



## **Agenda Council Meeting**

**Monday, November 13, 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: 566 874 309#. 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 November 13, 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 2023-10-30 Council Minutes**

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

**11.1 Jack Bracken and Aislinn Main, Mayor's Youth Advisory Council - Mayor's Youth Advisory Council 2024 Workplan**

In-Person

**11.2 Sandy Brown, Economic Development and Culture Committee - Economic Development and Culture Committee 2024 Workplan**

In-Person

**11.3 Grant Spence, Co-Chair, Equity, Diversity Committee and Inclusion - Equity, Diversity and Inclusion Committee 2024 Workplan**

In-Person

**11.4 Lynda Addy, Heritage Orangeville - Heritage Orangeville 2024 Workplan**

In-Person

**11.5 Sheri Marks, Orangeville Library Board Chair and Darla Fraser, Orangeville Library CEO - Library Board Update and Presentation of the 2024 Budget Estimates**

In-Person

**12. Question Period**

Any member of the public connecting via telephone is reminded to press \*6 to mute and unmute.

**13. Consent Agenda**

The following resolutions have been prepared to facilitate Council's consideration of various matters and are voted on collectively, unless a member of Council otherwise requests.

Recommendations:

That all Consent Agenda items for the November 13, 2023 Council Meeting listed under 13.1 Staff Reports, 13.2 Correspondence, and 13.3 Committee/Board Minutes, be received;

And that the recommendations listed under 13.1 Staff Reports, be approved.

**13.1 Staff Reports**

- |               |   |                |
|---------------|---|----------------|
| <b>13.1.1</b> | <b>Donation of Artwork, CMS-2023-036</b>  | <b>22 - 26</b> |
|               | Recommendations:  |                |
|               | That Report CMS-2023-036, Donation of Artwork, be received;   |                |
|               | And that the donation of an oil painting of Town Hall be accepted by Council as outlined in this Report;  |                |
|               | And that the Honours Committee be directed to complete all steps required to accept the donation as outlined by the Town's Artworks Policy and as clarified within this Report; |                |
|               | And that the donated artwork be displayed at Town Hall (87 Broadway, Orangeville, ON) on the main level.  |                |
| <b>13.1.2</b> | <b>2023 Annual Report - Homelessness Task Force, CMS-2023-039</b>   | <b>27 - 31</b> |
|               | Recommendations:  |                |
|               | That report CMS-2023-039, 2023 Annual Report – Homelessness Task Force, be received;  |                |
|               | And that Council approve the 2024 Homelessness Task Force Workplan.   |                |
| <b>13.1.3</b> | <b>Age Friendly Committee Annual Work Plan, CMS-2023-044</b>  | <b>32 - 35</b> |
|               | Recommendations:  |                |
|               | That report CMS-2023-044, Age Friendly Committee Annual Work Plan, be received;   |                |
|               | And that Council approve the 2024 Age Friendly Work Plan.   |                |
| <b>13.1.4</b> | <b>Economic Development and Culture Committee 2023 Results and 2024 Work Plan, CMS-2023-047</b>   | <b>36 - 39</b> |
|               | Recommendations:  |                |
|               | That report CMS-2023-047, Economic Development and Culture Committee 2023 Results and 2024 Work Plan, be received.  |                |
|               | And that Council approve the 2024 Economic Development and Culture Committee Work Plan.   |                |
| <b>13.1.5</b> | <b>Mayor's Youth Advisory Council 2024 Workplan, CPS-2023-051</b>   | <b>40 - 42</b> |

	<p>Recommendations:</p> <p>That report CPS-2023-051, Mayor's Youth Advisory Council 2024 Workplan, be received;</p> <p>And that Council approve the 2024 Mayor's Youth Advisory Council Workplan.</p>	
13.1.6	<p>Equity, Diversity, and Inclusion 2024 Workplan, CPS-2023-075</p> <p>Recommendations:</p> <p>That the report CPS-2023-075, Equity, Diversity, and Inclusion 2024 Workplan, be received;</p> <p>And that Council approve the 2024 Equity, Diversity, and Inclusion Workplan.</p>	43 - 46
13.1.7	<p>Heritage Orangeville Committee Annual Report, CPS-2023-079</p> <p>Recommendations:</p> <p>That report CPS-2023-079, Heritage Orangeville Committee Annual Report, be received;</p> <p>And that Council approve the 2024 Heritage Orangeville Committee Workplan.</p>	47 - 51
13.1.8	<p>Sustainable Orangeville Workplan, INS-2023-059</p> <p>Recommendations:</p> <p>That report INS-2023-059, Sustainable Orangeville Workplan, be received;</p> <p>And that Council approve the 2024 Sustainable Orangeville Workplan.</p>	52 - 57
13.1.9	<p>Records Retention By-law, CPS-2023-073</p> <p>Recommendations:</p> <p>That report 2023-073, Records Retention By-law, be received;</p> <p>And that Council pass a by-law to establish the record retention schedule and related principles, policies and procedures for the records of the Town;</p> <p>And that Council repeal By-law 2012-014.</p>	58 - 74
13.1.10	<p>Approval and Execution of Memorandum of Understanding with Credit Valley Conservation, INS-2023-070</p> <p>Recommendations:</p> <p>That report INS-2023-070, Approval and Execution of Memorandum of Understanding with Credit Valley Conservation, be received;</p> <p>And that Council pass a by-law that authorizes the Mayor and</p>	75 - 83

Clerk to sign the attached Memorandum of Understanding (MOU) with Credit Valley Conservation (CVC) for the delivery of programs and services.

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|---------|---|---------|
| 13.1.11 | New Stop Sign at Preston Drive and Parkinson Crescent & General Housekeeping to the Traffic Bylaw, INS-2023-075 | 84 - 86 |
|---------|---|---------|

Recommendations:

That report INS-2023-075, New Stop Sign at Preston Drive and Parkinson Crescent & General Housekeeping to the Traffic Bylaw, be received;

And that Council pass a by-law to update Schedule E of the current Traffic Bylaw 078-2005 to incorporate the new Stop Sign on Parkinson Crescent at Preston;

And further that the Traffic Bylaw be amended to include a housekeeping change as outlined in the body of this report.

**13.2 Correspondence**

- |        |   |         |
|--------|---|---------|
| 13.2.1 | Dufferin County - Transportation Master Plan Notice of Completion | 87 - 87 |
|--------|---|---------|

**13.3 Committee/Board Minutes**

- |        |  |           |
|--------|--|-----------|
| 13.3.1 | 2023-06-20 Age Friendly Minutes                              | 88 - 90   |
| 13.3.2 | 2023-09-19 Age Friendly Minutes                              | 91 - 94   |
| 13.3.3 | 2023-09-21 Equity, Diversity and Inclusion Committee Minutes | 95 - 97   |
| 13.3.4 | 2023-09-21 Heritage Orangeville Minutes                      | 98 - 101  |
| 13.3.5 | 2023-09-27 Orangeville Library Board Meeting Minutes         | 102 - 106 |
| 13.3.6 | 2023-10-04 Committee of Adjustment Minutes                   | 107 - 109 |

**14. Staff Reports**

- |      |  |           |
|------|--|-----------|
| 14.1 | 2 & 4 Hannah Street, Holding (H) Zone Symbol Removal Recommendation (File no. RZH-2023-01), INS-2023-074 | 110 - 122 |
|------|--|-----------|

Recommendations:

That report INS-2023-074, 2 & 4 Hannah Street, Holding (H) Zone Symbol Removal Recommendation (File no. RZH-2023-01), be received;

And that the application to remove the Holding (H) Symbol (RZH-2023-01) be approved;

And that the By-law included as Attachment no. 4 to this Report, be passed to remove the Holding (H) Zone Symbol from the lands legally described as Lots 8 & 9, Block 1 of Registered Plan 216, 7R-6765 Parts 2 and 3, in the Town of Orangeville, County of Dufferin, known as 2 and 4 Hannah Street;

And that Council pass a by-law authorizing the Mayor and Clerk to execute the Development Agreement included as Attachment no. 3. to this report, to satisfy a condition to the Holding (H) Zone Symbol removal.

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

None.

**16. Notice of Motion at Meeting**

**17. Announcements**

**18. By-Laws**

Recommendations:

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

- |             |  |                  |
|-------------|--|------------------|
| <b>18.1</b> | <b>A by-law to provide the record retention schedule and related principles, policies and procedures, for the records of the Corporation of the Town of Orangeville</b>  | <b>123 - 136</b> |
| <b>18.2</b> | <b>A by-law to authorize entering into and execution of a Memorandum of Understanding with Credit Valley Conservation for the delivery of programs and services</b>  | <b>137 - 137</b> |
| <b>18.3</b> | <b>A by-law to amend By-law 78-2005, a by-law to Regulate Traffic in the Town of Orangeville</b>   | <b>138 - 139</b> |
| <b>18.4</b> | <b>A by-law to amend Zoning By-law No. 22-90 as amended, with respect to Parts 2 and 3 of Lots 8 and 9, Block 1 of Registered Plan NO. 216, Town of Orangeville, County of Dufferin, municipally known as 41 William Street (File No. RZH-2023-01)</b> | <b>140 - 141</b> |
| <b>18.5</b> | <b>A by-law to authorize entering into and execution of a Development Agreement with Duncan Shaw</b>   | <b>142 - 142</b> |
| <b>18.6</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 November 13, 2023</b>   | <b>143 - 143</b> |

**19. Adjournment**

Recommendations:

That the meeting be adjourned.



## **Council Meeting Minutes**

**October 30, 2023, 6:00 p.m.**

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

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

Staff Present: A. Adeyomoye, Acting Manager, Information Technology  
D. Currie, Manager, Capital Works  
T. Dulisse, Acting General Manager, Infrastructure Services  
D. Fraser, CEO, Library  
J. Hawkins, System Administrator  
P. Kelly, Treasurer  
T. MacDonald, Deputy Clerk  
L. Raftis, Assistant Clerk  
H. Savage, General Manager, Community Services  
D. Smith, CAO  
B. Ward, Manager, Planning  
K. Wiedekowsky, Supervisor, Licensing and By-law Enforcement

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

The meeting was called to order at 6:00 p.m.

**2. Approval of Agenda**

**Resolution 2023-309**

Moved by Deputy Mayor Taylor  
Seconded by Councillor Andrews

That the agenda and any addendums for the October 30, 2023 Council Meeting, be approved.

**Carried Unanimously**

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

**3.1 Councillor Stevens - Brenda Watson, Administrator, Orangeville Seniors Centre - Water Proofing Basement, Orangeville Seniors Centre**

Involves indirect interest regarding a family member involved with the Orangeville Seniors Centre Board of Directors.

**4. Closed Meeting**

**Resolution 2023-310**

Moved by Councillor Sherwood  
Seconded by Councillor Macintosh

**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:**

**2023-10-16 Closed Council Minutes**

**Confidential Report - Committee Update and Appointments, CPS-2023-072**

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

**Confidential Report - Cassels, Brock & Blackwell LLP - Town Building**

**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.**

**Carried Unanimously**



- 4.1 **2023-10-16 Closed Council Minutes**
  - 4.2 **Confidential Report - Committee Update and Appointments, CPS-2023-072**
  - 4.3 **Confidential Report - Cassels, Brock & Blackwell LLP - Town Building**
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 2023-311**

Moved by Councillor Stevens  
Seconded by Councillor Andrews

**That the minutes of the 2023-10-16 Closed Council Meeting, be approved;**

**And that confidential report CPS-2023-072, Committee Update and Appointments, regarding personal matters about an identifiable individual, including municipal or local board employees, be received;**

**And that Council accept the resignation of Mark Mischkot from the Economic Development and Culture Committee and proceed with Option 1 to appoint Sana Waqar to the Economic Development and Culture Committee;**

**And that Council accept the resignation of James Newton from Access Orangeville and proceed with Option 1 to appoint Michelle Hartley to Access Orangeville;**

**And that Council accept the resignations of Mark Mischkot and Paul Miron from Heritage Orangeville and proceed with Option 1 to appoint Drew Gwilliams to Heritage Orangeville;**

**And that Council remove Kaya Wojtyczka-Weatherbee from the Mayor's Youth Advisory Council and proceed with Option 1 to appoint Hayden Robb to the Mayor's Youth Advisory Council.**

**And that confidential report from Cassels, Brock & Blackwell LLP - Town Building, 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 staff proceed as directed.**

**Carried**

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

**Resolution 2023-312**

Moved by Councillor Andrews

Seconded by Councillor Prendergast

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

**2023-10-16 Council Meeting Minutes**

**Carried Unanimously**

**10.1 2023-10-16 Council Meeting Minutes**

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

**11.1 Bob Sinclair, 37 Fieldgate Drive - One Sided and Winter Parking**

Bob Sinclair, 37 Fieldgate Drive spoke to correspondence attached to the October 30, 2023 Council agenda regarding one sided and winter parking and answered questions from Council.

**11.2 Brenda Watson, Administrator, Orangeville Seniors Centre - Water Proofing Basement, Orangeville Seniors Centre**

Councillor Stevens declared a conflict on this item. (Involves indirect interest regarding a family member involved with the Orangeville Seniors Centre Board of Directors.)

Note: Councillor Stevens left the meeting at 7:09 p.m.

Brenda Watson, Administrator, Orangeville Seniors Centre spoke to the history of water proofing the basement of the Orangeville Seniors Centre, current quotes, requested guidance and financial support from the Town of Orangeville to finish the project, and answered questions from Council. Bill Lynch, President, Orangeville Seniors Centre spoke to the original construction of the building.

**Resolution 2023-313**

Moved by Councillor Macintosh

Seconded by Councillor Sherwood

**That Council approve the cost of the repairs to the Orangeville Seniors Centre to a maximum of \$110,000 funded through the General Capital Reserve Fund;**

**And that staff are directed to work with the Orangeville Seniors Centre to develop a funding model moving forward.**

**Carried Unanimously**

Note: Councillor Stevens returned to the meeting at 7:35 PM

**11.3 Matthew Smith, 38 McCarthy Street - Pedestrian Crossings**

Matthew Smith, 38 McCarthy Street provided a presentation with respect to pedestrian crossings, spoke to the locations, justifications, official plan, asked that Council discuss improving pedestrian safety throughout the Town, and answered questions from Council.

**11.4 Norah Kennedy, Family Transition Place - Gender Based Violence**

Norah Kennedy, Family Transition Place spoke to the recent event that took place in Sault Ste. Marie, the history and effect of gender based violence, and answered questions from Council.

**12. Question Period**

Mayor Post welcomed Inspector Michael Di Pasquale as the new Detachment Commander for the Orangeville Ontario Provincial Police Detachment.

Noel Ramsey, 15 Fead Street clarified that at the October 16, 2023 Council meeting he was requesting the current by-law to be enforced. Mr. Ramsey further advised that the Schedule "A" of the Orangeville Traffic By-law needs to be corrected to include the stop signs in front of Orangeville District Secondary School (ODSS). Mr. Ramsey asked if there is an update on enforcement of no stopping in school zone around ODSS. David Smith, CAO advised there is no update at this time.

