7

Attention: Jennifer Willoughby, Clerk

Email: clerk@shelburne.ca

In the case of the Town of Orangeville:

THE CORPORATION OF THE TOWN OF ORANGEVILLE

87 Broadway  
Orangeville, ON L9W 1K1

Attention: Carolina Khan, Clerk

Email: clerksdept@orangeville.ca

or to such other address or person as either party may notify the other of in writing.

- 3.10 Any notice shall be deemed to have been given and received by the party to whom it is addressed if:
  - a) delivered, on the date of delivery;
  - b) mailed, on the fifth day after the mailing thereof;
  - c) email transmission before 4:30 p.m., on the date of the email transmission with confirmation of delivery of the email;
  - d) email transmission after 4:30 p.m., on the next business day following the email transmission with confirmation of delivery of the email.



**In Witness whereof the Parties have signed this agreement.**

in the presence of

**THE CORPORATION OF THE TOWN OF  
ORANGEVILLE**

**Lisa Post, Mayor**

Date: \_\_\_\_\_

**Carolina Khan, Clerk**

Date: \_\_\_\_\_

**WE HAVE AUTHORITY TO BIND THE CORPORATION**

**THE CORPORATION OF THE TOWN OF  
SHELBURNE**

**Wade Mills, Mayor**

Date: July 10, 2023

Jennifer Willoughby, Clerk

Date: July 10, 2023

**WE HAVE AUTHORITY TO BIND THE CORPORATION**

**Ministry of  
Municipal Affairs  
and Housing**

Office of the Minister

777 Bay Street, 17th Floor  
Toronto ON M7A 2J3  
Tel.: 416 585-7000

**Ministère des  
Affaires municipales  
et du Logement**

Bureau du ministre

777, rue Bay, 17e étage  
Toronto (Ontario) M7A 2J3  
Tél. : 416 585-7000



234-2023-4205

August 22, 2023

Dear Head of Council,

**Subject: Building Faster Fund**

The housing supply crisis affects all of Ontario – from rural communities to large, urban centres. Our government is committed to building at least 1.5 million homes by 2031, with municipalities across the province as our key partners.

On August 21, 2023, Premier Ford announced the new Building Faster Fund, a new three-year-\$1.2 billion program to help municipalities meet or exceed their share of the province's 1.5 million homes goal.

**As announced by Premier Ford, 10% of the overall funding will be set aside for small, rural and northern communities that have not been assigned a housing target by the province, in order to address their unique needs in supporting growth in housing supply.**

Ontario will be consulting with the Association of Municipalities of Ontario and the Housing Supply Action Plan Implementation Team on program design details of the Building Faster Fund, including how the funds can best support small, rural and northern communities, and I look forward to sharing more information with you in the future. As Ontario grows, we need to build more homes. I look forward to your support in ensuring that everyone – newcomers, young families and seniors – can afford a place to call home.

Sincerely,

A blue ink signature of Steve Clark, written in a cursive style.

Steve Clark  
Minister

c: Hon. Nina Tangri, Associate Minister of Housing  
Ryan Amato, Chief of Staff, Minister's Office  
Martha Greenberg, Deputy Minister  
Joshua Paul, Assistant Deputy Minister, Market Housing Division  
Sean Fraser, Assistant Deputy Minister, Planning and Growth Division  
Caspar Hall, Assistant Deputy Minister, Local Government Division

**Ministry of  
Municipal Affairs  
and Housing**

Office of the Minister  
777 Bay Street, 17<sup>th</sup> Floor  
Toronto ON M7A 2J3  
Tel.: 416 585-7000

**Ministère des  
Affaires municipales  
et du Logement**

Bureau du ministre  
777, rue Bay, 17<sup>e</sup> étage  
Toronto ON M7A 2J3  
Tél. : 416 585-7000



234-2023-4434

September 6, 2023

Dear Clerks, CAOs, and Conservation Authority Administrators:

**Re: Proposal to return lands in Ajax to the Greenbelt**

In December 2022, to accommodate Ontario's unprecedented growth by supporting the building of more homes, our government removed or redesignated 15 areas of land totaling approximately 7,400 acres from the edge of the Greenbelt Area. At the same time, a portion of the Paris Galt Moraine was added to the Greenbelt, along with 13 Urban River Valleys, totalling 9,400 acres, for an overall expansion of approximately 2000 acres.

The government was clear that owners of the lands removed from the Greenbelt would be expected to develop detailed plans to build housing with landowners also being responsible for paying for the full cost of housing-enabling and community-building infrastructure. It is the government's expectation that significant progress on approvals and implementation be achieved by the end of 2023.

It has come to the government's attention that the discussions surrounding the development of the lands removed from the Greenbelt located at 765 and 775 Kingston Road East in the Town of Ajax were at an early stage, and that a 104-acre parcel within the lands was recently listed for sale. These actions run counter to the government's objective of building homes quickly. The government is now seeking feedback on a proposal to return these lands, amounting to approximately 133 acres, to the Greenbelt Area through an amendment to the Greenbelt Area boundary regulation ([O. Reg. 59/05](#)) and an amendment to the Greenbelt Plan.

Further information on the proposal to amend the Greenbelt Plan and Greenbelt Area boundary regulation, can be found at:

- [ERO #019-7561 – Proposal to return lands to the Greenbelt \(Amendment to the Greenbelt Plan\)](#)
- [ERO #019-7562 – Proposal to return lands to the Greenbelt \(Amendment to Greenbelt Boundary Regulation O. Reg. 59/05\)](#)

Information and mapping on the 2022 decision to amend the Greenbelt Plan can be found here:

- [ERO #019-6216 - Amendments to the Greenbelt Plan](#)
- [Greenbelt Maps](#)

The comment period on the Environmental Registry of Ontario is open for 45 days and will close on October 20, 2023. I look forward to receiving your input on this proposal.

In the meantime, my ministry is working to prepare a review of the Greenbelt to ensure that it is appropriately accommodating Ontario's significant growth, as is mandated in provincial legislation. This review will be informed by the recommendations of the Auditor General's report

and will include an evaluation of the remaining properties that were removed from the Greenbelt late last year.

As ministry officials design and launch this review, the non-partisan Provincial Land and Development Facilitator will continue to work with proponents of the remaining sites to ensure that progress on these lands continues, including the obligation to provide community benefits such as parks, community centres, schools and hospitals. This work will be an important input into the mandated review into the Greenbelt, as will meaningful consultation with municipalities, Indigenous communities and regular people living in these areas who deal with the negative impacts of the housing supply crisis the most. The properties that were removed from the Greenbelt will have to stand on their own merits: If the review finds these properties cannot support the government's objective of building homes quickly, they will be returned to the Greenbelt.

We have been clear that progress on these sites must meet the government's expectations. If planning and approvals have not significantly progressed by the end of this year and if shovels are not in the ground by 2025, the government will return these lands to the Greenbelt.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Paul Calandra', with a large circular flourish at the beginning and a horizontal line at the end.

The Hon. Paul Calandra

Minister of Municipal Affairs and Housing

- c. Martha Greenberg, Deputy Minister, Municipal Affairs and Housing  
Sean Fraser, Assistant Deputy Minister, Municipal Affairs and Housing,  
Planning and Growth Division



August 31, 2023

To those listed in Attachment A:

**RE: NOTICE OF PUBLIC OPEN HOUSES AND STATUTORY PUBLIC MEETING AND REQUEST FOR COMMENTS – Caledon’s draft Official Plan**

In accordance with the *Planning Act*, R.S.O. 1990 and its associated regulations, please find the enclosed Notice of Public Open Houses and Statutory Public Meeting as Attachment B regarding Caledon’s draft Official Plan required as part of the Town of Caledon Official Plan Review.

A copy of the draft Official Plan, technical studies and related information can be accessed at the following link:  
<https://haveyoursaycaledon.ca/official-plan-review>

Please provide comments by October 1, 2023 to the Town's Strategic Policy Planning team by:

- Mail: 6311 Old Church Road, Caledon ON, L7C 1J6;
- Phone: 905-584-2272 ext. 7338; or
- Email at [opreview@caledon.ca](mailto:opreview@caledon.ca).

For information about the Public Meeting, please contact Council & Committee Services staff at 905-584-2272, ext. 2366 or by email to [agenda@caledon.ca](mailto:agenda@caledon.ca).

This letter is being provided to those identified in Attachment A.

Sincerely,

Patrick Trafford  
Deputy Clerk, Council and Committee Services,  
**TOWN OF CALEDON**

Enclosures: List of Prescribed Bodies and Public Notice

## Attachment A: List of Prescribed Bodies

### Organization

Bell Canada  
Canada Post Corporation  
Canadian Pacific Railway  
City of Brampton  
City of Mississauga  
City of Vaughan  
Conseil de la Nation Huronne-Wendat  
Conseil scolaire catholique MonAvenir  
Conseil scolaire Viamonde  
Credit Valley Conservation  
Dufferin County  
Dufferin-Peel Catholic District School Board  
Enbridge  
Halton Region  
Haudenosaunee Confederacy Chiefs Council  
Hydro One  
Lake Simcoe Region Conservation Authority  
Métis Nation of Ontario  
Metrolinx  
Ministry of Municipal Affairs and Housing  
Mississaugas of the Credit First Nation  
Niagara Escarpment Commission  
Nottawasaga Valley Conservation Authority  
Ontario Power Generation  
Orangeville Railway Development Corp  
Peel District School Board  
Propane Operators  
Region of Peel  
Rogers  
Simcoe County  
Six Nations of the Grand River First Nation  
Toronto Region Conservation Authority

Town of Erin  
Town of Halton Hills  
Town of Mono  
Town of New Tecumseth  
Town of Orangeville  
Township of Adjala-Tosorontio  
Township of East Garafraxa  
Township of King  
Wellington County  
York Region

PUBLIC NOTICE



NOTICE OF PUBLIC OPEN HOUSES AND STATUTORY PUBLIC MEETING

Caledon's Draft Official Plan Ready for Review

Attend the open houses or the public meeting to share your feedback on the draft Official Plan.

Visit [haveyoursaycaledon.ca](https://haveyoursaycaledon.ca) to join the Open House sessions and to view the draft Official Plan. The Official Plan is an overarching policy document consisting of goals, objectives, policies and maps that will guide Caledon's growth and development to the year 2051. It strives to maintain a high quality of life for residents and sets out the expectations for future community and employment areas, transportation and municipal services, and use of land. The Town's Multi-modal Transportation Master Plan (MMTMP) is also in progress which implements the Official Plan's policies.

Community input is a key component of developing the Official Plan. There are four ways you can provide input on the draft:

CALEDON'S PLAN FOCUSES ON:

- natural resources and agriculture
- tourism, heritage, healthy communities and culture
- transportation, technology and infrastructure
- growth, settlement, housing and employment and
- climate change

The draft Official Plan will apply to all lands within the municipal boundary of the Town of Caledon except for:

Lands within the 1976 Official Plan identified as: Rural Service Centre, including Bolton, Mayfield West and Caledon East, the Tullamore secondary plan, the Palgrave Estate Residential Community secondary plan, Inglewood Village plan, and mineral aggregate resources town-wide.

OPEN HOUSES

- In-Person Only  
Monday September 11, 2023  
From 6:30 p.m. to 8:30 p.m.  
Caledon East Community Complex  
6215 Old Church Road,  
Caledon East, L7C 1J7
- Virtual Only (via Zoom)  
Tuesday September 12, 2023  
From 6:30 p.m. to 8:30 p.m.  
Details to be provided on [haveyoursaycaledon.ca](https://haveyoursaycaledon.ca).
- In-Person Only  
Tuesday September 19, 2023  
From 6 p.m. to 7 p.m.  
Atrium, Town Hall  
6311 Old Church Road,  
Caledon, L7C 1J6

Note, the same materials will be presented at each of these Open Houses, Sept 19 will include additional materials about the Multi-modal Transportation Master Plan.

STATUTORY PUBLIC MEETING

- Hybrid (In-Person/Virtual)  
Tuesday September 19, 2023  
7 p.m. Council Chamber,  
Town Hall / via Cisco WebEx  
6311 Old Church Road,  
Caledon, ON L7C 1J6
- The live stream will be available on the Town's website approximately five minutes prior to the start of the meeting.
- To call and listen to the meeting, dial 1-833-311-4101 (toll free) and enter the meeting access code followed by the pound (#) key: 2634 616 6920#.



If you wish to make written or verbal submissions at the public meeting, please complete the participation form available on the Town's website prior to the meeting.

You can also provide comments on the draft Official Plan in writing to [opreview@caledon.ca](mailto:opreview@caledon.ca) by Monday October 2, 2023.

ADDITIONAL INFORMATION

The draft Official Plan is available for review:

- On the Official Plan webpage of [haveyoursaycaledon.ca](https://haveyoursaycaledon.ca); or
- Upon request by contacting the Town Clerk by email to [agenda@caledon.ca](mailto:agenda@caledon.ca) or contacting the Official Plan Review team by email to [opreview@caledon.ca](mailto:opreview@caledon.ca).

If you require an accessibility accommodation or to access information in an alternate format, please contact Council & Committee Services at 905.584.2272 x.2366 or by e-mail to [agenda@caledon.ca](mailto:agenda@caledon.ca). Requests should be submitted at least 10 days prior to a scheduled open house or public meeting.

NOTICE OF DECISION

1. If you wish to be notified of the decision of the Council of The Corporation of the Town of Caledon on the proposed new Official Plan, you must make a written request to:  
Laura Hall, Director, Corporate Services / Town Clerk  
Corporation of the Town of Caledon  
Town Hall  
6311 Old Church Road,  
Caledon ON L7C 1J6  
905-584-2272, ext. 4288  
[agenda@caledon.ca](mailto:agenda@caledon.ca)
2. If a person or public body would otherwise have an ability to appeal the decision of The Corporation of the Town of Caledon to the Ontario Land Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to The Corporation of the Town of Caledon before the proposed new official plan is adopted, the person or public body is not entitled to appeal the decision.
3. If a person or public body does not make oral submissions at a public meeting or make written submissions to The Corporation of the Town of Caledon before the proposed new official plan is adopted, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to add the person or public body as a party.

For more information about this matter, including information about appeal rights, contact the Town Clerk by email to [agenda@caledon.ca](mailto:agenda@caledon.ca) or by phone to 905-584-2272, ext. 2366. This notice is pursuant to Section 17 and Section 26 of the Planning Act, R.S.O. 1990.