James Jackson, 50 Carlington Drive asked if parking fines should be increased and asked if by-law can ticket vehicles that are parked on the side of the road that appear to be taking two spots. Mayor Post advised that the parking fines were just increased and that there would have to be designated spots in order to enforce.

Matthew Smith, 38 McCarthy Street asked for an update on the completion of the Mill Street Library construction. Darla Fraser, Library CEO advised that there will be a soft opening in mid-November.

### **13. Consent Agenda**

Note: The following item was removed from the Consent Agenda:

Amendment to Fire Service Agreement Fee Schedule - Town of Mono, CPS-2023-080.

#### **Resolution 2023-314**

Moved by Deputy Mayor Taylor

Seconded by Councillor Prendergast

**That the Consent Agenda items for the October 30, 2023 Council Meeting listed under 13.1 Staff Reports, 13.2 Correspondence, and 13.3 Committee/Board Minutes, be received;**

**And that the recommendations listed under 13.1 Staff Reports and 13.2 Correspondence, be approved.**

#### **13.1 Staff Reports**

**13.1.1 Lease Agreement 2109070 Ontario Limited and Town of Orangeville – 85 and 87 Broadway, CMS-2023-041**

**That Report CMS-2023-041, Lease Agreement 2109070 Ontario Limited and Town of Orangeville – 85 and 87 Broadway, be received;**

**And that Council approve the five-year lease agreement between 2109070 Ontario Limited and the Town of Orangeville for the period January 1, 2024 to December 31, 2028;**

**And that Council pass a by-law to enter into an agreement and to authorize the Mayor and Clerk to execute the agreement and any other documents required to complete the transaction.**

**13.1.2 Orangeville Theatre HVAC Re-allocation of Funds, CMS-2023-043**

**That report CMS-2023-043, Orangeville Theatre HVAC Re-Allocation of Funds, be received;**

**And that, Council approve the re-allocation of funds from the 2022 Fan Coil Unit project and 50% of the 2023 Fan Coil Unit project in the total amount of \$90,000.00 to cover the increased cost of the Orangeville Theatre HVAC project.**

**13.1.3 Section 357 Tax Appeals, CPS-2023-045**

**That report CPS-2023-045, Section 357 Tax Appeals, be received:**

**And that Council authorize staff to proceed with processing the property tax adjustments totaling \$36,773.29.**

**13.1.4 Restaurant By-law, CPS-2023-057**

**That report CPS-2023-057, Restaurant By-law, be received;**

**And that a public meeting be held to obtain input from the public on the proposed Restaurant By-law;**

**And that staff report back to Council on the comments and feedback received.**

**13.1.5 Committee Appointments – Community Improvement Plan Committee, CPS-2023-069**

**That report CPS-2023-069, Committee Appointments – Community Improvement Plan Committee, be received;**

**And that Council amend the Terms of Reference of the Community Improvement Plan Committee to remove the requirement to appoint one representative of the business community on the Committee.**

**13.1.6 12 Faulkner Street, Heritage Permit Approval Recommendation (HR-2023-01), INS-2023-071**

**That report INS-2023-071, 12 Faulkner Street, Heritage Permit Approval Recommendation (HR-2023-01), be received;**

**And that the Heritage Permit File No. HR-2023-01, be approved.**

**13.1.7 Amendment to Fire Service Agreement Fee Schedule – Town of Mono, CPS-2023-080**

Note: This item was removed from the Consent Agenda.

**13.2 Correspondence**

**13.2.1 Steve Warren - New Parking Signs on Avonmore Crescent**

**13.2.2 Barbara Whyton - One Sided Parking**

**13.2.3 Township of Melancthon - Motion Bill 21, Fixing Long-Term Care Amendment Act (Till Death Do Us Part) 2022**

**13.2.4 Letter from Orangeville Optimist Club - Christmas in the Park**

That Council approve the request to close Kay Cee Gardens for Christmas in the Park from Wednesday, November 22, 2023 at 4:00 p.m. through to Saturday, January 6, 2024 at 4:00 p.m.;

And that Council approve the use of the community trailer for the month of December, 2023.

**13.2.5 Bob Sinclair, 37 Fieldgate - Parking**

**13.3 Committee/Board Minutes**

**13.3.1 2023-09-19 Economic Development and Culture Committee Minutes**

**13.3.2 2023-09-07 Sustainable Orangeville Meeting Minutes**

**13.3.3 2023-09-20 - Homelessness Task Force Committee Meeting Minutes**

**13.3.4 2023-08-03 Sustainable Orangeville Minutes**

**Carried Unanimously**

**13.1.7 - Amendment to Fire Service Agreement Fee Schedule -  
Town of Mono, CPS-2023-080**

**Resolution 2023-315**

Moved by Councillor Andrews

Seconded by Councillor Prendergast

**That report CPS-2023-080, Amendment to Fire Service  
Agreement Fee Schedule – Town of Mono, be received;**

**And that the updated fee structure, outlined within report CPS-  
2023-080, be approved.**

**Carried Unanimously**

**14. Staff Reports**

**14.1 Scope Change to Capital Project, CMS-2023-037**

**Resolution 2023-316**

Moved by Councillor Stevens

Seconded by Deputy Mayor Taylor

**That report CMS-2023-037, Scope Change to Capital Project, be  
received;**

**And that Council grant authority to the Orangeville Public Library  
Board to re-allocate funds in Capital Project 20320.1300.90860  
Computer Hardware in the amount of \$57,241.**

**Carried Unanimously**

**14.2 Final Update on Town Wide Parking on One Side of Local Streets,  
INS-2023-061**

**Resolution 2023-317**

Moved by Councillor Macintosh

Seconded by Councillor Stevens

**That report INS-2023-061, Final Update on Town Wide Parking on One  
Side of Local Streets, be received;**

**And that Council adopt the parking restrictions as outlined in Schedule A, Attachment 1 to this report;**

**And that a bylaw be authorized to update the current Traffic Bylaw 078-2005 to incorporate the parking restrictions as outlined in Schedule A, Attachment 1, to this report;**

**And that Council adopt the updated Schedule J to Traffic Bylaw 078-2005 to include “No Trucks” on Hansen Boulevard between County Road 16 and 100 metres west of First Street;**

**And that Council adopt the updated Schedule G to include the new Traffic Signals at Dawson Road and Centennial Road.**

**Carried Unanimously**

**14.3 Sewer Line Warranty Program Agreement, INS-2023-062**

**Resolution 2023-318**

Moved by Councillor Macintosh  
Seconded by Councillor Prendergast

**That report INS-2023-062, Sewer Line Warranty Program Agreement, be received;**

**And that Council approve the Sewer Line Warranty Program Agreement, attached to report INS-2023-062, between the Town of Orangeville and Service Line Warranties of Canada Inc. (SLWC);**

**And that Council pass a by-law authorizing the Mayor and Clerk to sign the Sewer Line Warranty Program marketing Agreement attached to report INS-2023-062 between the Town of Orangeville and Service Line Warranties of Canada Inc. (SLWC).**

**Carried Unanimously**

**14.4 515 Broadway – Residential Demolition Permit Application – RD-2023-01, INS-2023-067**

**Resolution 2023-319**

Moved by Councillor Sherwood  
Seconded by Councillor Macintosh



**That Report INS-2023-067, 515 Broadway – Residential Demolition Permit Application – RD-2023-01, be received;**

**And that Residential Demolition Application (RD-2023-01), be approved, subject to the following condition:**

**1. That a Construction Waste Management Plan be implemented by the applicant.**

**Carried Unanimously**

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

**15.1 Mayor Post - Declare Gender Based Violence and Intimate Partner Violence an Epidemic**

Note: Deputy Mayor Taylor assumed the role of the Chair at 8:41 p.m.

**Resolution 2023-320**

Moved by Mayor Post

Seconded by Councillor Sherwood

**WHEREAS the safety of our community and its members is of extreme importance to every Orangeville resident, as well as to Orangeville Council; and**

**WHEREAS gender-based violence and intimate partner violence (IPV), often referred to as domestic violence, means any use of physical or sexual force, actual or threatened in an intimate relationship, including emotional and/or psychological abuse or harassing behaviour; and**

**WHEREAS on August 16th, 2023, Justice Minister Arif Virani described gender-based violence as “an epidemic” in the federal government’s formal response to a coroner’s inquest, also stating that his government is committed to ending the gender-based violence epidemic “in all its forms, and is working to address any gaps in the Criminal Code to ensure a robust justice system response”; and**

**WHEREAS by declaring gender-based violence and intimate partner violence an epidemic, the Town of Orangeville can join the growing number of municipalities and regions in demanding action from all levels of government to address this growing epidemic; and**

**WHEREAS the incidences of gender-based violence and intimate partner violence have increased exponentially throughout the COVID-19 pandemic and has not decreased, while funding to provide the growing demand of services and support for victims and survivors has not kept pace;**

**BE IT RESOLVED THAT:**

- 1. The Town of Orangeville officially declare intimate-partner violence an epidemic, as per recommendation #1 from the Culleton, Kuzyk, and Warmerdam (CKW) Inquest; and BE IT FURTHER RESOLVED THAT:**
- 2. The Town of Orangeville recommends that gender-based violence and intimate partner violence be declared an epidemic in the Province of Ontario; and**
- 3. That the Town of Orangeville requests that the Federation of Canadian Municipalities (FCM), the Association of Municipalities of Ontario (AMO), and all municipalities and regions in Ontario declare gender-based violence and intimate partner violence an epidemic; and**
- 4. That the Town of Orangeville requests that the provincial and federal governments enact the additional 85 recommendations from the CKW Inquest, which provides a roadmap to preventing intimate partner violence from escalating to femicide; and**
- 5. That the Town of Orangeville requests that the federal government starts this enactment by adding the word “femicide” as a term to the Criminal Code of Canada; and**
- 6. That the Town of Orangeville requests that the provincial and federal governments provide the necessary support to municipalities, regions, and their emergency and social services to meaningfully address the gender-based violence and intimate partner violence epidemic; and**
- 7. That the Acting Clerk be directed to send a copy of this motion to the County of Dufferin, the Honourable Premier of Ontario, Doug Ford, The Right Honourable Prime Minister of Canada, Justin Trudeau, Members of Parliament, Members of Provincial Parliament, the United Nations, and all Ontario Municipalities.**

**Carried Unanimously**

Note: Mayor Post assumed the role of the Chair at 8:46 p.m.

**16. Notice of Motion at Meeting**

None.

**17. Announcements**

Councillor Andrews advised that Choices Youth Shelter has commenced a fundraiser and will run through until November 10, 2023 and requested support from the community.

Deputy Mayor Taylor advised that the Optimist Christmas in the Park is quickly approaching and welcomed the community to join the Optimist Club each Saturday moving forward in preparing the park.

Councillor Prendergast reminded the community that tomorrow is Halloween and requested that motorists please drive carefully. Councillor Prendergast welcomed the community to attend Honouring our Veterans at the Museum of Dufferin on Saturday, November 4, 2023 and further advised that Neil Orford will be presenting.

Mayor Post advised the Royal Canadian Legion's Annual Poppy Campaign commenced on October 27 and runs until Remembrance Day. Mayor Post further advised that Council will be selling poppies at the LCBO on Broadway on November 7, 2023 and invited the community to attend Remembrance Day celebrations on November 11, 2023 at Alexandra Park, commencing at 10:30 a.m.

**18. By-Laws**

**Resolution 2023-321**

Moved by Councillor Sherwood

Seconded by Councillor Stevens

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

**A by-law to authorize entering into and execution of a Lease Agreement with 2109070 Ontario Limited for the use of a laneway and 4 parking spaces at 85 and 87 Broadway**

**A by-law to amend By-law 78-2005 to establish no parking on local streets within the Town of Orangeville**

**A by-law to authorize entering into and execution of a Marketing Agreement with Service Line Warranties of Canada Inc. for the purpose of offering the residents an option for maintaining water and sewer lines in 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 October 30, 2023**

**Carried Unanimously**

**18.1 A by-law to authorize entering into and execution of a Lease Agreement with 2109070 Ontario Limited for the use of a laneway and 4 parking spaces at 85 and 87 Broadway**

**18.2 A by-law to amend By-law 78-2005 to establish no parking on local streets within the Town of Orangeville**

**18.3 A by-law to authorize entering into and execution of a Marketing Agreement with Service Line Warranties of Canada Inc. for the purpose of offering the residents an option for maintaining water and sewer lines in the Town of Orangeville**

**18.4 A by-law to confirm the proceedings of the Council of The Corporation of the Town of Orangeville at its closed and regular Council Meeting held on October 30, 2023**

**19. Adjournment**

**Resolution 2023-322**

Moved by Councillor Macintosh

Seconded by Councillor Andrews

**That the meeting be adjourned at 8:51 p.m.**

**Carried Unanimously**

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Lisa Post, Mayor

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Tracy Macdonald, Deputy Clerk

**Subject: Donation of Artwork**

**Department: Community Services**

**Division: CMS**

**Report #: CMS-2023-036**

**Meeting Date: 2023-11-13**

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### **Recommendations**

**That Report CMS-2023-036 Donation of Artwork be received;**

**And that the donation of an oil painting of Town Hall be accepted by Council as outlined in this Report;**

**And that the Honours Committee be directed to complete all steps required to accept the donation as outlined by the Town's Artworks Policy and as clarified within this Report;**

**And that the donated artwork be displayed at Town Hall (87 Broadway, Orangeville, ON) on the main level.**

### **Background and Analysis**

In July 2023, Kay MacGregor (through her son Andy MacGregor) contacted the Town of Orangeville to donate an oil painting created by a local artist. Ms. MacGregor is a long-time resident of Orangeville, having lived here for fifty-three (53) years and owning a business on Broadway for numerous years.

While in attendance at the Theatre Orangeville Victoria Christmas Gala in 2016, Ms. MacGregor bid on an oil painting by local artist Mark Grice. This painting was created in 2015 and is of Orangeville Town Hall (Attachment 1).

Ms. MacGregor would like to donate this painting to the Town of Orangeville and would like to see the artwork initially hung at Town Hall.

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## Artworks Policy

The Town's Artwork Policy outlines the procedures followed in receiving donations from individuals or organizations. The policy indicates that the Town's Honours Committee makes decisions related to the acceptance of donations, demonstration of ownership, completion of release forms, arrangement for costs associated with the transportation and mounting of a donation, and acknowledgement of the donor.

In accordance with the Artwork Policy, the original artist has provided authentication and demonstrated ownership as outlined in the email from Mark Grice (Attachment 1).

Pursuant to the Artwork Policy, the donor and the Town shall enter into a Release, which states, in part, that: "As Town property, the item can be stored, exhibited, disposed of or deaccessioned at the discretion of the Town." While the Town will make every reasonable effort to display the painting in accordance with the donor's wishes, the location of the painting will change from time to time, and may eventually be disposed of or deaccessioned.

Staff will work with Ms. MacGregor to receive the artwork and hang the painting on the main level at Town Hall (87 Broadway).

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## Strategic Alignment

### Strategic Plan

Strategic Goal: Community Vitality

Objective: Vibrancy – Build a more inclusive community, and ensure citizen involvement

### Sustainable Neighbourhood Action Plan

Theme: Economic Development and Culture

Strategy: Further establish Orangeville's identity through the preservation and expansion of tourism, culture and heritage

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## Notice Provisions

N/A

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**Financial Impact**

The original artwork is worth an estimated \$1,750.00. The Town's insurance costs will not increase as this artwork will be covered under the Town's blanket content/property insurance Policy.