6311 Old Church Road  
Caledon, ON L7C 1J6  
[caledon.ca](https://caledon.ca)  
T. 905.584.2272 | 1.888.225.3366 | F. 905.584.4325





*The Corporation of*

**THE TOWNSHIP OF MELANCTHON**

157101 Highway 10, Melancthon, Ontario, L9V 2E6

Telephone - (519) 925-5525

Fax No. - (519) 925-1110

Website: [www.melancthontownship.ca](http://www.melancthontownship.ca)

Email: [info@melancthontownship.ca](mailto:info@melancthontownship.ca)

August 16, 2023

Municipality of Chatham-Kent  
315 King Street West, PO Box 640  
Chatham, Ontario  
N7M 5K8

Attention: Judy Smith, Clerk/Freedom of Information

Dear Ms. Smith:

**Re: Chatham-Kent's Resolution – Time for Change – Municipal Freedom of Information and Protection of Privacy Act**

At the meeting of Melancthon Township Council held on August 10, 2023, the following motion was introduced and passed:

Moved by White, Seconded by Neilson

**Be it resolved that:** "Council supports the motion from Chatham-Kent regarding changes to the Municipal Freedom of Information and Protection of Privacy Act, in its entirety, and that a copy of this motion be sent to the Minister of Public and Business Service Delivery and all municipalities in Dufferin County." **Carried.**

Yours truly,

Denise B. Holmes, AMCT  
CAO/Clerk

- c. Honourable Kaleed Rasheed, Minister of Public and Business Service Delivery  
All Municipalities in Dufferin County

July 5, 2023

Via Email: [Kaleed.Rasheed@ontario.ca](mailto:Kaleed.Rasheed@ontario.ca)  
Minister of Public and Business Service Delivery (MPBSD)

Honourable Rasheed:

**Re: Time for Change**  
**Municipal Freedom of Information and Protection of Privacy Act**

Please be advised the Council of the Municipality of Chatham-Kent at its regular meeting held on June 26, 2023 passed the following resolution:

WHEREAS the Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990 (MFIPPA) dates back 30 years;

AND WHEREAS municipalities, including the Municipality of Chatham-Kent, practice and continue to promote open and transparent government operations, actively disseminate information and routinely disclose public documents upon request outside of the MFIPPA process;

AND WHEREAS government operations, public expectations, technologies, and legislation surrounding accountability and transparency have dramatically changed and MFIPPA has not advanced in line with these changes;

AND WHEREAS the creation, storage and utilization of records has changed significantly, and the Municipal Clerk of the Municipality is responsible for records and information management programs as prescribed by the Municipal Act, 2001;

AND WHEREAS regulation 823 under MFIPPA continues to reference antiquated technology and does not adequately provide for cost recovery, and these financial shortfalls are borne by the municipal taxpayer;

AND WHEREAS the threshold to establish frivolous and/or vexatious requests is unreasonably high and allows for harassment of staff and members of municipal councils, and unreasonably affects the operations of the municipality;

AND WHEREAS the Act fails to recognize how multiple requests from an individual, shortage of staff resources or the expense of producing a record due to its size, number or physical location does not allow for time extensions to deliver requests and unreasonably affects the operations of the municipality;

AUG 10 2023

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AND WHEREAS the name of the requestor is not permitted to be disclosed to anyone other than the person processing the access request, and this anonymity is used by requesters to abuse the MFIPPA process and does not align with the spirit of openness and transparency embraced by municipalities;

AND WHEREAS legal professionals use MFIPPA to gain access to information launch litigation against institutions, where other remedies exist;

AND WHEREAS there are limited resources to assist administrators or requestors to navigate the legislative process;

AND WHEREAS reform is needed to address societal and technological changes in addition to global privacy concerns and consistency across provincial legislation;

BE IT RESOLVED THAT the Ministry of Government and Consumer Services be requested to review the MFIPPA, and consider recommendations as follows:

1. That MFIPPA assign the Municipal Clerk, or designate to be the Head under the Act;
2. That MFIPPA be updated to address current and emerging technologies;
3. That MFIPPA regulate the need for consistent routine disclosure practices across institutions;
4. That the threshold for frivolous and/or vexatious actions be reviewed, and take into consideration the community and available resources in which it is applied;
5. That the threshold for frivolous and/or vexatious also consider the anonymity of requesters, their abusive nature and language in requests to ensure protection from harassment as provided for in Occupational Health and Safety Act;
6. That the application and scalability of fees be designed to ensure taxpayers are protected from persons abusing the access to information process;
7. That administrative practices implied or required under the Act, including those of the IPC, be reviewed and modernized;
8. That the integrity of the Act be maintained to protect personal privacy and transparent governments.

If you have any questions or comments, please contact Judy Smith at [ckclerk@chatham-kefn.ca](mailto:ckclerk@chatham-kefn.ca)

Sincerely,

**Judy Smith**

Digitally signed by  
Judy Smith  
Date: 2023.07.05  
10:48:27 -04'00'

Judy Smith, CMO  
Director Municipal Governance  
Clerk /Freedom of Information Coordinator

c.

Lianne Rood, MP  
Dave Epp MP  
Trevor Jones, MPP  
Monte McNaughton, MPP  
Information and Privacy Commissioner of Ontario  
Association of Municipalities of Ontario  
AMCTO Legislative and Policy Advisory Committee  
Ontario municipalities



*The Corporation of*

**THE TOWNSHIP OF MELANCTHON**

*157101 Highway 10, Melancthon, Ontario, L9V 2E6*

*Telephone - (519) 925-5525*

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*Email: [info@melancthontownship.ca](mailto:info@melancthontownship.ca)*

August 16, 2023

The Corporation of the Town of Caledon  
6311 Old Church Road  
Caledon East, Ontario  
L7C 1j6

Attention: Annette Groves, Mayor

Dear Mayor Groves:

**Re: Staff Report 2023-0327 – Illegal Land Use Enforcement Update**

At the meeting of Melancthon Township Council held on August 10, 2023, the following motion was introduced and passed:

*Moved by White, Seconded by Neilson*

**Be it resolved that:** "Council of the Township of Melancthon strongly supports the motion from the Town of Caledon regarding Illegal Land Use Enforcement, in its entirety, and that a copy of this motion be sent to the Honourable Doug Ford, Premier of Ontario; the Honourable Steve Clark, Minister of Municipal Affairs and Housing; the Honourable Sylvia Jones, MPP, Dufferin-Caledon; the Honourable Doug Downey, Attorney General of Ontario and all municipalities in Dufferin County." **Carried.**

Yours truly,

Denise B. Holmes, AMCT  
CAO/Clerk

- c. Honourable Doug Ford, Premier of Ontario  
Honourable Steve Clark, Minister of Municipal Affairs and Housing  
Honourable Sylvia Jones, MPP, Dufferin-Caledon  
Honourable Doug Downey, Attorney General of Ontario  
All Municipalities in Dufferin County



Annette Groves  
Mayor

June 29, 2023

Sent via E-Mail: [doug.fordco@pc.ola.org](mailto:doug.fordco@pc.ola.org)

The Honourable Doug Ford  
Premier of Ontario  
Premier's Office, Room 281  
Legislative Building, Queen's Park  
Toronto, ON M7A 1A1

**RE: STAFF REPORT 2023-0327: ILLEGAL LAND USE ENFORCEMENT UPDATE**

Dear Premier Ford,

I am writing to advise that at the Town Council meeting held on June 20, 2023, Council adopted a resolution regarding Staff Report 2023-0327: Illegal Land Use Enforcement Update.