Respectfully submitted

Prepared by

Heather Savage  
General Manager, Community Services

Tracy Barry  
Executive Assistant, Community Services

**Attachment(s):** 1. Email from original artist and Image of Oiling Painting



**From:** [REDACTED]  
**To:** [Tracy Barry](#)  
**Subject:** Re: Donation - Oil Painting  
**Date:** Sunday, August 20, 2023 8:05:13 AM  
**Attachments:** [image.png](#)

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Hi Tracy

Below you will find an email from the artist acknowledging mom as the rightfull owner of the painting. I trust this will fullfill that obligation.

Andy MacGregor  
[REDACTED]

----- Forwarded message -----

**From:** **Mark Grice** <[hosstylegallery@yahoo.com](mailto:hosstylegallery@yahoo.com)>  
**Date:** Fri, Aug 18, 2023 at 9:23 AM  
**Subject:** Mark Grice Town Hall Painting  
**To:** [REDACTED]

To Whom It May Concern,

This note is to represent authentication that I created an original painting of the Orangeville Town Hall in November 2015. This painting was purchased by Kay MacGregor by auction at the Theatre Orangeville Victoria Christmas Gala and she has been its sole owner since that time.

Mark Grice  
Alton Mill Arts Centre  
1402 Queen St. Alton ON L7K 0C3  
[REDACTED]



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**Subject: 2023 Annual Report - Homelessness Task Force**

**Department: Community Services**

**Division: CMS**

**Report #: CMS-2023-039**

**Meeting Date: 2023-11-13**

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### **Recommendations**

**That report CMS-2023-039 regarding the 2023 Annual Report – Homelessness Task Force be received.**

### **Background and Analysis**

The Homelessness Task Force (HTF) is comprised of seven (7) members, including two (2) members of Council, and five (5) members of the general public with service sector experience in the areas of:

- Housing and outreach
- Emergency shelters, drop-ins
- Mental health, addiction
- Legal services
- Youth outreach

As well, individuals with lived experiences have been scheduled to join the committee to offer their insight and recommendations.

The Task Force has been formed to advise and explore options and to work with stakeholders relating to homelessness/near homelessness issues in the Town of Orangeville. The Task Force's goals and objectives are to get a better understanding of the situation and how it impacts the community. Once the situation has been assessed, the HTF will develop action items and validate these actions against recently conducted needs assessments.

The task force has identified four (4) key areas of concern with respect to the homelessness issues occurring in the Town of Orangeville:

1. **Zoning Land Use and Planning Policies** – Review the Official Plan and make recommendation to adjust land use policies to allow for more affordable housing.
2. **Facility Use** – Recommend the Town review facility use and provide safe, temporary spaces for homeless population within facilities, specifically during hours when the homeless shelter is not open.
3. **Advocate for Homeless/Near Homeless Individuals** – Advocacy is not only to the Town, but on a Federal/Provincial/County level. As a group, the Task Force is to attend council meetings to express the concern the community is facing and request assistance at every level of government.
4. **Affordable Housing** – Assemble a sub-committee to address gaps in housing stock and to define what affordable housing is.

The HTF has prepared an annual workplan (Attachment 1) which outlines the various issues the task force will focus on for 2024.

The HTF typically meets on a monthly basis and has had four (4) meetings up to the end of October, with two (2) more meetings to be held in 2023. Throughout the term of the HTF, recommendations will be made to Council for their consideration.

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## Strategic Alignment

### Strategic Plan

Strategic Goal: Community Vitality

Objective: Well-Being – Support citizen and staff health, security and well-being

### Sustainable Neighbourhood Action Plan

Theme: Social Well-being

Strategy: Ensure residents have access to affordable housing and community services; contribute to County initiatives that address poverty and homelessness at the source

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## Notice Provisions

N/A

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**Financial Impact**

There is no specific budget allocating for the Homelessness Task Force (HTF). An immediate need for funding has not been identified to-date.

Respectfully submitted

Prepared by

Heather Savage  
General Manager, Community Services

Tracy Barry  
Executive Assistant, Community  
Services

**Attachment:** 1. 2024 Homelessness Task Force Workplan

# Homelessness Task Force

## Work Plan for 2024



Updated: September 21, 2023

	Deliverable / Project	Description	Frequency	Scheduled Date	Location	Lead	Status	Deadline	Budget
1.	<b>Make recommendations to adjust Zoning and land use policies to further support affordable housing.</b>	<ul style="list-style-type: none"> <li>Review Official Plan (ToO and County)</li> <li>Review Zoning By-law</li> <li>Meet with Planning Staff for guidance</li> <li>Work with local Homeowners Building Associations                             <ul style="list-style-type: none"> <li>Pitch ideas</li> <li>Develop marketing tools</li> </ul> </li> <li>Homeless Task Force will be consulted with respect to any land inventory</li> <li>Accessory Unit – an inventory of units/educational campaign/build on the legal basement apartment registry/review best practices that may exist in other municipalities</li> </ul>	Once	Ongoing	Town of Orangeville		Not Started	TBD	None
2.	<b>Temporary spaces in Community Centres.</b>  <b>Focus:</b> <b>Alder Kinsmen/Kinette Room</b> <b>Mill Street Library</b>	<ul style="list-style-type: none"> <li>Compile approved strategies and background information that support the initiative. Example: <i>Community Safety and Well-Being Plans</i></li> <li>Assess local shelter operating hours</li> <li>Confirm community centre hours</li> <li>Determine gap in service hours</li> <li>Environmental scan of available indoor spaces (public and private) and available equipment                             <ul style="list-style-type: none"> <li>Proposed Alder and Mill Street</li> </ul> </li> <li>Explore opportunities to host professionals on site. Example: Social Workers</li> <li>Explore a partnership with the food bank or Dufferin Community Living for food/concession support</li> <li>Implement a shower Pass Program</li> <li>Train Facility Staff</li> <li>Market the initiative</li> </ul>	Ongoing	Ongoing	Town Facilities	H. Savage	In Progress	December 2025	None

3.	<b>Advocate on behalf of the needs of homeless/near homeless at all levels of governments.</b>	<ul style="list-style-type: none"> <li>Identify governmental agencies responsible for supporting vulnerable people</li> <li>Develop tactics and timelines</li> <li>To consider: <ul style="list-style-type: none"> <li>Objectives and goals, what are we trying to achieve/change?</li> <li>How can we measure our success?</li> <li>Who else should be included in the conversation?</li> <li>How far-reaching; require marketing funds?</li> <li>What type of plan – focusing on systems advocacy?</li> <li>Advocate to increase resources for all levels of the homelessness spectrum (hotel rooms/shelter/hostels/encampments)</li> </ul> </li> </ul>	Ongoing	Ongoing	Various	Councillor Andrews – on behalf of Mayor, Council, CAO and staff connecting with MPP, MP	In Progress	Ongoing	None
4.	<b>Affordable Housing</b>	<ul style="list-style-type: none"> <li>To assemble a working group to address local gaps in the housing stock i.e. to define affordable housing;</li> <li>Explore opportunities, unique solutions, and incentives for the creation of affordable housing options</li> <li>Engage community stakeholders with expertise in housing/real estate and social services</li> <li>Conduct an environmental scan to create a baseline of the housing needs</li> </ul>	Ongoing	Ongoing	Various	Develop a sub-committee	Not started	2025	None

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**Subject: Age Friendly Committee Annual Work Plan**

**Department: Corporate Services**

**Division: Recreation**

**Report #: CMS-2023-044**

**Meeting Date: 2023-11-13**

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### **Recommendations**

**That report CMS-2023-044, Age Friendly Committee Annual Work Plan, be received.**

### **Background and Analysis**

The Age Friendly Committee is a Committee of Council and represents the older population of Orangeville. Councillor Andy Macintosh is currently the Chair. The 2018-2022 Term of Council did not have an Age Friendly Committee. Council re-established the committee for the 2022-2026 term. The committee discusses community matters as it relates to aging well, based on various criteria like the state of infrastructure and the breadth of services; recommendations are presented to Council as appropriate.

The committee has developed a work plan for 2023-2024 as attached. The committee will review the Age Friendly Action Plan 2016-2019 and the five (5) strategic priorities and the strategies for improvement.

Orangeville's five (5) priorities for an age-friendly community are:

- Reducing Social Isolation;
- Integrating Cross-Departmental Planning;
- Strengthening Accessibility with an Age-Friendly Lens;
- Building Age-Friendly Awareness & Supports in the Private Sector; and
- Addressing Ageism Across All Sectors.

An annual report will be prepared for Council to provide an update on the completion of strategies as outlined in the plan and next steps.

In addition, the committee is planning community engagement through promoting Seniors Month in June and National Seniors Day, October 1, annually. Other work plan



items include supporting municipal programs and services such as recreation programs, fire awareness and prevention initiatives. The committee will also make recommendations to Council on the provincial senior of the year award nominations.

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## **Strategic Alignment**

### **Strategic Plan**

Strategic Goal: Community Vitality

Objective: Vibrancy – Build a more inclusive community, and ensure citizen involvement.

Well-being – Support citizen and staff health, security, and well-being

### **Sustainable Neighbourhood Action Plan**

Theme: Social Well-being

Strategy: Provide accessible social and community program options that support health, wellness and learning.

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## **Notice Provisions**

Not applicable

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## **Financial Impact**

The 2023 Age Friendly Committee budget is \$5,000, the 2024 budget will continue this allocation, pending Council approval.

The committee will make recommendations to Council as to how to allocate this budget as work progresses.

Respectfully submitted

Prepared by

Heather Savage  
General Manager, Community Services

Sharon Doherty-Gaudin  
Manager, Recreation & Events

**Attachment(s):** 1. Age Friendly Work Plan 2023-24

## Age Friendly Committee Annual Work Plan 2023-2024

Project	Description	Budget	Frequency/Timeline	Strategic Plan & Goals	Status
<b>Review 2016-2019 Age Friendly Action Plan</b>	<p>Committee to review the 2016-2019 Age Friendly Action plan and comment on the five Priorities and how it relates to the current state of ageing and seniors in Orangeville. Committee to provide recommendations on updating the plan.</p> <ul style="list-style-type: none"> <li>Reducing Social isolation</li> <li>Integrating Cross Departmental Planning</li> <li>Strengthening Accessibility with an Age Friendly Lens</li> <li>Building Age-Friendly Awareness &amp; Supports in the Private Sector</li> <li>Addressing Ageism Across All Sectors</li> </ul>	Review annual committee budget and make recommendation if consultants should be obtained to develop new plan.	<p>On-going first 2 years of Committee</p> <p>2023 - 2025</p>	<p>Goal 3 - Community Vitality</p> <p>Objective 7 – Well Being, Support citizen and staff health, security and well-being</p>	
<b>Website updates</b>	Committee to make recommendations for updating senior's information on the website.	No significant budget requirements. Town manages website.	Review each committee meeting	<p>Goal 1 – Corporate Capacity</p> <p>Objective 2 – Innovation – Promote service delivery innovation through modern approaches</p>	
<b>Seniors Discounts</b>	Update seniors discount listing and share with community.	No budget required.	<p>Annually</p> <p>Fall 2023/Winter 2024</p>	<p>Goal 3 – Community Vitality</p> <p>Objective 7 – Vibrancy – Build a more inclusive community, ensure citizen involvement</p>	Councillor Macintosh to lead and meet with BIA to discuss (October 2023).

<b>Meeting Guest Speakers</b>	Invite a variety of community representatives from various agencies to provide updates on services to seniors.	No budget required unless honorarium needed.	Selected meetings	Goal 3 – Community Vitality  Objective 7 – Vibrancy – Build a more inclusive community, ensure citizen involvement	
<b>Promote Seniors Month and Seniors Day</b>	Committee to support events and activities planned for Seniors month annually in June and National Seniors Day October 1 <sup>st</sup> annually.  Committee members to attend Farmers Market in June to promote Seniors month.		Annually  Month of June Annually and October 1 <sup>st</sup> annually.	Goal 3 – Community Vitality  Objective 7 – Vibrancy – Build a more inclusive community, ensure citizen involvement	
<b>Inter-Department Supports and Program Connections</b>	Committee to provide feedback from an age friendly lens for programs and services offered by the Town. i.e. Recreation programs such as membership pass options for seniors fitness classes, coffee club, physician recruitment, housing, Fire prevention strategies, Snow Angels. Some of these topics will also be addressed in the Action Plan review.			Goal 1 – Corporate Capacity  Objective 3 – Collaboration – lead and support regional and subject-matter alliances	
<b>Senior of the Year Award</b>	The committee to recommend candidate/s who have made a significant contribution to the community for the Provincial Senior of the Year award.		Annually	Goal 3 – Community Vitality  Objective 7 – Vibrancy – Build a more inclusive community, ensure citizen involvement	

**Subject: Economic Development and Culture Committee 2023 Results and 2024 Work Plan**

**Department: Community Services**

**Division: Economic Development**

**Report #: CMS-2023-047**

**Meeting Date: 2023-11-13**

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### **Recommendations**

That report CMS-2023-047, Economic Development and Culture Committee 2023 Results and 2024 Work Plan, be received.

And that Council approve the Economic Development and Culture Committee 2024 Work Plan.

### **Background and Analysis**

The Economic Development and Culture (EDC) Committee is comprised of seven (7) members, including one (1) member of Council, one (1) representative of the business community, two (2) members of the general public, and one (1) representative appointed by each of the following: the Dufferin Board of Trade, the Orangeville Business Improvement Area (BIA), and the Orangeville & District Real Estate Board.

The committee advises and makes recommendations to Council regarding policies, strategies, and implementation plans to support and enhance the Town of Orangeville's economic development, tourism, and cultural programs.

In 2023, the EDC Committee chose to meet monthly, rather than quarterly as indicated in the Terms of Reference. Five (5) meetings were held between April and October 2023. The remaining 2023 meetings will be held on November 21 and December 12.

In addition to presentations and reporting by EDC staff, the Committee received delegations throughout the year. Ms. Jessie McGibbon, Manager of Communications presented an overview of tools and resources used to promote the Town's events and initiatives. Mr. Matthew Mair, Planner, Development & Community Improvement, presented information about the Community Improvement Plan and its programs.

Throughout the year, EDC committee members provided sector-specific updates and information on behalf of the business community. This valuable input helped to inform EDC staff about initiatives being undertaken by local partners and to identify the opportunities and challenges being experienced in our business community.

Committee members also helped to promote and facilitate events hosted by the EDC office including “Connectivity through Humour” with Kate Davis in May, “Connect to Create” with Chelsea Johnson in October, the Orangeville & Area Job Fair in October, and the Economic Outlook Breakfast, hosted in partnership with TD Bank Group in November.

The Arts and Culture working group was established with a specific task to review and select submissions for the annual Call for Artists. Over seventy (70) submissions from local artists were received this year and the working group chose four (4) pieces for installation.

The EDC Committee is represented by Jeff Patterson on the Official Plan Steering Committee and by Melissa Vinden on the Community Improvement Plan Committee. Both members will report back to the EDC Committee with updates and potential action items.