The resolution reads as follows:

*That the Illegal Land Use Enforcement Taskforce's mandate be expanded to include other types of illegal land uses and not solely on illegal trucking land uses; and*

*That the Province be requested to strengthen municipal enforcement powers by:*

- Amending the Municipal Act to enable municipalities to physically bar entry to properties where illegal land uses that have significant detrimental impacts on adjacent residential properties, the environment or create unsafe situations;*
- Increasing the maximum penalty amounts in the Planning Act to \$50,000 for an individual upon conviction and on a subsequent conviction, not more than \$25,000 for each day in which the contravention has continued after the day in which the person was initially convicted; and*
- Including provisions to ensure a corporation is liable to fines of not more than \$100,000 upon first conviction and not more than \$50,000 for each day in which the contravention has continued after the day in which the corporation was initially convicted.*

**THE CORPORATION OF THE TOWN OF CALEDON**

6311 Old Church Road, Caledon East, Caledon, ON, Canada L7C 1J6  
T. 905.584.2272 | 1.888.225.3366 | F. 905.584.1444 | [www.caledon.ca](http://www.caledon.ca) | [annette.groves@caledon.ca](mailto:annette.groves@caledon.ca)

AUG 10 2023  
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*That a copy of this report be provided to the Honourable Doug Ford, Premier of Ontario, the Honourable Steve Clark, Minister of Municipal Affairs and Housing, the Honourable Sylvia Jones, MPP, Dufferin-Caledon; the Honourable Doug Downey, Attorney General of Ontario; and*

*That a copy of this report be provided to the municipalities within the Greater Golden Horseshoe area seeking support in the request for strengthened enforcement powers to combat significant illegal land uses negatively impacting communities across Ontario and to the Association of Municipalities of Ontario (AMO) and Rural Ontario Municipal Association (ROMA).*

A copy of Staff Report 2023-0327 has been enclosed for your reference. For more information regarding this matter, please contact my Chief of Staff, Nathan Grundy, directly by email at [nathan.grundy@caledon.ca](mailto:nathan.grundy@caledon.ca) or by phone at 905.584.2272 ext. 4430.

Thank you for your attention to this matter.

Sincerely,



Annette Groves  
Mayor

Cc: The Honourable Steve Clark, Minister of Municipal Affairs and Housing, [minister.mah@ontario.ca](mailto:minister.mah@ontario.ca)  
The Honourable Sylvia Jones, Deputy Premier, Minister of Health and MPP Dufferin-Caledon, [sylvia.jones@pc.ola.org](mailto:sylvia.jones@pc.ola.org)  
The Honourable Doug Downey, Attorney General of Ontario, [doug.downey@pc.ola.org](mailto:doug.downey@pc.ola.org)  
Association of Municipalities of Ontario, [amo@amo.on.ca](mailto:amo@amo.on.ca)  
Rural Ontario Municipal Association, [roma@roma.on.ca](mailto:roma@roma.on.ca)  
City of Toronto, [clerk@toronto.ca](mailto:clerk@toronto.ca)  
York Region, [regional.clerk@york.ca](mailto:regional.clerk@york.ca)  
City of Vaughan, [clerks@vaughan.ca](mailto:clerks@vaughan.ca)  
Town of Richmond Hill, [clerks@richmondhill.ca](mailto:clerks@richmondhill.ca)  
Town of Markham, [customerservice@markham.ca](mailto:customerservice@markham.ca)  
Town of Aurora, [info@aurora.ca](mailto:info@aurora.ca)  
Town of Whitchurch-Stouffville, [clerks@townofws.ca](mailto:clerks@townofws.ca)  
King Township, [clerks@king.ca](mailto:clerks@king.ca)  
Town of Newmarket, [clerks@newmarket.ca](mailto:clerks@newmarket.ca)  
Township of East Gwillimbury, [clerks@eastgwillimbury.ca](mailto:clerks@eastgwillimbury.ca)  
Town of Georgina, [info@georgina.ca](mailto:info@georgina.ca)  
Region of Durham, [clerks@durham.ca](mailto:clerks@durham.ca)  
Town of Ajax, [clerks@ajax.ca](mailto:clerks@ajax.ca)  
Township of Brock, [Clerks@brock.ca](mailto:Clerks@brock.ca)  
Municipality of Clarington, [clerks@clarington.net](mailto:clerks@clarington.net)  
City of Oshawa, [clerks@oshawa.ca](mailto:clerks@oshawa.ca)  
City of Pickering, [clerks@pickering.ca](mailto:clerks@pickering.ca)

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**THE CORPORATION OF THE TOWN OF CALEDON**

6311 Old Church Road, Caledon East, Caledon, ON, Canada L7C 1J6  
T. 905.584.2272 | 1.888.225.3366 | F. 905.584.1444 | [www.caledon.ca](http://www.caledon.ca) | [annette.groves@caledon.ca](mailto:annette.groves@caledon.ca)

Township of Scugog, [mail@scugog.ca](mailto:mail@scugog.ca)  
 Township of Uxbridge, [info@uxbridge.ca](mailto:info@uxbridge.ca)  
 Town of Whitby, [clerks@whitby.ca](mailto:clerks@whitby.ca)  
 Brant County, [info@brant.ca](mailto:info@brant.ca)  
 City of Brantford, [clerks@brantford.ca](mailto:clerks@brantford.ca)  
 Region of Peel, [regional.clerk@peelregion.ca](mailto:regional.clerk@peelregion.ca)  
 City of Brampton, [cityclerksoffice@brampton.ca](mailto:cityclerksoffice@brampton.ca)  
 City of Mississauga, [city.clerk@mississauga.ca](mailto:city.clerk@mississauga.ca)  
 Dufferin County, [info@dufferincounty.ca](mailto:info@dufferincounty.ca)  
 Township of Amaranth, [info@amaranth.ca](mailto:info@amaranth.ca)  
 Township of East Garafraxa, [clerks@eastgarafraxa.ca](mailto:clerks@eastgarafraxa.ca)  
 Town of Grand Valley, [mail@townofgrandvalley.ca](mailto:mail@townofgrandvalley.ca)  
 Township of Melancthon, [info@melancthontownship.ca](mailto:info@melancthontownship.ca)  
 Town of Mono, [ClerksOffice@townofmono.com](mailto:ClerksOffice@townofmono.com)  
 Township of Mulmur, [info@mulmur.ca](mailto:info@mulmur.ca)  
 Town of Orangeville, [clerksdept@orangeville.ca](mailto:clerksdept@orangeville.ca)  
 Town of Shelburne, [clerk@shelburne.ca](mailto:clerk@shelburne.ca)  
 Haldimand County, [info@haldimandcounty.on.ca](mailto:info@haldimandcounty.on.ca)  
 Halton Region, [accesshalton@halton.ca](mailto:accesshalton@halton.ca)  
 City of Burlington, [cityclerks@burlington.ca](mailto:cityclerks@burlington.ca)  
 City of Hamilton, [clerk@hamilton.ca](mailto:clerk@hamilton.ca)  
 Town of Halton Hills, [clerks@haltonhills.ca](mailto:clerks@haltonhills.ca)  
 Town of Milton, [townclerk@milton.ca](mailto:townclerk@milton.ca)  
 Northumberland County, [matherm@northumberland.ca](mailto:matherm@northumberland.ca)  
 Township of Alnwick/Haldimand, [info@ahtwp.ca](mailto:info@ahtwp.ca)  
 Municipality of Brighton, [general@brighton.ca](mailto:general@brighton.ca)  
 Town of Cobourg, [clerk@cobourg.ca](mailto:clerk@cobourg.ca)  
 Township of Cramahe, [clerk@cramahe.ca](mailto:clerk@cramahe.ca)  
 Township of Hamilton, [clerks@hamiltontownship.ca](mailto:clerks@hamiltontownship.ca)  
 Municipality of Port Hope, [admin@porthope.ca](mailto:admin@porthope.ca)  
 Municipality of Trent Hills, [info@trenthills.ca](mailto:info@trenthills.ca)  
 Peterborough County, [info@ptbocounty.ca](mailto:info@ptbocounty.ca)  
 Township of Asphodel-Norwood, [info@antownship.ca](mailto:info@antownship.ca)  
 Township of Cavan Monaghan, [services@cavanmonaghan.net](mailto:services@cavanmonaghan.net)  
 Township of Douro-Dummer, [info@dourodummer.on.ca](mailto:info@dourodummer.on.ca)  
 Township of Havelock-Belmont-Methuen, [havbelmet@hbmtpw.ca](mailto:havbelmet@hbmtpw.ca)  
 Township of North Kawartha, [reception@northkawartha.on.ca](mailto:reception@northkawartha.on.ca)  
 Township of Otonabee-South Monaghan, [info@osmtownship.ca](mailto:info@osmtownship.ca)  
 Township of Selwyn, [clerkadmin@stjosephtownship.com](mailto:clerkadmin@stjosephtownship.com)  
 Municipality of Trent Lakes, [info@trentlakes.ca](mailto:info@trentlakes.ca)  
 City of Peterborough, [clerk@peterborough.ca](mailto:clerk@peterborough.ca)  
 Wellington County, [kimc@wellington.ca](mailto:kimc@wellington.ca)  
 Town of Erin, [clerks@erin.ca](mailto:clerks@erin.ca)  
 Town of Minto, [info@town.minto.on.ca](mailto:info@town.minto.on.ca)  
 Township of Centre Wellington, [clerks@centrewellington.ca](mailto:clerks@centrewellington.ca)  
 City of Guelph, [clerks@quelp.ca](mailto:clerks@quelp.ca)  
 Township of Mapleton, [clerk@mapleton.ca](mailto:clerk@mapleton.ca)  
 Township of Puslinch, [admin@puslinch.ca](mailto:admin@puslinch.ca)  
 Township of Wellington North, [township@wellington-north.com](mailto:township@wellington-north.com)  
 Simcoe County, [info@simcoe.ca](mailto:info@simcoe.ca)  
 City of Barrie, [cityinfo@barrie.ca](mailto:cityinfo@barrie.ca)