The EDC Committee’s 2024 Work Plan can be reviewed in **Attachment 1**. Committee members will support Town initiatives such as the Community Improvement Plan and the annual Call for Artists. They will also leverage their local connections and experience to enhance engagement with Orangeville’s business community and support annual events. Regular sectoral updates will continue to provide relevant and important insights to help guide the work of the EDC office.

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## Strategic Alignment

Priority Area: Economic Resilience

Objectives: Ecosystem and Competitiveness

### Sustainable Neighbourhood Action Plan

Theme: Economic Development and Culture

Strategy: Enhance economic resiliency

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## Notice Provisions

None

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**Financial Impact**

There are no additional funds required to complete the EDC Committee's 2024 work plan. All proposed initiatives will be funded through the requested 2024 operating budget of the Economic Development and Culture/SBEC office.

Respectfully submitted

Heather Savage  
General Manager, Community Services

Prepared by

Katrina Lemire  
Manager, Economic Development and  
Culture

**Attachment(s):** 1. Economic Development and Culture Committee 2024 Workplan

# Economic Development & Culture Committee

## Work Plan for 2024



The Economic Development & Culture Committee meets monthly. Working groups meet as required.  
 EDC Committee members are represented on the CIP Committee and Official Plan Review Committee.  
 The EDC Committee does not have an operating budget. Any costs are supported by existing operating budgets managed by the EDC/SBEC office.

Deliverable / Project	Description	Frequency	Location	Lead	Status
Community Improvement Plan (CIP) support	Support the implementation of the CIP by promoting incentives to eligible property owners, tenants, and developers, in co-ordination with the CIP Committee.	Ongoing	N/A	All members	CIP Committee expected to be established in Q4 2023 and includes a representative from the EDC Committee who will provide updates and opportunities for support.
Business outreach	Create outreach plan to increase engagement with the local business community, gain insights, and provide information about Town resources and support.	Ongoing	TBC	All members	Identify key sectors, business contacts, and relevant discussion content for outreach sessions. Pending approval of a 2024 capital request for the development of a new Economic Development and Culture Strategy, outreach may also be tied to strategy development.
Event support	Support events hosted by the EDC office by facilitating the planning process and sharing with local connections.	Annually	TBC	All members	Tentative 2024 event schedule: <ul style="list-style-type: none"> <li>• Orangeville and Area Job Fair (Fall)</li> <li>• Economic Outlook Breakfast (Fall)</li> <li>• Arts and Culture event (TBC)</li> <li>• SBEC event (TBC)</li> </ul> Note that business outreach activities may may create opportunities for new or additional events.
Call for Artists	Contribute to selection of local artwork for installation on utility boxes as part of 2024 Call for Artists.	Annually	2 to 4 new locations	Arts & Culture Working Group	Call for Artists to be published in Spring 2024, artwork selected in June, installations complete by September.
Film Permit Development	Support development and promotion of film permit application process and resources to encourage filming in Orangeville.	Ongoing	N/A	Arts & Culture Working Group	To be initiated in 2023 for launch in 2024.
Sectoral updates	Provide updates on trends, opportunities and challenges happening in the community.	Monthly	Lakeview Annex	All members	Updates communicated by all members at each meeting.

**Subject: Mayor's Youth Advisory Council 2024 Workplan**

**Department: Corporate Services**

**Division: Clerks**

**Report #: CPS-2023-051**

**Meeting Date: 2023-11-13**

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### **Recommendations**

**That report CPS-2023-051, Mayor's Youth Advisory Council 2024 Workplan, be received.**

### **Background and Analysis**

The Mayor's Youth Advisory Council Committee consists of up to eleven (11) members, composed of one (1) member of Council and ten (10) members of the public up to the age of 20.

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

Goals/Objectives include:

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

The Mayor's Youth Advisory Council Committee has prepared a 2024 Workplan (Attachment 1), which outlines the various projects that will be focused on in 2024.

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### **Strategic Alignment**



**Strategic Plan**

Strategic Goal: Community Vitality

Objective: Vibrancy - Build a more inclusive community and ensure citizen involvement.

**Sustainable Neighbourhood Action Plan**

Theme: Social Well-being

Strategy: Provide accessible social and community program options that support, health, wellness, and learning.

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**Notice Provisions**

None.

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**Financial Impact**

Funding for costs associated with committees is included within the levy-funded operating budget. The 2023 Budget included approximately \$215,000 in funding for committee expenses, with the majority allocated to the Police Services Board.

The attached workplan outlines zero additional projected expenses for 2024.

Respectfully submitted:

Reviewed by:

Chris Moore  
Acting General Manager, Corporate Services

Tracy Macdonald  
Deputy Clerk, Corporate Services

Prepared by:

Natalie Leece  
Legislative Assistant, Corporate Services

**Attachment:** 1. Mayor's Youth Advisory Council 2024 Workplan

# Mayor’s Youth Advisory Council

## Work Plan for 2024



Updated: June 7, 2023

	Deliverable / Project	Description	Frequency	Scheduled Date	Location	Lead	Status	Deadline	Budget/ Comments
1.	Web Page	Events and relevant information in the community i.e., Job postings, roller skating, recreation events, directory/resources	Ongoing	Q4 2023	Virtual	Committee	Planning	Q4 2024	N/A
2.	Social Media Content	Events and relevant information in the community	Ongoing	Q4 2023 & to be continued in 2024	Virtual	Committee	Planning	Q4 2024	N/A
3.	eNewsletter	Youth events, updates/news	Quarterly	Q4 2023 & to be continued in 2024	Virtual	Committee	Planning	Q4 2024	N/A
4.	Town Hall	Open House at ODSS and West Side	1 – 2 times/year	Q2 2024	ODSS & West Side	Committee	Planning	Q4 2024	N/A

**Subject: Equity, Diversity, and Inclusion 2024 Workplan**

**Department: Corporate Services**

**Division: Clerks**

**Report #: CPS-2023-075**

**Meeting Date: 2023-11-13**

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## Recommendations

**That the report CPS-2023-075, Equity, Diversity, and Inclusion 2024 Workplan, be received.**

## Background and Analysis

The Equity, Diversity, and Inclusion (EDI) Committee consists of ten (10) members representing diverse backgrounds and groups (national origin, ethnicity, language, race, colour, sexual orientation, gender identity, age, etc.), containing one (1) member of Council, one (1) member of staff and eight (8) members of the public.

The Committee's mandate is to serve as a main advisory body to Council on matters and issues related to equity, diversity, and inclusivity in the Town. The Committee consults externally with the community, with a focus on liaising with marginalized groups, groups that have historically experienced discrimination, and internally with staff, to progress EDI initiatives, which includes providing advice, feedback, and making recommendations to Town Council.

Goals and objectives of the EDI Committee include:

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

- Provide advice on programs, services and processes from an EDI perspective

The EDI Committee has prepared a 2024 Workplan (Attachment 1), which outlines the various projects that will be focused on during their term.

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## **Strategic Alignment**

### **Strategic Plan**

Strategic Goal: Community Vitality

Objective: Vibrancy: Build a more inclusive community and ensure citizen involvement.

Well-Being: Support citizen and staff health, security, and well-being

### **Sustainable Neighbourhood Action Plan**

Theme: Social Well-being

Strategy: Provide accessible social and community program options that support health, wellness, and learning.

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## **Notice Provisions**

None.

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## **Financial Impact**

Funding for costs associated with committees is included within the levy-funded operating budget. The 2023 Budget included approximately \$215,000 in funding for committee expenses, with the majority allocated to the Police Services Board.

The attached workplan outlines the projected expenses for 2024.

Respectfully submitted:

Reviewed by:

Chris Moore  
Acting General Manager, Corporate Services

Tracy Macdonald  
Deputy Clerk, Corporate Services

Prepared by:

Natalie Leece  
Legislative Assistant, Corporate Services

**Attachment(s):**

1. Equity, Diversity, and Inclusion 2024 Workplan

EQUITY, DIVERSITY & INCLUSION WORKPLAN 2024



#	PROJECT	DESCRIPTION	STRATEGIC PLAN GOAL	STRATEGIC PLAN OBJECTIVE	BUDGET	FREQUENCY	LEAD	STATUS	DEADLINE	COMMENTS
1	Enhance EDI Community Engagement	Establish allyship between various community organizations with an EDI focus and create a central database.	Community Vitality	Vibrancy	\$2,000	Ongoing	Chair, Vice Chair	In Progress	Q4 2024	Communications to provide support.
2	EDI Study / Strategy	Develop/create the framework for the hiring of a consultant to conduct a community focused EDI strategy.			\$80,000	Once	Chair, Vice Chair, CAO, Mayor, GM's	Not Started	Q4 2024	Capital project funds. Procurement & Communications to support. \$10,000 is currently in the Capital Program, additional \$70,000 as part of 2024 Budget ask.
3	Community Wellness	Advocacy to establish further mental health strategies and support in collaboration with other community organizations and agencies.		Well-Being	\$1,000	Ongoing	TBD	Initiated	Q4 2024	As Part of Town advocacy efforts further dialogue will be taking place with ministries.

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**Subject: Heritage Orangeville Committee Annual Report**

**Department: Corporate Services**

**Division: Clerks**

**Report #: CPS-2023-079**

**Meeting Date: 2023-11-13**

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### **Recommendations**

**That report CPS-2023-079, Heritage Orangeville Committee Annual Report, be received.**

### **Background and Analysis**

Heritage Orangeville consists of one (1) member of Council, two (2) to nine (9) public appointments and one (1) representative from the Orangeville Business Improvement Area (BIA).

The Committee promotes the preservation and restoration of buildings in Orangeville that are historically or architecturally significant and facilitates the conservation and preservation of our historical, and architecturally and culturally significant properties, our natural environment and our culture. The Committee typically meets on a monthly basis. In 2023, the Committee held six (6) meetings.

Goals and objectives of Heritage Orangeville include:

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

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

The Heritage Orangeville Committee participated in various initiatives in 2023 including:

**Heritage Calendar Project** – Created and produced for more than two (2) decades, the annual heritage calendar celebrates Orangeville's unique history. The upcoming 2024 calendar theme is "Down Memory Lanes", which showcases Town laneways.

**Awareness Plaques** – The Committee verifies information and approves heritage awareness plaques for residential homes that have historical significance. One (1) awareness plaque was issued, and the Committee accepted one (1) application in 2023.



**Designations** – Heritage Orangeville continues to research and prepare criteria for designation on historically significant properties and to educate homeowners regarding the value of designation in preserving Orangeville’s heritage.

**Committee Representation** – The Committee continues to be represented in the following processes: Heritage Permit Application Reviews, Boulevard Café Permit Application Reviews, Sign Variances and Permit Reviews, Heritage District Façade Grants, Conditions for Clearing Demolitions, and pre-planning consultation meetings, as organized through the Planning Division.

Heritage Orangeville has prepared an annual work plan (Attachment 1), which outlines the various projects that will be focused on in 2024.

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## Strategic Alignment

### Strategic Plan

Strategic Goal: Community Vitality

Objective: Vibrancy – Build a more inclusive community, and ensure citizen involvement

### Sustainable Neighbourhood Action Plan

Theme: Social Well-being

Strategy: Provide accessible social and community program options that support health, wellness and learning.

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## Notice Provisions

None

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## Financial Impact

Funding for costs associated with committees is included within the levy-funded operating budget. The 2023 Budget included approximately \$215,000 in funding for committee expenses, with the majority allocated to the Police Services Board. The attached workplan outlines the projected expenses for 2024.

Respectfully submitted

Reviewed by

Chris Moore  
Acting General Manager, Corporate Services

Tracy Macdonald  
Deputy Clerk, Corporate Services

Prepared by

Mary Adams  
Legislative Co-ordinator, Corporate Services

**Attachment(s):** 1. 2024 Heritage Orangeville Committee Work Plan

# Committee Name

## Work Plan for 2024



Updated: October 23, 2023

Deliverable / Project	Description	Frequency	Scheduled Date	Location	Lead	Status	Deadline	Budget/Comments
Heritage Week	To select themes for the vinyl banners located on the median on Broadway and Town Hall. Discuss displays with our community partners. Advertising through social media.	Once per year	February to March 2024	Downtown Medians	Councillor Sherwood, Lynda Addy		January 2024	Budget: \$2,200 (Special Projects)
Heritage Educations	To allow Committee members the opportunity to attend heritage related educational events Including: possible provincial education session, Ontario Heritage education opportunities	Ongoing	TBD	TBD	Committee		N/A	Budget: \$1,200 Workshops and Memberships  (Memberships and Subscriptions)
Heritage Calendar	An annual heritage calendar created and distributed by the Committee for Town residents	Once per year	Fall 2024	N/A	Gary Sarazin Lynda Addy		Printing – November 2024  Distribution - December 2024	Budget: \$6,600 (Special Projects)
Heritage Awareness Plaques	To review and confirm historical information relating to applicant properties	Ongoing	Ongoing	Research may involve library or MoD visits when online searches prove insufficient for confirmation purposes.	Primary: Lynda Addy  Alternate: Committee		N/A	Budget: N/A (Plaquing Costs)

**Subject: Sustainable Orangeville Workplan**

**Department: Infrastructure Services**

**Division: Transportation and Development**

**Report #: INS-2023-059**

**Meeting Date: 2023-11-13**

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## **Recommendations**

**That report INS-2023-059, Sustainable Orangeville Workplan, be received.**

## **Background and Analysis**

The Sustainable Orangeville Committee consists of one member of council and up to eight members of the public.

The committee will oversee and implement a grants program to local stakeholder groups, citizens or other individuals that are committed to the delivery of initiatives that assist in the development, implementation, and promotion of environmentally sustainable practices within the Town to reduce the Town's environmental impact.

The committee will be managing various projects and programs in the upcoming 2024 year to support the Town's Sustainable Neighbourhood Action Plan (SNAP) and to support local environmental awareness, education, and environmental stewardship.

Sustainable Orangeville has participated in various initiatives in 2023 including:

- Two (2) community tree planting events in partnership with CVC;
- Purchased 200 trees for the Spring 2024 Orangeville resident tree giveaway;
- Baby tree ceremony where five (5) trees were planted in Harvey Curry Park to celebrate the babies born in the previous year;
- Continued involvement and maintenance with the community garden and urban harvest programs throughout Orangeville;
- Renewal of the Town's membership with Bee City Canada;
- Shared knowledge regarding the importance of natural areas to residents

For next year (2024), Sustainable Orangeville will oversee a community grants program and will be involved in the following projects:

**Baby Tree Program**

Donations to the program help fund a “baby forest” to celebrate the babies born for that year. A plaque is placed listing the babies recognized as part of the program.

**Tree Giveaway**

An annual event open to Orangeville residents. Residents can register and pick-up a tree to plant on their property. Helps to promote tree planting on private property.

**CVC Tree Planting Event**

Typically held twice a year. This is a public event hosted by CVC and Sustainable Orangeville. Encourages tree planting and is an opportunity to learn more about trees.

**Urban Forest Education Video**

A one-time short video promoting the importance of trees and what can be done to help support the urban tree canopy. The video is intended to be shared on Town socials.