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**THE CORPORATION OF THE TOWN OF CALEDON**

6311 Old Church Road, Caledon East, Caledon, ON, Canada L7C 1J6  
 T. 905.584.2272 | 1.888.225.3366 | F. 905.584.1444 | [www.caledon.ca](http://www.caledon.ca) | [annette.groves@caledon.ca](mailto:annette.groves@caledon.ca)



Town of Innisfil, [inquiry@innisfil.ca](mailto:inquiry@innisfil.ca)  
Town of Bradford West Gwillimbury, [clerk@townofbwg.com](mailto:clerk@townofbwg.com)  
Town of New Tecumseth, [info@newtecumseth.ca](mailto:info@newtecumseth.ca)  
City of Orillia, [clerks@orillia.ca](mailto:clerks@orillia.ca)  
Town of Collingwood, [townhall@collingwood.ca](mailto:townhall@collingwood.ca)  
Township of Essa, [llehr@essatownship.on.ca](mailto:llehr@essatownship.on.ca)  
Township of Oro-Medonte, [info@oro-medonte.ca](mailto:info@oro-medonte.ca)  
Town of Wasaga Beach, [clerk@wasagabeach.com](mailto:clerk@wasagabeach.com)  
Town of Midland, [clerks@midland.ca](mailto:clerks@midland.ca)  
Town of Clearview, [info@clearview.ca](mailto:info@clearview.ca)  
Township of Severn, [info@townshipofsevern.com](mailto:info@townshipofsevern.com)  
Township of Tiny, [jreid@tiny.ca](mailto:jreid@tiny.ca)  
Township of Adjala-Tosorontio, [clerk@aditos.ca](mailto:clerk@aditos.ca)  
Township of Tay, [deputyclerk@tayvalleytwp.ca](mailto:deputyclerk@tayvalleytwp.ca)  
Township of Ramara, [ramara@ramara.ca](mailto:ramara@ramara.ca)  
Town of Penetanguishene, [scooper@penetanguishene.ca](mailto:scooper@penetanguishene.ca)  
City of Kawartha Lakes, [clerks@kawarthalakes.ca](mailto:clerks@kawarthalakes.ca)  
Regional Niagara, [clerk@niagararegion.ca](mailto:clerk@niagararegion.ca)  
Town of Fort Erie, [clerk@forterie.on.ca](mailto:clerk@forterie.on.ca)  
Town of Grimsby, [Administration-Office-General@grimsby.ca](mailto:Administration-Office-General@grimsby.ca)  
Town of Lincoln, [clerks@lincoln.ca](mailto:clerks@lincoln.ca)  
City of Niagara Falls, [clerk@niagarafalls.ca](mailto:clerk@niagarafalls.ca)  
Town of Niagara-on-the-Lake, [clerks@notl.com](mailto:clerks@notl.com)  
Town of Pelham, [clerks@pelham.ca](mailto:clerks@pelham.ca)  
City of Port Colborne, [CustomerService@portcolborne.ca](mailto:CustomerService@portcolborne.ca)  
City of St. Catharines, [clerks@stcatharines.ca](mailto:clerks@stcatharines.ca)  
City of Thorold, [clerk@thorold.com](mailto:clerk@thorold.com)  
Township of Wainfleet, [mirkham@wainfleet.ca](mailto:mirkham@wainfleet.ca)  
City of Welland, [clerk@welland.ca](mailto:clerk@welland.ca)  
Township of West Lincoln, [clerk2@westlincoln.ca](mailto:clerk2@westlincoln.ca)  
Regional Waterloo, [regionalclerk@regionofwaterloo.ca](mailto:regionalclerk@regionofwaterloo.ca)  
City of Kitchener, [clerks@kitchener.ca](mailto:clerks@kitchener.ca)  
City of Waterloo, [olga.smith@waterloo.ca](mailto:olga.smith@waterloo.ca)  
City of Cambridge, [servicecambridge@cambridge.ca](mailto:servicecambridge@cambridge.ca)  
Township of Wilmot, [info@wilmot.ca](mailto:info@wilmot.ca)  
Township of Wellesley, [gkosch@wellesley.ca](mailto:gkosch@wellesley.ca)  
Township of Woolwich, [mail.woolwich@woolwich.ca](mailto:mail.woolwich@woolwich.ca)  
Township of North Dumfries, [mail@northdumfries.ca](mailto:mail@northdumfries.ca)

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**THE CORPORATION OF THE TOWN OF CALEDON**

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T. 905.584.2272 | 1.888.225.3366 | F. 905.584.1444 | [www.caledon.ca](http://www.caledon.ca) | [annette.groves@caledon.ca](mailto:annette.groves@caledon.ca)

**From:** [REDACTED]  
**To:** [Council Agenda](#)  
**Subject:** Question Period Section 7.8 of the Procedure By-law Changes Report CPS-2023-049  
**Date:** Sunday, September 10, 2023 2:04:22 PM

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To Mayor & Council,

We, Lino and Brenda Chioma, object to the recommendation to change the By-law procedure to allow the public / tax payer to ask questions at the end of Council meetings.

This is so wrong in so many ways. It is yet another form of control to silence people to have a say or question what is going on in our Town. It is another form of censorship and taking away our rights to be able to speak up. We the taxpayers and public have rights and we want to remind you all that we pay for all Town salaries. They (You), work for us and our right to have a say is vital and should not be restricted or held back.

Canadians are tired of government dictating to us! Our rights and freedoms are being restricted more and more. Now this "recommendation" to disallow the public, the taxpayer, to be able speak and to ask questions is yet more proof of this. Whoever thought of this recommendation needs to be FIRED or RESIGN. This is NOT democratic at all; it is opposite which means we are allowing ourselves to submit to more control. It sure does sound like China or Russia or Cuba to us.

We look forward to seeing what each of you have to say about this so-called recommendation and how you choose to vote on it. This recommendation is so wrong and will mark the direction this Town takes if it is passed.

Thank you for your time to hear our concerns over this matter.