**Community Gardens/Seed Library**

An area for Orangeville residents who would like to garden and grow their own food.

**Backyard Gardening**

For Orangeville residents to buy a gardening kit at a subsidized cost to build a garden bed and experience the benefits of gardening.

**Urban Harvest**

Promotes sustainable food sources. The food harvested through this program is donated to the Orangeville Food Bank to help address food insecurity.

**Bee Cities**

The Bee City designation is part of a North American movement to support pollinator protection. Emphasizes the value of pollinator diversity and benefits of native species.

**Garden Awards**

A local award program promoting community pride. Recognizes residents who help make the Town beautiful from their time and effort they put into their gardens.

**Hutchinson Trail**

To enhance and protect natural areas in Orangeville.

**Cycling Event**

To promote healthy modes of transportation and improve public health and connectivity.

**Bike Rack Program**

Supports a safe and secure place to store bicycles in Town. Encourages residents to use active modes of transportation and makes cycling more convenient for riders.

## 2024 Workplan

Sustainable Orangeville has prepared an annual work plan (Attachment 1), which provides further details about the projects mentioned above for the year 2024.

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## Strategic Alignment

### Strategic Plan

Goal: Future-Readiness  
Objective: Sustainability

### Sustainable Neighbourhood Action Plan

Theme: Social Well-being  
Strategy: Provide accessible social and community program options that support health, wellness, and learning.

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## Notice Provisions

None

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## Financial Impact

The projected expenses for 2024 total approximately \$30,000, as outlined within the 2024 Work Plan (attached).

Respectfully submitted

Tim Kocialek, P.Eng, PMP  
General Manager  
Infrastructure Services

Reviewed by

Tony Dulisse, CET  
Manager, Transportation and Development  
Infrastructure Services

Prepared by

Kate Thomson, MES, CET, EPT  
Sustainability Co-ordinator  
Infrastructure Services

## Attachment(s):

Attachment 1 – 2024 Workplan, Sustainable Orangeville

Program	Project	Description	Frequency	Scheduled Date	Location	Lead	Status	*Budget	Comments
Urban Canopy	Baby Trees	Share on Town's social media (posts/stories), Brochures handed out at the farmers market, Add info to portion of Town ad in Orangeville Citizen Newspaper. Confirm cost of plaques.	Annual	Sept (usually when ceremony occurs)	Different location each year	Committee, Staff, Council member at Ceremony, everyone welcome	On-going	\$500.00	
	Tree Giveaway	Residents would pre-register for one of 5 or 6 tree species offered. Trees would be provided through the CVC nursery. Residents would pre-register online (Town's website) or in-person at the farmers market (booth at market). Participation would be limited to approx. 200 people. Fulfills recommendations in the UTC Assessment. Advertise through regular Town channels (i.e., news release, social media - posts/stories). In addition, residents could sign up at the farmers market the day of the give away (if trees are available). Tree giveaway expected to occur next spring. Town has resources for booth at the farmers market (tent, table, and tree poster) - can also advertise baby tree pamphlets at the same time.	Annual	Spring	Farmers Market and Online	Wade, Tess, Grant	New	\$2.5k - \$3k	200 trees and corresponding materials (i.e., mats, tree guards, etc.)
	Tree Planting w/CVC	Two times a year (Earth Day and Fall) - plant approx. 200 to 300 native trees/shrubs. Advertise through Town socials.	Bi-annual	Earth Day & Fall	Different location each year	Committee	On-going	\$8,000.00	
	Urban Forest Education Video	Propose to commission a professional video on importance of urban tree canopy and the study that was completed. Video to be shared with the public to help advise where gaps may exist and what can be done to help support the tree canopy. Useful tool for years to come. Possibly have 'The Art of Story Telling' shoot the video.	Once	2024	Varies - film throughout Orangeville	Committee	New	\$2k to \$3k	
	Sustainable Orangeville Tree Planting (whole committee annual event)	Select location for tree planting. Committee will be bringing their own shovels and equipment. Just have to buy trees and select a location.	Annual	Spring or Fall	Different location each year	Committee	New	\$600.00	
	Community Gardens/Seed Library	Repairs, mulch, straw, compost and such. Promote seed library in Feb.	Annual	Spring to Fall	Community Garden (14 Centre St.)	M. Smith, M. Rowley, M. O'Connor	On-going. Need garden volunteer coordinator	\$1,000.00	As in previous budget
	Backyard Gardening	Restart this initiative. Kits to build raised garden bed, plus soil. \$50 self-pay per participant. Home owners or renters (if they have landlord's permission). Number of kits we can sponsor depends on budget and discount from hardware store.	Annual	April-May	Town-wide	M.Smith, M. Rowley, M.O'Connor	On-going. MR to ask Home Hardware and Home Depot if they will participate & give special deal, or at least cut rate & store kits for pickup	\$5,000.00	As in previous year
	Urban Harvest	Logo T-shirts for volunteers showing Sustainable Orangeville or Urban Harvest on them, lawn signs for participating home owners, 2-3 more harvest tools (\$200-\$300) , plus 2 fruit harvest bags (\$100). Educate residents that is someone does not want to pick their own, the Town (Urban Harvest) will come and do it for them. Promote on Town socials to educate the public about the program.	Annual	June-October	Orangeville and Surrounding Area	M.Rowley	On-going	\$2,000.00	2023 volunteers and participating home/tree owners have been emailed; responses are coming in. Poster campaign to take place by mid-August.

Urban Gardening	Bee Cities	Annual membership renewal for the Town, resident size 25,000-29,999	Annual	Renewed on an annual basis	Online	Staff to renew membership via Bee City website	On-going	\$300.00	
	Blooming Boulevards	Community engagement & marketing of Blooming Blvds. To educate the public (at Town Hall) and find community champions (especially those with existing boulevard gardens), then provide planting instructions & seeds to get homeowners started. Need a list of approved plants that could be put in a boulevard (e.g., height, width, etc.). Defer to 2025 budget.	Annual	2025	Town-wide	M. Rowley, M. Smith	New program. Review existing & required by-laws. Then start with inquiries in 2023-2024 to find community champions through direct inquiries, and hosting at Town Hall. Start research in winter 2023/2024. Anticipate program to start in 2025.	\$0.00	
	Garden Awards	Open competition in July/August and vote in Aug-September. Or twice per year for early spring/summer flowers and then late summer/autumn blooms & vegetable gardens. Winners receive a plaque or stake for front garden or window. Types of awards: Food Garden, Pollinator Garden, Best Business, Kids Garden, Container/Balcony Garden, Low Impact or Rain Garden, Lawn Conversion, Enviro Champion. Town to promote on their social (i.e., social media posts/stories, news release).	Annual	2024	Town-wide	M.Smith & Committee	New - Committee to take on their own garden award program	\$200.00	Need a quote on making winners plaques or stakes
	Hutchinson Trail	Plant native and pollinator plants/seeds. Then signs for 2025. Suggest signage at these gardens indicating 'naturalized area' - signs from IS or the Town. Seeds for trail \$100.	Once	2024	Hutchinson Trail	Committee	New	\$100.00	
Transit/Active Transportation	Cycling Event	Bike To The Market Community cycling event (for small bike SWAG, lights, chain lube, reflective stickers etc., 1 or 2 grand prizes). Promote on Town socials.	Annual	Between May-July	Farmers Market	M. Rowley, M. Smith	On-going	\$300.00	As in previous budget
	Bike Rack Program	Additional Bike Racks Program - additional infrastructure for Town to support cycling. Info already on Town's website. Republish bike rack request form on Town's webpage when program starts up again.	On-going	Spring to Fall	Placement of bike racks varies throughout Orangeville. Promote online.	M. Rowley, M. Smith	On-going. Costing & contacts requested from Jeff Lemon.	\$1,000.00	As in previous budget. Costing and contacts requested from Jeff Lemon - approx. \$258 per bike rack. Pay for roughly 4 bike racks. Could possibly see if individual store owners would co-pay at least 50%.



Grant Program	Community Sustainability Grants Program	Oversee and implement a Community Sustainability Grants Program to local stakeholder groups, citizens, or other individuals that are committed to the delivery of initiatives that assist in the development, implementation, and promotion of environmentally sustainable practices with the Town of Orangeville to reduce the Town's environmental impact including, but not limited to, the following areas: urban food systems, active transportation, waste reduction initiatives, water conservation and stewardship, air quality, energy conservation, urban forestry. Create webpage on Town website for grant program (i.e., details grant program, application, how to submit application, etc.), promote grant program on Town socials.	Annual	2024	Approved grant projects varies by location throughout Orangeville. Promote online.	Committee	New	\$5,000.00	Grant program could be structured as 5x\$1000 grants or 10x\$500 grants. Once application is created, then further discussion to be had on what to provide, etc.
Total:								\$30,000.00	

Sustainable Orangeville Budget: \$30,000.00

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**Subject:** Records Retention By-law

**Department:** Corporate Services

**Division:** Clerks

**Report #:** CPS-2023-073

**Meeting Date:** 2023-11-13

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### **Recommendations**

That report 2023-073 Records Retention By-law, be received;

And that Council pass a by-law to establish the record retention schedule and related principles, policies and procedures for the records of the Town;

And that Council repeal By-law 2012-014.

### **Background and Analysis**

The Regulatory By-law Review Work Plan Update adopted by Council at its meeting held on January 23, 2023 includes a review of the Town's Records Retention By-law.

The current by-law was adopted in 2012 and establishes the retention period schedule for the corporation's records.

Section 254 (1) of the Municipal Act states that a municipality shall retain and preserve the records of the municipality and its local boards in a secure and accessible manner and, if a local board is a local board of more than one municipality, the affected municipalities are jointly responsible for complying with this subsection. 2001, c. 25, s. 254 (1).

Section 255 (3) of the Municipal Act, S.O. 2001, c. 25, as amended, states that a municipality may establish retention periods during which the records of the municipality and local boards of the municipality must be retained and preserved in accordance with Section 254. 2001, c. 25, s. 255 (3); 2017, c. 10, Sched. 1, s. 29 (1).

The Records Retention by-law contains the following key changes:

1. Definitions have been added and or modified to provide clarity.
2. An updated Records Retention Schedule

- a) The most recent legislative requirements were determined by TOMRMS (The Ontario Municipal Records Management System).
  - b) Business needs were determined through reviews with Divisions. Such reviews will be routinely performed in the future in relation to the strategic goal of due diligence.
2. The introduction of a records management governance policy framework (Records Management Policy) that will be built upon as the corporation grows. This is a typical framework established in many municipalities and organizations and instrumental to developing good recordkeeping and applying information governance principles.
- a) The governance committee for this policy will be composed of leadership members within the corporation.

### Next Steps

There will be an implementation process, including training for Town staff beginning in the first quarter of 2024.

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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

None.

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### Financial Impact

Staff training for TOMRMS classification scheme is included in the 2024 operating budget. The existing capital program includes a funding allocation of just over \$300,000

for the Records and Information Management (RIM) Program. The Records Retention By-Law is one component of the Town's overall Records and Information Management Program. Additional works are anticipated for 2024, including the development of a comprehensive Records and Information Management Strategy.

Respectfully submitted

Reviewed by

Chris Moore  
Acting General Manager, Corporate Services

Tracy MacDonald  
Deputy Clerk, Corporate Services

Prepared by

Alexandrea Graham,  
Records Coordinator, Corporate Services

**Attachment(s):**

1. Records Retention By-law
2. Records Retention Schedule



## Records Retention By-law By-law XXX-2023

### **A by-law to provide the record retention schedule and related principles, policies and procedures, for the records of the Corporation of the Town of Orangeville.**

Whereas Section 255 of the Municipal Act, S.O. 2001, c. 25, as amended provides that a municipality may establish retention periods during which the records of the municipality and local boards of the municipality must be retained and preserved in accordance with Section 254 thereof;

And whereas Schedule A in By-law 075-2022 delegates certain authorities to the Clerk, including the establishment and amendment of retention periods for the records of the corporation;

And whereas it is now appropriate that Council repeals By-law 104-2012, the Records Retention By-law, and replaces it with the updated Records Retention By-law XXX-2023.

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 “Records Retention By-law” of the Town of Orangeville.

#### **2 Definitions**

In this by-law:

“**Archives**” means the final storage location, either on-site, or off-site, for records that contain permanent retention (as outlined in the retention schedule) due to the historical or research value of the content.

“**Classification system**” means the systematic identification and arrangement of records into categories according to established and structured conventions, methods and procedural rules, and that complies with current provincial and federal legislation.

“**Clerk**” means the Clerk, Deputy Clerk or designate of the Corporation of the Town of Orangeville.

“**Code**” means the reference number for each record series, based on the corporate records management system (TOMRMS: The Ontario Municipal Records Management System).

**“Copy”** means a duplicate of an official record retained for convenience of access or reference.

**“Corporation”** means The Corporation of the Town of Orangeville.

**“Destroy”** means that a record is securely shredded by a Town partner or securely deleted.

**“Digital Records Conversion”** means converting records from their original paper format to a digital format, in order for the digital record to become the official, authoritative record, thereby allowing the paper record to be treated as a **copy**.

**“Disposition”** means to remove a record from the official record keeping system by destruction or selecting for transfer to an **archives**, in accordance with the **corporation’s** policy.

**“Legal Hold”** means a process that preserves by directive all forms of relevant records (paper and electronic) when litigation is reasonably anticipated, which may occur several years before any claim or court action is started. For the purposes of a legal hold, litigation can be reasonably anticipated when certain “triggering events” occur.

**“Microsoft OneDrive”** is a personal file hosting service that operates in the cloud and is recognized by the **corporation** as a personal repository for transitory information.

**“Official record”** means the authoritative version of a record that has operational, legal, fiscal, vital or historical value and that is recognized as evidence of a business transaction or establishes fact. An official record also documents the Town’s obligations or responsibilities or records information that was created, received, distributed or maintained by the Town and is in compliance with legal obligations and where applicable, with **Records Management Policies**.

**“Official repositories”** means physical or digital repositories for records and information that are approved by the corporation as containing the necessary security and privacy elements for use with respect to Town business.

**“Orphan data”** means data that is not machine-readable because the data exists with no identifiable computer application or system that the **corporation** utilizes, or the data is machine readable but does not have sufficient content, context or structure to render it understandable.

**“Record”** means any unit of information however recorded, whether in printed form, on film, by electronic means or otherwise, and includes correspondence, memoranda, plans, maps, drawings, graphics, photographs, film, microfilm/microfiche, audio recordings, videotapes, e-mail, machine readable records, and any other documentary material regardless of physical form or characteristics and including “official records” and “transitory records”

**“Record Lifecycle”** means the various stages the information proceeds through, including creation, maintenance and use, storage, security, and final disposition.

**“Record series”** means groups of records that relate to a particular function or operation, that are filed together in relation to a specific **code**, and that need to be retained for the same period of time.

**“Records Management Policies”** means the systematic control of records and information through its lifecycle by the establishment of a policy framework. It supports the commitment to the effective, efficient, and secure management of recorded information, regardless of format.

**“Retention period”** means the period of time during which a specific records series must be kept before records in that record series may be disposed of.

**“Retention schedule”** means the schedule prescribing how long specific records must be retained before they may be disposed of.

**“Retention symbols”** Schedule A attached hereto includes letters at the bottom of each page of the schedule. The letters symbolize the following:

**“S”** means superseded. The record shall be retained until such time as the subject to which it pertains has ended in a manner appropriate to the subject or has been replaced with more current information.

**“E”** means event. The retention period indicated begins after a specific event, as explained in the notes, if applicable.

**“T”** means terminated. The record shall be retained until such time as the subject to which it pertains has ended in a manner appropriate to the subject.

**“P”** means permanent. The record shall be preserved in perpetuity and not destroyed.

**“SAS”** means subject to archival selection. These records have been designated as having potential historical and research value to the **corporation**, by the responsible division’s manager, general manager or **Clerk** or designate, when their other values have been exceeded. These records will remain in the official record keeping system and will be periodically re-appraised for their archival value.

**“TOMRMS”** means The Ontario Municipal Records Management System, and is the Town’s classification system provider.

**“Transitory record”** means a record that is:

Retained solely for convenience of reference;

Required solely for the completion of a routine action, or the preparation of another **record**;

Of insignificant or of no value in documenting Town business transactions;

Not an integral part of the Town **record**;

Not filed regularly with the Town of Orangeville’s **records** or records keeping system;

Not required to meet statutory obligations or to sustain administrative or operational functions;

About social events that are not special Town events;

Not related to Town business;

A voicemail message.

**“Unstructured Data”** means data that is not actively managed in a relational database management system or organized in a pre-defined structure.

### **3 Retention Schedule**

- 3.1 The record retention schedule attached hereto as “Schedule A”, forms part of this by-law.
- 3.2 The **Clerk** shall administer this by-law and shall ensure that the retention periods set out in “Schedule A” attached hereto comply with all relevant legal and business requirements.
- 3.3 In determining the retention periods for any records, as set out in Schedule A of this by-law, the **Clerk** shall consider, in consultation with other employees of the **corporation** where necessary:
  - 3.3.1 The operational nature of the records, including the period of time during which the **corporation** uses the records to perform its functions;
  - 3.3.2 The legal nature of the records, including the period of time necessary to comply with statutory or regulatory requirements or requirements imposed by agreements, permits or similar documents, or to ensure that the records are available in case of investigation or litigation.
  - 3.3.3 The fiscal nature of the **records**, including the period of time necessary for audit or tax purposes; and,
  - 3.3.4 The historical nature of the records, including the long-term value of the records for documenting past events or the origins and history of the **corporation**.

### **4. Disposition of Records**

- 4.1 Official records in the custody of or control of the **Corporation** shall not be destroyed unless such records are older than the retention period set out in Schedule “A” of this by-law and have been identified in a destruction notice prepared pursuant to the **Records Management Policies**.
- 4.2 The **Clerk** shall notify the appropriate Division Manager in writing of the scheduled disposition of **records**, including a list of the **records** eligible for disposition and the proposed disposition date.
- 4.5 When official records have been disposed of pursuant to this by-law, the **Clerk** shall obtain written confirmation of such disposition.
- 4.6 The confidentiality of the records are to be maintained during disposition.



- 4.7 Copies may be destroyed at any time provided that the official records are being retained in accordance with Schedule “A” of this by-law.
- 4.8 Official records pertaining to legal holds shall not be destroyed.
- 5 **Employee Roles and Responsibilities**
- 5.1 All Employees have the responsibility to:
  - 5.1.2 Ensure that all records they create, use, store or receive to support a Town business or functions are managed and preserved as required by this by-law, applicable procedures and policies, and the Records Retention Schedule By-law;
  - 5.1.3 Create and maintain records whenever it is necessary to document, support or direct key decisions;
  - 5.1.4 Understand and apply records and information management, security, confidentiality, and privacy protection policies and standards;
  - 5.1.5 Identify official and transitory records and manage them in such a way that it provides concise, accurate, and complete evidence of decisions, transactions, and activities, regardless of communication methods;
  - 5.1.6 Store official records in **official repositories**;
  - 5.1.7 Apply the accurate **classification** to records for their use, maintenance, storage or disposition.
- 5.2 Managers have the responsibility to:
  - 5.2.1 Ensure that the **corporation’s Records Management Policies** and procedures are followed, and work with the Clerk’s Division to ensure that they are applied in projects and processes;
  - 5.2.2 Ensure employees are trained to carry out their records management obligations;
  - 5.2.3 Recommend, when necessary, record retention period revisions, relating to records in their custody or control to ensure the schedule meets the business unit’s operational requirements;
  - 5.2.4 Ensure departing employees, where possible, have completed all records management requirements and take steps to verify that all records containing business value have been saved in the **official repositories**;
  - 5.2.5 Inform the Clerk of breaches of records management policy (e.g. damage, theft, misuse, privacy complaints or unauthorized disposition of records); and
  - 5.2.6 Make decisions regarding the format of official records and ensure employees routinely dispose of convenience copies and duplicates.
- 5.3 The Information Technology Division has the responsibility to:

- 5.3.1 Provide technical support for the installation, maintenance and upgrading of records and information management software and related programs to ensure compliance and access within the Town's networked systems.
- 5.3.2 Ensure the security and integrity of all digital repositories; and
- 5.3.3 Consult with the Clerk's Division on the implementation of software, primarily as it relates to the functions and capabilities for **Records Management Policies**.
- 5.4 The General Manager of Corporate Services has the responsibility to:
  - 5.4.1 Provide leadership for the corporate-wide implementation of the RM program and its policies, standards, strategic planning, training and quality assurance as an integral part of the organization's usual and ordinary course of business; and
  - 5.4.2 Make recommendations to the Senior Management Team and Council regarding additional requirements for **Records Management Policies**.
- 5.5 The **Clerk** shall:
  - 5.5.1 Administer the **corporation's Records Management Policies**.
  - 5.5.2 Report to Council annually regarding any original policies or amendments to **Records Management Policies**
  - 5.5.3 Review and make recommendations with respect to this by-law, including Schedule A, attached hereto;
  - 5.5.4 Ensure that official records are preserved and disposed of in accordance with Schedule A, attached hereto;
- 6 Digital Records Conversion**
- 6.1 To promote efficiency and ease of access, records originally created in a paper format, may be converted to a digital format by meeting the criteria and standards as detailed in the **Records Management Policies**.
- 7 Legal Holds**
- 7.1 The **Clerk** has the authority to suspend or reschedule the scheduled disposition of records in the event of anticipated litigation, or to assess legal requirements, compliance, or other concerns at their discretion.
- 7.2 Any legal hold shall be managed in accordance with the **Records Management Policies**.
- 7.3 When appropriate, the **Clerk** has the authority to restart the scheduled disposition once all litigation, legal requirement, compliance, or other concerns have been resolved.
- 8 Repealing Section**
- 8.1 By-law 104-2012 of the Town of Orangeville is hereby repealed.
- 9 Effective Date**
- 9.1 This by-law shall come into force and effect on January 4<sup>th</sup>, 2024.

Passed in open Council this XX day of December, 2023.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Date

**Schedule A - Records Retention Schedule - Corporation of the Town of Orangeville**

Code	Secondary Heading	Responsible Department	Vital Y/N	Personal / General	Active	Inactive	Total Retention	Supplementary Information
<b>Administration</b>								
A01	Associations and Organizations	Originating	N	G	1	N/A	1	Excludes membership fees: see F01
A02	Staff Committees and Meetings	Originating	Y	G	2	2	SAS	
A03	Computer Systems and Information Architecture	IT	Y	G	S	6	S + 6	
A04	Conferences and Seminars	Originating	N	G	1		SAS	Archival review if sponsored by the Municipality
A05	Consultants	Originating	N	P	2		SAS	
A06	Inventory Control	Originating	N	G	3	3	6	
A07	Office Equipment and Furniture/Recording Equipment	Originating	N	G	S		S	Disposal of item
A08	Office Services	Originating	N	G	1		1	
A09	Policies and Procedures	Originating	N	G	S	15	SAS	
A10	Records Management	Clerk's	N	G	S	1	S + 1	
A11	Records Disposition	Clerk's	Y	P	P		P	
A12	Telecommunications Systems	Originating	N	G	S		S	
A13	Travel and Accommodation	Originating	N	G	1		1	
A14	Uniforms and Clothing	Originating	N	G	S		SAS	
A15	Vendors and Suppliers	Originating	N	G	2		2	
A17	Information Access and Privacy	Clerk's	Y	P	2	3	5	
A17-A	Freedom of Information Requests	Clerk's	Y	P	2		2	
A18	Security	Clerk's	N	G	2	3	5	CCTV recordings are retained for 7 days, unless requested by law enforcement, at which time the requested recording will be retained and classified under P08.
A18-A	Visitor's Sign in Logs	Originating	N	G	2	3	5	
A19	Facilities Construction and Renovations	Originating	N	G	E	1	E + 2	E = Completion with no outstanding issues
A20	Building and Property Maintenance	Originating	N	G	2	3	5	Setup tests and manuals: E = equipment removed + 1 year
A21	Facility Bookings	Originating	N	P	1		1	
A22	Accessibility of Services	Building	N	G	2	3	5	
A23	Information Systems Production Activity and Control	IT	N	G	2		2	for backup data see I04
A24	Access Control and Passwords	IT	Y	P	2		S	
A25	Performance Management / Quality Assurance	CAO	N	G	3	3	6	
A26	Building Structure Systems	Building	N	G	S		S	superceded or life of system / asset
<b>Council, Boards and By-laws</b>								
C01	By-laws	Clerk's	Y	G	4	P	P	
C02	By-laws - Other Municipalities	Originating	N	G	S		S	
C03	Council Agendas	Clerk's	N	G	S	5	S + 5	
C04	Council Minutes	Clerk's	Y	G	P		P	
C05	Council Committee Agendas	Clerk's	N	G	E		E + 4	E = End of council term
C06	Council Committee Minutes	Clerk's	Y	G	3	P	P	Sub-committee agendas = 5
C07	Elections	Clerk's	Y	P	E + 4		E + 4	E = day action took effect or voting day Ballot = 120 days after voting or resolution of recount
C08	Goals and Objectives	Originating	N	G	10		SAS	
C09	Motions and Resolutions/Declarations of Interest	Clerk's	y	G	S		P	Copy = 1 year
C10	Motions and Resolutions - Other Municipalities	Clerk's	N	G	S		S	
C11	Reports to Council	Clerk's	Y	G	2	P	P	
C12	Appointments to Boards and Committees	Clerk's	N	G	1	P	P	

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Code	Secondary Heading	Responsible Department	Vital Y/N	Personal / General	Active	Inactive	Total Retention	Supplementary Information
C13	Accountability, Transparency and Governance	Clerk's	Y	G	2		2	
<b>Development and Planning</b>								
D01	Demographic Studies	Planning	N	G	5	5	10	
D02	Economic Development	Economic Development	N	G	5	5	10	
D03	Environment Planning	Planning	N	G	E	15	SAS	
D04	Residential Development	Planning	N	G	5	5	SAS	
D05	Natural Resources	Planning	N	G	3	2	SAS	
D06	Tourism Development	Economic Development	N	G	5	5	10	
D07	Condominium Plans	Planning	Y	G	5	P	P	
D08	Official Plans	Clerk's					P	
D09	Official Plan Amendment Applications	Planning	Y	G	E + 2	3	E + 5	
D10	Severances	Clerk's	Y	G	Land titles registration + 6		Land titles registration + 6	
D11	Site Plan Control	Planning	Y	G	5	P	P	Application 2 years after decision
D12	Subdivision Plans	Planning	Y	G	5	P	P	Application 2 years after decision
D13	Variances - Decisions	Clerk's	Y	G	E + 2	P	P	E = final decision
D13-A	Variances - Applications and Notices	Clerk's	Y	G	E + 2	3	5	
D14	Zoning	Planning	Y	G	E + 2		E + 2	E = final decision
D15	Easements	Planning	Y	G	E + 2	3	SAS	E = expiry of right
D16	Encroachments	Planning	Y	G	E + 1	5	SAS	E = expiry of right
D17	Annexations and Amalgamation	Clerk's	Y	G	5	P	P	
D18	Community Improvement Projects	Planning/Economic Development	Y	G	E + 2	3	SAS	E = Project Completion
D19	Municipal Addressing	Planning	N	G	S	10	S + 10	
D20	Reference Plans	Planning	Y	G	S	P	P	
D21	Industrial/Commercial and Institutional Development	Economic Development	N	G	5	5	10	
D22	Digital Mapping	Planning	Y	P	S		S	Excludes actual data residing on these systems
D24	Background Reports for Official Plan	Planning	Y	G	E + 2	3	E + 5	E = final decision
D25	Deeming Process	Planning					E + 2	E = final decision
D26	Development Charges Study	Planning			5	5	SAS	
<b>Environmental Services</b>								
E01	Sanitary Sewers - Design & Construction	T&D	Y	G	5	P	P	Includes specifications
E01-A	Sanitary Sewers - Maintenance	Public Works	Y	G	E + 2		E + 2	
E02	Storm Sewers - Design & Construction	T&D	Y	G	5	P	P	Includes specifications
E02-A	Storm Sewers - Maintenance	Public Works	Y	G	E + 2		E + 2	
E03	Treatment Plants - Design & Construction	Capital Works	Y	G	5	P	P	Includes specifications and plans
E03-A	Treatment Plants - Maintenance	Public Works (Wastewater)	Y	G	2	3	E + 5	E = report made or when plans cease to apply
E04	Tree Maintenance	T&D / Public Works	Y	G	2	3	5	
E05	Air Quality Monitoring	Public Works	Y	G	E + 5		SAS	E = date of offence or day of evidence of offence first came to attention of person appointed under s. 5
E06	Utilities	T&D / Public Works	N	G	5		SAS	
E07	Waste Management - Design	T&D / Public Works / Capital Works	Y	G	2	8	10	Except post landfill site documentation of closure = E + 25
E07-A	Waste Management - Operations/Maintenance	Public Works	Y	G	2	3	5	