Brenda & Lino Chioma  
Wardlaw Ave, Orangeville

From: **peggy bond** [REDACTED]  
Date: Sun, Sep 10, 2023 at 8:16 PM  
Subject: Letter for agenda Sept 11, 23  
To: Debbie Sherwood <[dsherwood@orangeville.ca](mailto:dsherwood@orangeville.ca)>, Lisa Post <[lpost@orangeville.ca](mailto:lpost@orangeville.ca)>, Andy Macintosh <[amacintosh@orangeville.ca](mailto:amacintosh@orangeville.ca)>, <[rstevens@orangeville.ca](mailto:rstevens@orangeville.ca)>, Todd Taylor <[ttaylor@orangeville.ca](mailto:ttaylor@orangeville.ca)>, Joe Andrews <[jandrews@orangeville.ca](mailto:jandrews@orangeville.ca)>, <[tprendergast@orangeville.ca](mailto:tprendergast@orangeville.ca)>  
Cc: <[agenda@orangeville.ca](mailto:agenda@orangeville.ca)>

I'm not sure if I got this letter in time to be added to the agenda for tomorrow, so I have sent it to our elected Council for review prior to the meeting Monday night.

Dear Mayor Post, DM Taylor and Councillors,  
Re: Item 12.3 Sept 11, 23 Regular Council meeting agenda

I am writing to express my concerns regarding the staff recommendation to remove Question Period from council meetings. In short, there are lots of reasons that Question Period remaining is important; people like myself at the last second check the agenda and aren't able to prepare a delegation to raise questions / concerns regarding vital issues, some items that come up aren't necessarily included in the agenda, some questions arise simply from listening to staff and councillors discuss the issues at the meeting itself. Question period is an important part of the open and transparent process of municipal government that allows for residents to provide input and ask questions regarding relevant topics that impact them and their tax dollars. The reasoning of the staff to remove this is pretty weak. Nobody is asking staff or yourselves to have all the answers prepared and accessible on the spot; a simple, "I'm not sure, let me look into that and get that information for you for in "x" time, " would be understandable and quite appropriate for complicated or information heavy questions. In fact, I think a motion by your Council to add a short Question Period after each item in the agenda would be most appropriate and would lead to a better discourse about the topic in real time. Leaving all the questions for the end seems kind of dumb to me. Why only give the public an opportunity to ask a question or raise a concern at the end of the meeting on an item that was already voted on earlier?

Thank you for your time and I hope you reflect upon my comments when you are considering how to vote on 12.3 tomorrow.

Sincerely,

Peggy Bond

18 Goldgate Cres, Orangeville, ON, L9W 4B5



## Minutes of Sustainable Orangeville

May 25, 2023, 7:00 p.m.

Electronic and In-Person Participation - Sustainable Orangeville  
The Corporation of the Town of Orangeville  
(Chair and Secretary at Town Hall - 87 Broadway)  
Orangeville, Ontario

Members Present: G. Bryan  
M. O'Connor  
Councillor Prendergast  
M. Rowley  
M. Smith  
W. Speirs  
G. Spence  
A. Waugh  
M. Whitcombe

Staff Present: T. Barry, Executive Assistant, Community Services  
K. Thomson, Sustainability Co-ordinator  
H. Savage, General Manager, Community Services

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### 1. Call to Order

The meeting was called to order at 7:02 pm

### 2. Disclosures of (Direct or Indirect) Pecuniary Interest

None

### 3. Adoption of Minutes of Previous Meeting

**Recommendation: 2023-006**

Moved by G. Bryan

That the minutes of the following meeting are approved: April 18, 2023

**Carried**

### 4. Presentations

#### 4.1 Presentation from Communications Department (Mallory Cunnington and Jessie McGibbon)

Mallory Cunnington, Manager, Communications provided an overview of what Communications role is to support the Committee. The Communication Department is a team of three (graphic designer, manager, supervisor), and it reaches audiences through Facebook, Instagram, Twitter, Youtube, etc. along with marketing and advertising (transit buses/shelters), and in the Town page in Orangeville Citizen. The

Department assist with corporate communications along with internal communications and provides graphic design (posters/advertisements).

If the Committee requires support from the Communications Department, it must be set out in the workplan. The Committee is not permitted to create its own committee channels (i.e. facebook groups, instagram, etc.) If the Committee would like to issue any media releases or create a website, it must speak with the Department. The Department has certain branding guidelines and style guidelines to follow.

With respect to the new format of the Committee, it was asked how we can publicize the new grant process. This is a formal intake process and it is encouraged to use the workplan to show where the support will be needed. The Committee needs to make its own communication plan for 2024 and determine what intake process will be. The Committee will then go to Council (through our minutes) with the formal communication plan and formal intake.

With respect to the Urban Tree Canopy and call for trees on private land by-law which created an issue; help is needed from the Department in how to present and communicate the Urban Tree Canopy. It was suggested that when Official Plan is updated the Committee can recommend a tree protection (preservation) by-law.

Urban Harvest would like Sustainable Orangeville logo on t-shirts as marketing when the volunteers are out doing the harvesting. Request can be put through Council (through workplan) or communications will accept a direct message about this if prior to workplan. If the decal/logo is approved by communications, then it will be available for us on promotional material. If the Committee was to reach out to someone to print them, the printing would have to be on a volunteer basis.

If something is required to be published on the social media channels, a few weeks notice to the Department is required.

T. Barry to share contact information with the group.

M. Cunnington to share plans that we could use as templates for our own communication plan.

M. Cunnington reminded Individuals that they are able to input Committee events on community calendar on our website.

**5. Items for Discussion and Reports**

**5.1 Hutchinson Court Concerns**

Unfortunately the scope of work previously adopted was larger than anticipated. Resolution was to continue to abide by sustainable action plan and developer (leave as naturalized area). The Committee recommends keeping it as naturalized but requires a solution to this (make it look naturalized not abandoned).

Propose to rough cut twice a year (maybe three times) right along the whole fence line with a durable mower - 28 inches wide. Rough cut will control the spread of weed (wild raspberries) into the neighbours' area.

Information to be sent out to homeowners when the area will be rough cut to advise them about ticks, the purpose of rough cut, weeds, etc. K. Thomson to prepare a brochure for circulation to neighbours.

Chair Prendergast to provide the blurb being prepared to the resident that had complained, and then add the blurb to our communication plan.

Committee members to visit the site to see the state of the area - 6:30 pm May 31, 2023 meet west end of Wardlaw and Parkinson intersection (invite in calendar). Purpose to gather information and see what plantings could be possible and clearing/prepping. Invite the neighbour who had lodged the complaint to attend and provide feedback.

**5.2 Creation of Sub-Groups**

Urban Canopy/Baby Trees - all members

Urban Gardening (backyard gardens/urban harvest/community gardens) - M. Smith, M. Rowley, M. O'Connor

Events/Media/Marketing/Education - all members

Transit/Active Transportation (bike to market) - more of an advisory committee - M. Rowley, M. Smith

Blooming Boulevards - Proposal that the Town provides pollinator friendly plants for planting in town-owned boulevards; homeowner responsible for locates and homeowner may have to maintain the boulevard; permit was required (City of Mississauga); communication out to public to educate - can include Bee Cities as educational purpose - Would a permit be required for homeowner to install a boulevard garden - check with staff

Education Policy and Events - all members

Communication Plan - all members

**5.3 Solar Lighting**

Commercial options - solar bollards (company based in Quebec); good energy usage, easy to maintain, bolted into the ground. No nighttime use for trails. Small connecting pathways in the Town that may require lighting. Good step to sustainable lighting.

Issue to come back to next meeting and Parks will provide a list of all connectivity trails that it could go on.

**5.4 Community Gardens**

M. Smith was asking about the fruit trees that were removed from transit terminal being constructed. The trees were not able to be moved. T. Barry to bring forward previous minutes regarding fruit trees.

T. Barry to send out community gardens policy for everyone to review and provide input.

K. Thomson is the Staff contact for community gardens

**6. Correspondence**

**6.1 Communities in Bloom**

To maintain our circle of excellence we would have to spend \$600 +.

Decided not to proceed with Communities in Bloom this year and T. Barry to send out advising that the Town will not be going forward.

**7. New Business**

Rick Ugalini was in attendance to see what the committee is about.

**8. Date of Next Meeting**

July 6 at 5:30 p.m.

**9. Adjournment**

The meeting adjourned at 9:10 p.m.



## Minutes of Sustainable Orangeville

July 6, 2023, 5:30 p.m.

Electronic and In-Person Participation - Sustainable Orangeville

The Corporation of the Town of Orangeville

(Chair and Secretary at Town Hall - 87 Broadway)

Orangeville, Ontario

Members Present: G. Bryan  
M. O'Connor  
Councillor Prendergast  
M. Rowley  
M. Smith  
W. Speirs  
G. Spence  
A. Waugh

Members Absent: M. Whitcombe

Staff Present: T. Barry, Executive Assistant, Community Services  
K. Thomson, Sustainability Co-ordinator

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### 1. Call to Order

The meeting was called to order at 5:32 p.m.

### 2. Disclosures of (Direct or Indirect) Pecuniary Interest

None

### 3. Adoption of Minutes of Previous Meeting

**Recommendation: 2023-007**

Moved by M. O'Connor

That the minutes of the following meeting are approved: May 25, 2023

**Carried**

### 4. Presentations

None

### 5. Items for Discussion and Reports

#### 5.1 Hutchinson Trail

The focus was on the area where complaint came from, and it would appear that the wild raspberries appear to be the main issue. At this time there is no need to rough mow the whole area, and the service request would be to have the raspberry bush removed and mow against the fence



(speak to Staff to have the bush and entire root removed). There appeared to be some evasive species, but nothing too concerning and there were no noxious or allergen plants (typical thistle and golden rod). It is recommended that staff shovel and dig out the raspberry bush and rough cut twice a year. In a couple of years the golden rod will take over the area. The homeowner joined in the site visit and was provided an education as to why it is naturalized. Recommend erecting a sign indicating "Naturalized Area" so that residents are aware of why the area looks as it does. Use social media to educate about storm water run off, and that naturalized areas are necessary for the storm water run off. Look at themed months around issues in the community (tree month/naturalized area, etc.). Find out the cost of the signs and next steps have staff recommendations with respect to signage and rough cuts and removing root structure of raspberry bush.

Budget - education, etc. - shirts having "Sustainable Orangeville" so that when committee out in public they can be recognized. M. Rowley would like same with Urban Harvest on it.

**5.2 Budget Allocation**

Committee Work vs. Grant Program  
Sustainable Orangeville's Budget: \$30,000.00

**5.3 Annual Committee Report and 2024 Workplan and Budget**

Clerks have confirmed these items are due at the end of September. Two options available to ensure work is complete:

Option 1 - in lieu of an August meeting create a sub-group to develop a draft annual report and 2024 workplan/budget. Have this draft presented to the rest of the committee members in September to finalize;

Option 2 - Have an August meeting dedicated solely for preparing and finalizing the 2023 Annual Report and 2024 Workplan/Budget

Review previous budgets to see where the funds were spent and eliminate those groups where funds were not required. Preferred option 2 to work on budget as a committee as opposed to sub-group. T. Barry to circulate previous workplan/budget and circulate the draft workplan that has been started.

**5.4 2023 Garden Awards**

M. Smith suggested categories and awards for best gardens around Town (i.e. best edible garden/best business garden/best flower garden, etc.) Due to time constraints this year, it is recommended that this initiative occur in August 2024. Early 2024 discuss setting up timelines and ways in which the community can submit their applications. Need to promote early through social media in order to increase participation.

**5.5 Solar Lights**

Suggestion to bring this idea to Council and staff would need to know budget, etc. Chair Prendergast will deal with this matter and she can look into finding out more information on how this item can be implemented.

Chair Prendergast indicated that it could be a Policy adopted through the Town to promote sustainability.

**5.6 CVC Planting**

The Committee agrees to the planting and would prefer October 14. Chair Prendergast will advise CVC of the preferred date.

Location to go in accordance with Tree Canopy Report.

**6. Correspondence**

**7. New Business**

Celebrate K. Thomson with her assistance with the turtle protection on Riddell Road near Montgomery Village. Notified appropriate stakeholders about the turtle nesting and the organizations she reached out to provided suggestions to protect the nest and instructions on how to monitor. Mid-August they hatch and K. Thomason will visit the site every day for a week to ensure the turtle nest is safe. Working with the Town for signage.

Horticulture Society does not want to continue its upkeep of the garden at ODSS. Chair Prendergast was asked if Sustainable Orangeville is interested in maintaining the gardens. Committee to think about possible solutions. Perhaps Cadets/Scouts?

Discussed the Community Garden and stressed that a Community Garden Leader is required to be a liaison with the Town. Will need to reach out to the community to find a Community Garden Leader, or see if this is something to be addressed in the policy that will be coming out.

Tree Canopy - When will we see any action on new trees being planted. T. Barry to send Miranda email for Matthew.

Fungal disease (Oak Wilt) has moved into the area and our oak trees will be affected. Government working on a plan but suggest the Town starts on implementing its own plan. Disease was found in Niagara and then Springwater and the County is working on a communication piece to inform residents. A joint communication with Dufferin County and the Town of Orangeville to educate the community is needed. Advise our communication department of this issue and provide preventative steps. Chair Prendergast and K. Thomson to reach out to communications. This disease affects the Red Oak family.

Rick Ugolini who attended as a guest suggested we talk to the Garden Centres (landscaping companies, etc.) around Town and to see if they would like to donate or create signs for the August 2024 best garden.

**8. Date of Next Meeting**

August 3, 2023 at 5:30 p.m.

**9. Adjournment**

Meeting adjourned at 7:00 pm



## **The Corporation of the Town of Orangeville**

### **By-law Number 2023-**

#### **A by-law to amend By-law 2022-075 being a By-law to delegate certain powers and duties under the Municipal Act, 2001, S.O. 2001, c.25**

Whereas Council passed By-law 2022-075 on September 12, 2022 to delegate certain powers and duties under the Municipal Act;

And whereas Council passed By-law 2023-056 on July 10, 2023 to incorporate delegated authority provisions to the CAO regarding policy adoption;

And whereas Council deems it expedient to amend By-law 2022-075;

Now therefore be it resolved that the Council for The Corporation of the Town of Orangeville hereby enacts as follows:

That Schedule A to By-law 2022-075 be amended to include the following:

<b>Column A</b>	<b>Column B</b>	<b>Column C</b>	<b>Column D</b>	<b>Column E</b>
<b>Delegated Matter</b>	<b>Details</b>	<b>Delegated to (Primary)</b>	<b>Delegated to Secondary</b>	<b>Limitations and Conditions</b>
Municipal Property Assessment Corporation (MPAC)				
MPAC	Data Sharing and Services Agreement	Treasurer	General Manager, Corporate Services	

And that Schedule A to By-law 2022-075 be amended to include the following within the Agreements section:

Column A	Column B	Column C	Column D	Column E
Delegated Matter	Details	Delegated to (Primary)	Delegated to Secondary	Limitations and Conditions
Ministry of Transportation	Authorized Requester Agreement (ARIS)	General Manager, Corporate Services	Treasurer Clerk	

And that Schedule A to By-law 2022-075 be amended to include the following within the Finance section:

Column A	Column B	Column C	Column D	Column E
Delegated Matter	Details	Delegated to (Primary)	Delegated to Secondary	Limitations and Conditions
Tax Certificates		Supervisor, Customer Service and Taxation	Treasurer	
Minutes of Settlement/Requests for Reconsideration		Supervisor, Customer Service and Taxation	Treasurer	

Read three times and finally passed this 11<sup>th</sup> day of September, 2023.