**Schedule A - Records Retention Schedule - Corporation of the Town of Orangeville**

Code	Secondary Heading	Responsible Department	Vital Y/N	Personal / General	Active	Inactive	Total Retention	Supplementary Information
E08	Water Works	Public Works	Y	G	5	10	15	Specifications = P
E09	Drains	Public Works	Y	G	5		P	
E10	Pits and Quarries	Public Works	Y	G	2	3	5	Specifications = life of pit or quarry
E11	Nutrient Management	Public Works	N	G	E + 2		E + 2	E = expiry of plan
E12	Private Sewage Disposal Systems	T&D / Public Works	Y	G	3	4	SAS	Specifications = life of system
E13	Water Monitoring	Public Works	Y	G	5	10	E + 15	E = created, approved or plan no longer in force
E14	Water Sampling	Public Works	Y	G	5	10	E + 15	E = created, approved or plan no longer in force; Child Care Facility plumbing flush and water testing = 6
E15	Chemical Water Sampling	Public Works	Y	G	5	10	E + 15	E = created, approved or plan no longer in force
E16	Backflow Prevention and Cross Connection Control	Public Works	Y	G	5	10	15	
E17	Energy Management	T&D	Y	G	E + 3	4	E + 7	E = end of reporting period
E18	Natural Heritage	T&D	Y	G	E + 1	2	E + 3	E = end of plan or designated year
E19	Renewable Energy	T&D	Y	G	E + 5	10	15	E = created, approved or facility no longer in force
E20	Source Water Protection	T&D	Y	G	E + 5	10	E + 15	E = created, approved or plan no longer in force
E21	MOE Environmental Compliance Approvals	Public Works	Y	G	E + 3		E + 3	E = cease to apply
E22	Private / Small Water Systems	T&D / Public Works	Y	G	E + 5	10	E + 15	Maintenance = as long as equipment in use
E23	Land Quality Monitoring	T&D	Y	G	3	4	7	
E24	Gasoline Storage and Dispensing	Public Works	Y	G	3	4	7	tank install, inspection = system removed + 5
<b>Finance and Accounting</b>								
F01	Accounts Payable	Treasury	N	G	E + 1	6	E + 7	E = close of fiscal tax year end
F02	Accounts Receivable	Treasury	N	G	E + 1	6	E + 7	E = close of fiscal tax year end
F03	Audits	Treasury	Y	G	1	5	6	
F04	Banking	Treasury	N	G	1	5	E + 7	E = close of fiscal tax year end
F05	Budgets and Estimates	Treasury	Y	G	1	5	SAS	
F06	Assets	Treasury	Y	G	E + 5	5	SAS	E = disposal of asset
F07	Cheques	Treasury	N	G	3	3	6	
F08	Debentures and Bonds	Treasury	Y	P	E + 3	3	E + 6	E = debentures surrendered for exchange / cancellation + 6
F09	Employee and Council Expenses	Treasury	N	P	E + 1	6	E + 7	
F10	Financial Statements	Treasury	Y	G	2	P	P	
F11	Grants and Loans	Treasury	N	G	E + 1	6	E + 7	E = repayment of loan
F12	Investments	Treasury	Y	G	E + 1	5	E + 6	E = closure of account
F13	Journal Vouchers	Treasury	N	G	E + 1	6	E + 7	E = close of fiscal tax year end
F14	Subsidiary Ledgers, Registers and Journals	Treasury	Y	P	E + 1	6	SAS	E = close of fiscal tax year end
F15	General Ledgers and Journals	Treasury	Y	G	E + 1	P	P	
F16	Payroll	Treasury	Y	P	3	4	7	E = close of fiscal tax year end
F17	Purchase Orders and Requisitions	Treasury	Y	G	E + 1	6	E + 7	
F18	Quotations and Tenders	Treasury	Y	G	3	4	SAS	unsuccessful bids retain for 2 years from contract award. Excludes: Agreements - see L04 Agreement and contract file contains successful bid, original tender and attachments."
F19	Receipts	Treasury	Y	P	3	4	7	
F20	Reserve Funds	Treasury	Y	G	3	3	6	
F21	Revenues	Treasury	Y	G	3	4	7	Mortgage related if no disability = 10
F22	Tax Rolls and Records	Treasury	Y	P	S	P	P	
F23	Write-Offs	Treasury	N	G	3	3	6	Court services write-offs = 37 years

**Schedule A - Records Retention Schedule - Corporation of the Town of Orangeville**

Code	Secondary Heading	Responsible Department	Vital Y/N	Personal / General	Active	Inactive	Total Retention	Supplementary Information
F24	Trust Funds	Originating	Y	G	E + 3	4	E + 7	E = Fiscal year or last day of residence
F25	Security Deposits	Treasury	Y	G	E	6	E + 6	E = closure of account
F26	Working Papers	Treasury	N	G	E + 1		E + 1	E = completion of audit
<b>Human Resources</b>								
H01	Attendance and Scheduling	HR	N	G	2		5	
H02	Benefits	HR	N	P	S		S	
H03	Employee Records	HR	Y	P	E + 1	4	E + 5	firefighter term + 25
H03-A	Terminated Employees	HR	Y	P	E + 1	9	E + 10	Includes only: Letter of termination, performance reviews, Record of Employment
H03-B	Employees - Students and Volunteers	HR	Y	P	E + 1	2	E + 3	E = Date the employee ceased to be employed by the town.
H03-C	Members of Council and Committees Records	HR	Y	P	E + 1	2	E + 3	E = End of term
H04	Health and Safety	HR	Y	G	2	1	3	Accident reports for construction projects retained with project 1 year after project completion
H05	Human Resources Planning	HR	Y	G	1		Day last used + 1 year	human rights special program planning = 5
H06	Job Descriptions	HR	N	G	S	5	SAS	AS = May pertain to management and senior management descriptions only.
H07	Labour Relations	HR	Y	G	E	10	SAS	E = expiry of contract period
H08	Organization Design	HR	N	G	S		SAS	
H09	Salary Planning	HR	Y	G	5		5	
H10	Pension Records	HR	Y	G	E + 1	6	E + 7	E = termination of employee
H11	Recruitment	HR	N	P	1		1	
H12	Training and Development	HR	N	P	E + 2		E + 2	E = date when course ceases to be offered
H13	Claims	HR	Y	G	E + 1	4	E + 5	E = resolution of claim; Hazardous exposure claim = longer of 40 years or 20 years after last record made
H14	Grievances	HR	Y	G	E + 5	5	E + 10	E = resolution of claim
H15	Harassment and Violence	HR	Y	G	E + 1	2	E + 3	E = resolution of complaint
H16	Criminal Background Checks	HR	Y	G	E + 2	5	E + 7	E = termination of employee
H17	Employee Medical Records - Hazardous Material	HR	Y	G	E + 2	38	E + 40	Or 20 years after last record of exposure
H18	Employee Medical Records	HR	Y	P	E + 3		E + 3	E = resolution of claim; for employee or council health and safety screening and data collection, see H18-A.
H18-A	Health and Safety Screening	Originating	N	P	60 days		60 days	Includes data collected from the public or staff, as a result of public health crises or pandemics.
H19	Disability Management	HR	Y	G	E + 2	3	E + 5	E = Day issued or earlier as may be specified by commission
H20	Confined Spaces	HR	Y	G	S + 2		SAS	Must retain the 2 most recent records
H21	Employee Recognition	HR			5		5	
H22	Employee Certification	Originating	Y	P	E + 2		E + 2	E = certification expired
<b>Information Technology</b>								
I01	Inactive Employee Email Account	IT	N		E + 1		E + 1	E = Date of termination
I01-A	Inactive Council Email Account	IT	N	G	E + 1		E + 1	E = End of term
I01-B	Video-Conferencing Applications Data	IT	N	G			Every 30 days at 12:00 AM from the date of the transitory record's creation.	Includes: backup files and folders, recycle bin files, videoconferencing folders in OneDrive

**Schedule A - Records Retention Schedule - Corporation of the Town of Orangeville**

Code	Secondary Heading	Responsible Department	Vital Y/N	Personal / General	Active	Inactive	Total Retention	Supplementary Information
I03	Instant Messaging Applications Data - Incl. corporate telephone text (andriod and IOS)	IT	N	N			Every 30 days at 12:00 AM from the date of the transitory record's creation.	Includes: backup files and folders, recycle bin files, instant messaging folders in OneDrive
I04	Unstructured Data	IT	N	N	E + 1		E + 1	Includes data stored on various applications and programs, such as OneDrive.
I05	Backup Data	IT	Y	P	S + 6	N/A	S + 6	Data housed on servers; formerly under A23
<b>Justice</b>								
J01	Certificates of Offence (Part I)	Clerk's			E + 2		E + 2	E = date of completion
J02	Informations Part III	Clerk's			E + 3	3	E + 6	E = date of completion
J03	Control Lists	Clerk's			2	2	4	
J04	Court Dockets	Clerk's			2	2	4	Statement of defence - not set to trial = 5
J05	Transcripts and Records of Court Proceedings	Clerk's			3	3	SAS	
J06	Enforcements and Suspensions	Clerk's			4	4	8	
J07	Appeals and Transfers	Clerk's			3	4	7	
J08	Statistics	Clerk's			4	4	8	
J09	Disclosure	Clerk's			3	3	6	
J10	Certificates of Offence (Part II)	Clerk's			3	3	6	For paid, unpaid, certifications of conviction. For cancelled tickets see J10-A
J10-A	Certificates of Offence (Part II) - Cancelled Tickets	Clerk's			E + 1	1	E+2	E = Date cancelled
<b>Legal Affairs</b>								
L01	Appeals and Hearings	Clerk's	Y	P	E	P	P	E = resolution of claim and any appeals
L02	Claims against the Municipality	Treasury	Y	P	E	2	E + 2	
L03	Claims by the Municipality	Treasury	Y	P	E	2	E + 2	
L04	Contracts and Agreements	Clerk's	Y	G	E + 2	P	P	If a wet signature is provided, the document must be kept in its original physical format
L05	Insurance Appraisals	Treasury	Y	G	E + 5	10	E + 15	
L06	Insurance Policies	Treasury	Y	G	E + 5	10	E + 15	E = expiry of policy
L07	Land Acquisition and Sale	Clerk's	Y	G	10	10	E + 20	
L08	Opinions and Briefs	Originating	Y	G	S		SAS	
L09	Precedents	Originating	Y	G	S		SAS	
L10	Federal Legislation	Originating	N	G	S		SAS	
L11	Provincial Legislation	Originating	N	G	S		SAS	
L12	Vital Statistics	Clerk's	Y	G	2	P	P	
L13	Prosecutions	Clerk's	Y	P	E + 1	6	E + 7	E = delivery of judgement
<b>Media and Public Relations</b>								
M01	Advertising/Notices	Originating	N	G	1		SAS	
M02	Ceremonies and Events	Originating	N	G	1	4	5	
M03	Charitable Campaigns/Fundraising	Originating	N	G	1		1	
M04	Complaints, Commendations, Thank Yous and Inquiries	Originating	N	G	2	3	SAS	
M05	News Clippings	Originating	N	G	1		SAS	
M06	News Releases	Communications	N	G	1		SAS	



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Code	Secondary Heading	Responsible Department	Vital Y/N	Personal / General	Active	Inactive	Total Retention	Supplementary Information
M07	Publications	Originating	N	G	S		SAS	S + 3 if subject to copyright or trademark. Photo waivers = retain for as long as the publication
M08	Speeches and Presentations	Originating	N	G	3		3	
M09	Visual Identity and Insignia	Clerk's	N	G	S	5	SAS	
M10	Website and Social Media Content	Communications	N	G	S		2	Youtube council content = End of council term
M11	Customer and Client Services	Originating	N	G	5		SAS	
M12	Intellectual Property	Communications					E + 5	E = expiry of copyright, trademark or patent
<b>Protection and Enforcement Services</b>								
P01	By-law Enforcement	By-law	N	G	2	4	SAS	
P02	Daily Occurance Logs	Originating	N	G	2	3	SAS	
P03	Emergency Planning	Originating	Y	G	S		SAS	If Environmental Protection Act applies = S + 5
P04	Hazardous Materials	Originating	N	G	S	5	S + 5	
P05	Incident and Accident Reports	Originating	N	P	2	3	5	
P06	Building Inspections	Building	N	G	2		2	Subdivision building inspections to be kept permanently, see P06-B
P06-A	Structural Inspections	Building	N	G	S + 1		S + 1	
P06-B	Subdivision Inspections	Building	N	G	2	P	P	
P07	Health Inspections	HR	N	G	S		S	Minimum 1 year
P08	Investigations	Originating	Y	P	5	5	SAS	
P09	Licences	Originating	Y	P	E + 2	3	E + 5	
P10	Building Permits	Building	Y	P	2	P	P	
P11	Permits - Other	Originating	Y	G	E + 2	3	E + 5	Heritage Permits = S ; Wall/Ground Sign Permits = P
P12	Warrants	Clerk's	Y	P	E + 2	2	E + 2	Court services search warrants 40 years
P13	Criminal Records	Clerk's	Y	P	E + 5		E + 5	
P14	Animal Control	Clerk's	Y	P	E + 2		SAS	
P15	Community Protection Programs	Originating	N	P	S + 2		S + 2	
P16	Emergency Services	Originating	Y	P	S + 5		S + 5	
P17	EMS Incident and Impact Reports	Fire Services	Y	P	S + 5		S + 5	
P18	EMS Accident Reports	Fire Services	Y	P	S + 5		S + 5	
P19	EMS Statistics	Fire Services	Y	P	S + 2		S + 2	
P20	Protection and Enforcement Services - Prohibitions and Notices	Clerk's	Y	P			15	
P21	Protection and Enforcement Services - Facilities Routine Water Use, Monitoring and Testing	Child Care Facility						pools and rec camps = 1 ; child care facility plumbing flush and water testing = 6
<b>Recreation and Culture</b>								
R01	Heritage Preservation	Clerk's	N	G	E + 3		SAS	E = end of plan year or removal of designation
R02	Library Services	Library	N	G	2	3	5	
R03	Museum and Archival Services	Clerk's	N	P	S	3	SAS	
R04	Parks Management	Parks & Rec	Y	P	2	3	5	Play ground equipment maintenance = 15
R05	Recreational Facilities	Parks & Rec	N/A	N/A	N/A	N/A	N/A	Code no longer in use; records contained to be filed under other classification codes
R06	Recreational Programming	Parks & Rec	N	P	1	2	SAS	Program registration = 1

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Code	Secondary Heading	Responsible Department	Vital Y/N	Personal / General	Active	Inactive	Total Retention	Supplementary Information
<b>Social and Health Care Services</b>								
S01	Children's Day Nursery Services	Parks & Rec	N	G	E + 2	18	S	Review after 3 years
S02	Elderly Assistance	Originating	N	G	2	3	S	Review after 3 years
S09	Cemetery Records	Public Works	Y	P	2	P	P	Review after 3 years
S20	Cemetary Operations	Customer Service	N	G				contract fulfilled or no longer applies + 6
<b>Transportation Services</b>								
T01	Illumination	T&D / Public Works	N	G	E	6	E + 6	E = removal of equipment; Specifications = P
T02	Parking	T&D / Public Works	N	G	E	6	E + 6	E = closure of lot or space
T03	Public Transit	T&D	N	G	E + 2		E + 2	2 year minimum retention
T04	Road Construction	T&D / Capital Works	N	G	E + 1		E + 1	Specifications = P
T05	Road Design and Planning	T&D / Capital Works	N	G	E + 1		E + 1	Specifications = P
T06	Road Maintenance	Public Works	N	G	E + 1		E + 1	Training and Reports = 7 ; Specifications = P, see T04
T07	Signs and Signals	T&D / Public Works	N	G	E + 1		E + 1	
T08	Traffic	T&D / Public Works	N	G	E + 1		E + 1	
T09	Roads and Lanes - Openings and Closures	T&D / Public Works	N	G	E + 1		E + 1	
T10	Field Survey/Road Survey Books	Public Works / Capital Works	N	G	E + 1		E + 1	
T11	Bridges - Design & Construction	T&D / Capital Works	Y	G	E + 1		P	
T11-A	Bridges - Maintenance	Public Works	Y	G	E + 1		E + 1	Specifications = P, see T11
<b>Vehicles and Equipment</b>								
V01	Fleet Management	Originating	Y	P	E + 2		E + 2	E = end of lease; public vehicles trip record = 1; daily inspection logs = 1 after vehicle ceases to be operated
V02	Mobile Equipment	Originating	Y	P	E + 1		E + 1	E = disposal of equipment
V03	Transportable Equipment	Originating	N	G	E + 1		E + 1	E = disposal of equipment
V04	Protective Equipment	Originating	N	G	E + 1		E + 1	E = disposal of equipment
V05	Ancillary Equipment	Originating	N	G	E + 1		E + 1	E = disposal of equipment; set-up tests = S

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**Subject: Approval and Execution of Memorandum of Understanding with Credit Valley Conservation**

**Department: Infrastructure Services**

**Division: Capital Works**

**Report #: INS-2023-070**

**Meeting Date: 2023-11-13**

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### **Recommendations**

**That report INS-2023-070, Approval and Execution of Memorandum of Understanding with Credit Valley Conservation, be received;**

**And that Council authorize the Mayor and Clerk to sign the attached Memorandum of Understanding (MOU) with Credit Valley Conservation (CVC) for the delivery of programs and services.**

### **Background and Analysis**

The purpose of this report is to clarify the relationship between the Town and Credit Valley Conservation by entering into a Memorandum of Understanding (MOU).