\_\_\_\_\_  
Lisa Post, Mayor

\_\_\_\_\_  
Carolina Khan, Clerk



## **The Corporation of the Town of Orangeville**

### **By-law Number 2023-**

#### **A by-law to amend By-law 2017-064 being a by-law to govern the proceedings of Council and its Committees**

Whereas Council passed By-law 2017-064 on the 17<sup>th</sup> day of July, 2017 to govern the proceedings of Council and its Committees;

And whereas Council passed By-law 2020-051 on the 14<sup>th</sup> day of September, 2020 being a by-law to amend By-law 2017-064 to provide for electronic meetings and to set parameters with respect to quorum when members of Council or Committees are participating electronically;

And whereas Council deems it expedient to amend By-law 2017-064 in relation to the needs of Council and the community;

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

1. That By-law 2017-064 as amended, is hereby further amended by deleting and replacing the following Sections with the following:

3.10.6 Members wishing to participate electronically for a committee meeting must provide the Secretary no less than 72 hours notice prior to the scheduled meeting. The request may be facilitated if technology permits.

3.10.9 A physical quorum (a majority of members) at a meeting of Council shall be achieved at the commencement of the meeting and maintained throughout the meeting.

#### **6.2 Consent Agenda**

6.2.1 When preparing the agenda for Council and Committee of the Whole meetings, the Clerk may identify items which are considered to be routine and non-controversial under the heading "Consent Agenda", which matters may be considered by Council and Committee of the Whole as a summary matter in one motion rather than as separate items, unless a member of Council otherwise requests.

6.2.2 Any member, before the consent motion is voted on, may add or remove any number of items of business from the consent motion.

6.2.3 In the event that a member has a conflict of interest on an item that is

included in the consent motion, that item shall be removed from the consent motion and dealt with separately.

6.2.4 Items removed from the consent motion at the request of a member of Council will be considered immediately following the vote on the consent motion.

7.3.4 The Clerk shall have prepared and provided for the use of members at the regular meetings of Council, an agenda under the following headings:

1. Call to Order
2. Approval of Agenda
3. Disclosures of (Direct or Indirect) Pecuniary Interest
4. Closed Meeting
5. Open Meeting
6. Singing of National Anthem
7. Land Acknowledgement
8. Announcement by Chair
9. Rise and Report
10. Adoption of Minutes of Previous Council Meetings
11. Presentations, Petitions and/or Delegations
12. Consent Agenda
13. Staff Reports
14. Correspondence
15. Notice of Motion Prior to Meeting
16. Notice of Motion at Meeting
17. Announcements
18. By-laws
19. Adjournment

The Clerk may add, delete or modify agenda item headings to facilitate the orderly conduct of a meeting.

#### 7.10 Announcements

Council members may make announcements with respect to upcoming events or community topics.

2. And that By-law 2017-064 as amended, is hereby further amended by deleting the following:

#### 7.8 Question Period

7.8.1 A person on his/her own behalf, or as a spokesperson for a delegation, may ask questions of Council during the public question period time.

7.8.2 A person addressing Council with a question may speak for not more than three (3) minutes, except with the leave of Council.

#### 7.9 Unfinished Business

Any item of business which was discussed by the Council earlier in the same meeting or at a prior meeting, but not disposed of, may be raised again at any subsequent regular or special meeting of the Council when "Unfinished Business"

is called for under the order of procedure.

3. And that Section 7.12 of By-law 2017-064 as amended, is hereby further amended by adding the following after Section 7.12.4:

7.12.5 A member may request that the matter be dealt with immediately and unless any member objects it shall be deemed that Council concurs with the request.

7.12.6 Should a member of Council object to dealing with a matter immediately, Council may consider a motion to waive the notice requirements by a two thirds vote of the members present.

Read three times and finally passed this 11th day of September, 2023.

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Lisa Post, Mayor

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Carolina Khan, Clerk



## **The Corporation of the Town of Orangeville**

### **By-law Number 2023-**

#### **A by-law to amend By-law 2019-011 being a By-law to designate and regulate fire routes**

Whereas Council passed By-law 2019-011 on February 11, 2019 to designate and regulate fire routes;

And whereas Council deems it expedient to amend By-law 2019-011 to remove the requirement that authorized signage contain the number of this by-law;

Now therefore be it resolved that the Council for The Corporation of the Town of Orangeville hereby enacts as follows:

1. That Section 1 (Definitions) of By-law 2019-011 be amended by deleting the definition of "Authorized Sign" and replacing it with the following definition:

"Authorized Sign" means a designated Fire Route Sign which is used to regulate traffic and meets the requirements as set out in Schedule "A" to this By-law ("Authorized Sign Design Standards"), or has been approved by the Chief Fire Official. Authorized signs shall display the symbol for "No Parking" specified under *The Highway Traffic Act*.

2. That Schedule A, Section 4 (Authorized Sign Design Standards), Figure A of By-law 2019-011 be amended by deleting "By-law 25-2010" from the illustration.

Read three times and finally passed this 11<sup>th</sup> day of September, 2023.

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Lisa Post, Mayor

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Carolina Khan, Clerk





## The Corporation of the Town of Orangeville

### By-law Number 2023-

#### **A by-law to amend By-law 2022-079 being a By-law to regulate and license towing services operators, tow truck drivers and vehicle storage yard facilities**

Whereas the Council of the Corporation of the Town of Orangeville has passed By-law Number 2022-079 to regulate and license towing services operators, tow truck drivers and vehicle storage yard facilities;

And whereas the *Towing Storage Safety and Enforcement Act (TSSEA)*, establishes provincial oversight of the towing and vehicle storage yard industry and will be replacing municipal licensing regimes effective January 1, 2024;

Now therefore be it resolved that the Council for The Corporation of the Town of Orangeville hereby enacts as follows:

1. That Section 4 (Application for a Licence) of By-law 2022-079 is hereby amended by adding the following section after 4.3:
  - 4.4 That effective September 11, 2023, a **person** that produces a provincial certificate issued under the *Towing Storage and Enforcement Act (TSSEA)*, which is to the satisfaction of the **Licence Issuer**, is exempt from the regulations of this By-law.
2. That By-law 2022-079 be repealed effective December 31, 2023.

Read three times and finally passed this 11<sup>th</sup> day of September, 2023.

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Lisa Post, Mayor

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Carolina Khan, Clerk



## **The Corporation of the Town of Orangeville**

### **By-law Number 2023-**

#### **A by-law to authorize the entering into and execution of Service Agreements with each of the Town of Grand Valley, Town of Shelburne, and Town of Mono for the purpose of providing Licensing Administration and By-law Enforcement Services of a Vehicle for Hire By-law**

Whereas the *Municipal Act, 2001*, S.O. 2001, c.25, S.9 provides a municipality with the powers of a natural person for the purpose of exercising its authority under this or any other Act;

And whereas Council deems it expedient to enter into Service Agreements with each of the Town of Grand Valley, Town of Shelburne, and Town of Mono for the purpose of providing Licensing Administration and By-law Enforcement Services of a Vehicle for Hire By-law.

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

1. That Council authorize the entering into and execution of Service Agreements, for the purpose of providing Licensing Administration and By-law Enforcement Services, between The Corporation of the Town of Orangeville and each of the Town of Grand Valley, Town of Shelburne, and Town of Mono and all documents ancillary thereto.

Read three times and finally passed in open Council this 11th day of September, 2023.

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Lisa Post, Mayor

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Carolina Khan, Clerk



## **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 September 11, 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 September 11, 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 in open Council this 11th day of September, 2023.

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Lisa Post, Mayor

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Carolina Khan, Clerk