Since 2017, the Conservation Authority Act (CA Act) has been amended several times, including the *Building Better Communities and Conserving Watersheds Act, 2017* (Bill 139), the *More Homes, More Choice Act, 2019* (Bill 108), and the *Protect, Support and Recover from COVID-19 Act (Budget Measures), 2020* (Bill 229). As a result of these amendments to the CA Act, CAs will need to execute MOUs with partner municipalities to govern the funding of municipally requested non-mandatory programs and services, and cost apportioning agreements (formerly referred to as 'levy') to govern the funding of other non-mandatory programs and services a CA has determined are advisable to further the purposes of the CA Act.

Amendments made to the CA Act were intended to increase the transparency of the relationships between CAs and municipalities for the public. The intent of the province for CAs to enter into agreements with municipalities within their jurisdictions with respect to programs and services that the CA's will provide on behalf of the municipality. These initiatives are in addition to the mandatory programs and services that Conservation Authorities provide to their municipalities, which are required by regulation.

The relationships with CVC will continue to develop and become more entrenched as we experience the effects of climate change, including increase in precipitation, wetter, warmer winters and springs, and drier, hotter summers, higher intensity storms, increased stream temperature as air temperature rises, longer growing season, longer heat waves and less days of frost.

The Memorandum of Understanding was developed in discussion with all municipalities in the CVC watershed. The Town of Orangeville has had a long history of collaborating with the CVC and it is beneficial to both parties to enter an MOU to meet the requirements of the CA Act and will allow additional services to be procured through the CVC as required.

The MOU shall commence on the Effective Date and shall continue for four (4) years and will continue for additional four (4) year periods, until either party provides written notice of termination to the other party.

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## Strategic Alignment

### Strategic Plan

Strategic Goal: Future Readiness

Objective: Due Diligence – confirm applicable governance and policy regimes

### Sustainable Neighbourhood Action Plan

Theme: Natural Resources and Environment

Strategy: Enhancing the Culture of Water Conservation and Efficiency

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## Notice Provisions

N/A

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## Financial Impact

The annual contribution to Credit Valley Conservation (CVC) is included within the Corporate Allocations Operating Budget and totaled approximately \$150,000 in 2023.

Any additional services that are obtained from CVC, which have an additional cost, are funded by the CVC's program or project budget. The Town and CVC have

collaborated on several initiatives, including the Pullen Well and flooding at the Water Pollution Control Plant.

Respectfully submitted

Prepared by

Tim Kocialek, P.Eng

Tim Kocialek P.Eng

General Manager, Infrastructure Services

General Manager, Infrastructure Services

**Attachment(s):** 1. Memorandum of Understanding CVC and Town of Orangeville

**THIS MEMORANDUM OF UNDERSTANDING (“MOU”)** is made as of the \_\_\_\_ day of \_\_\_\_\_, 2023 (the “**Effective Date**”).

**BETWEEN:**

**THE CORPORATION OF THE TOWN OF ORANGEVILLE**  
(hereinafter, “**Participating Municipality**”)

**AND:**

**CREDIT VALLEY CONSERVATION AUTHORITY**  
(hereinafter, “**CVC**”)

**WHEREAS** CVC is a conservation authority established under the *Conservation Authorities Act*, R.S.O. 1990, c C.27 (the “**Act**”) providing programs and services that further the conservation, restoration, development and management of natural resources in its watersheds;

**AND WHEREAS** the Participating Municipality is a lower-tier municipality, located wholly or partly within the area under the jurisdiction of CVC, and is designated as a "participating municipality" under the Act;

**AND WHEREAS** in carrying out its mandate under the Act, CVC is required to provide mandatory programs and services (Category 1) including but not limited to programs and services related to understanding and addressing the risks of natural hazards, flood forecasting and warning, drought or low water response, ice management, water control and erosion control infrastructure, providing technical comments on applications under prescribed acts including the *Planning Act*, R.S.O. 1990, c P.13, conservation and management of its lands, fulfilling its duties, functions and responsibilities to administer and enforce the provisions of Parts VI and VII of the Act and any regulations made under those Parts, and associated enabling corporate services;

**AND WHEREAS** in carrying out its mandate under the Act, CVC provides requested, non-mandatory programs and services (Category 2) to participating municipalities within its jurisdiction including but not limited to natural hazards planning and risk management, lands and conservation areas, watershed studies and strategies, environmental resilience, and associated enabling corporate services;

**AND WHEREAS** under the Act, Category 1 programs and services are to be funded through the budget and apportionment process in accordance with the applicable regulations;

**AND WHEREAS** under the applicable regulations, Category 1 operating expenses and capital costs may be included in the apportionment and provided without a memorandum of understanding or agreement;

**AND WHEREAS** under the Act, Category 2 programs and services requested by municipalities may be provided under a memorandum of understanding (“**MOU**”) or such other agreement in

respect of the programs and services;

**AND WHEREAS** under the applicable regulations, Category 2 operating expenses and capital costs may be included in the apportionment under a memorandum of understanding or other agreement, and the operating expenses and capital costs shall be apportioned, in their entirety, to the participating municipality that requested the programs and services;

**AND WHEREAS** under the Act, Category 2 programs and services may be provided at the request of participating municipalities, outside of the budget and apportionment process, through individual procurement agreements;

**AND WHEREAS** the Act requires such memorandums of understanding or other agreements to be reviewed at regular intervals and to be made available to the public, subject to certain exemptions;

**AND WHEREAS** this memorandum of understanding sets out the principles, terms and conditions governing the delivery of Category 2 programs and services funded by the Participating Municipality through the budget and apportionment process;

**NOW, THEREFORE**, in consideration of the mutual covenants and agreements contained herein and for other good and valuable consideration the sufficiency of which is hereby acknowledged by the parties, the parties hereto agree as follows:

1. This MOU shall commence on the Effective Date and shall continue for four (4) years (the “**Initial Term**”). Thereafter this MOU shall continue for additional four (4) year periods (each a “**Renewal Term**”) unless either party provides written notice of termination to the other party at least sixty (60) days prior to the expiry of the Initial Term or Renewal Term, as the case may be.
2. This MOU shall be reviewed by staff for completeness and accuracy on behalf of the parties on an annual basis as part of the budget and apportionment process.
3. When preparing its annual budget, CVC shall follow the prescribed budgetary process in accordance with the requirements of the applicable regulations, including preparation of a draft budget, consultations with participating municipalities, votes to approve the apportionment, and preparation of the final budget.
4. CVC shall identify Category 1 and Category 2 programs and services in the budget, and shall comply with the prescribed methods of apportionment, including the MCVA apportionment method (the ratio that the participating municipality’s modified current value assessment bears to CVC’s modified current value assessment) and the benefit-based apportionment method (the benefit that each participating municipality obtains from the program or service to which the operating expense or capital cost is related), or where permitted in accordance with the applicable regulations, by agreement.
5. Where Category 2 services are included in the budget process and apportionment, CVC

shall apportion the appropriate operating expenses and capital costs to the participating municipality that requested the programs and services.

6. Where Category 2 services are requested and procured outside of the budget process, and not included in the apportionment, the following principles, terms and conditions shall govern the delivery of Category 2 programs and services requested by the Participating Municipality:
  - a. Subject to complying with procurement and purchasing policies, the Participating Municipality will give due consideration to CVC when procuring services related to CVC's mandate and areas of expertise.
  - b. CVC's or the Participating Municipality's standard form of purchase order and procurement agreements will be used for the delivery of municipally requested programs and services.
  - c. CVC will maintain such insurance policies as required by the Participating Municipality in respect of the delivery of programs and services provided outside of the budget process pursuant to this MOU.
  - d. CVC will retain all financial and project records in connection with the programs and services for audit purposes by the Participating Municipality for no less than seven years.
7. Category 1 programs and services shall be provided be in accordance with any standards and requirements that may be prescribed pursuant to subsection 21.1(3) of the Act. Category 2 programs and services provided shall be in accordance with any standards and requirements, and any terms and conditions, that may be prescribed pursuant to subsection 21.1.1(4) of the Act.
8. Where Category 2 programs and services funded by the Participating Municipality involve user fees, such fees shall be imposed in accordance with CVC's fee policy and fee schedules adopted in accordance with the provisions of the Act, or otherwise in accordance with provisions set out in an agreement between CVC and the Participating Municipality.
9. CVC's Category 2 programs and services are listed in Schedule "A".
10. The Participating Municipality and CVC will continue to work together to identify opportunities for further collaboration to the benefit of both parties and ensure efficiency, transparency and accountability in the use of public sector resources.
11. This MOU shall be made available to the public in accordance with the Act and any applicable regulations.
12. This MOU may be executed in counterparts and when each party has executed a



counterpart, each of such counterparts shall be deemed to be an original and all of such counterparts, when taken together, shall constitute one and the same agreement. The parties may sign this MOU by means of electronic signature and deliver this MOU by electronic transmission.

**IN WITNESS WHEREOF**, the parties have entered into this MOU as of the Effective Date.

**CREDIT VALLEY  
CONSERVATION AUTHORITY**

Per: \_\_\_\_\_  
Name: Quentin Hanchard  
Title: Chief Administrative Officer

Per: \_\_\_\_\_  
Name: Tom Adams  
Title: Chair, CVC Board of Directors

**THE CORPORATION OF THE TOWN OF  
ORANGEVILLE**

Per: \_\_\_\_\_  
Name:  
Title:

Per: \_\_\_\_\_  
Name:  
Title:

## Schedule A

### Municipally requested (Category 2) programs and services from Credit Valley Conservation's Inventory of Programs and Services, Version 2, March 10, 2023

Program/Service Name	Description/Rationale
Watershed and Subwatershed Planning	Plans which characterize the land use, stressors, and water resource and natural systems of the study area (Credit River Watershed or subwatersheds). These plans also provide analysis based on stressor and mitigation scenarios, as well as recommend implementation actions to meet study goals and objectives. Identification, prioritization and quantification of multi-flood hazard and climate-related risks and cost-benefit analysis of management options.
Natural Heritage and Ecological Monitoring and Inventory	Ecological monitoring and inventory outside of Conservation Authority land. Information and mapping used to support watershed and subwatershed studies and municipal planning and natural heritage system management. Assessing vulnerability of natural heritage features (e.g., woodlands, wetlands) and developing approaches to help the natural heritage system adapt to the effects of climate change. Provides technical and administrative supervision of crews working on the Region of Peel Green Infrastructure Inventory and Condition Assessment for natural assets. Information will inform State of Infrastructure Report and an Invasive Species Strategy for the Region of Peel. Coordination of the Peel Urban Forest Strategy refresh. Ecohydrologic monitoring and analysis to improve our understanding of ecologic-hydrologic relationships to inform natural hazard and natural heritage management and support Regional Well development and management in vicinity of Inglewood. Support to the Peel Monitoring and Measures Report. Input to watershed studies, plans, and contributions to restoration monitoring.
Climate Change Risk Management	Development of risk assessment/management methodology, identification of priority vulnerabilities of multi-flood and erosion hazards, social vulnerabilities and risks to natural and built infrastructure/properties, cost-benefit analysis, prioritized response actions and development of corporate mitigation and adaptation policies and plans. Tracking and documentation, implementation, predicted maintenance frequency of SWM ponds, flood performance of natural/green infrastructure, account for GHG supply chain and carbon sequestration of grey/green/nature-based solutions. Specific Peel Priority Projects include: Flood Risk Assessment, Overland Flood Assessment, Delineation of Peel owned stormwater ditches, support for DMAF applications.
Integrated Water Management Science	Provision of stormwater management services such as infrastructure inspections, condition assessments, in-field evaluations, design review and climate change risk modelling to support municipal priorities towards advancing stormwater planning, design, operation & maintenance, and life cycle management to satisfy asset management requirements. Development of monitoring plans and delivery of monitoring services to fulfill provincial environmental compliance approval requirements for Peel municipalities. Development and delivery of training, guidance, and knowledge transfer in collaboration with integrated water management implementation programs.
Modelling and Analysis	Targeted investigations and local scale modelling including water balance, erosion, and water quality assessments to support management strategies for flooding, natural hazards, and climate resilience, analysis and communication of results. In partnership with the University of Toronto, TRCA and the City of Brampton, examining a suite of SWM ponds through the City of Brampton to determine the cumulative thermal impact on receiving watercourses and pond performance.
Real-time Water Quality Monitoring	Operation of a network of real-time water quality stations monitoring key water quality parameters; data analysis; communication of results to support watershed management.

Natural Assets and Ecosystem Services	Development of methods, guidelines and tools on natural asset management and ecosystem services assessments to address municipal requests and assist CVC and external partners in natural asset planning, management, and restoration. Providing input and leading data analysis and the State of Infrastructure report writing for Region of Peel Natural Green Infrastructure Inventory and Condition Assessment for natural assets on Region of Peel properties. Working in partnerships with municipalities to help them to meet regulatory requirements with respect to natural assets and climate change.
Enhanced Flood Plain Mapping Services	Additional services to support expedited flood plain mapping.
Application Review other than natural hazards	Input to the review and approval processes under other applicable law, (e.g., Environmental Assessment Act, Drainage Act, Aggregate Resources Act, Niagara Escarpment Planning and Development Act proposals) with comments principally related to non-natural hazard related matters (as per plan review MOUs with municipal partners).
Plan Review other than natural hazards	Technical information and advice on non-natural hazard related matters to municipalities on circulated municipal land use planning applications - as per MOUs (Official Plan and Zoning By-law Amendments, Subdivisions, Consents, Minor Variances). Input to municipal land-use planning and strategic documents (OP, Comprehensive ZB, Secondary plans, subwatershed studies, natural heritage system strategies, parks and open space master plans, etc.) related to non-natural hazard matters.
Public Engagement, Education, and Stewardship	Programs and services to engage, educate, and coordinate environmental stewardship programs on CA lands. Includes implementation of CA management plan and watershed plan recommendations, youth outdoor education programs, public volunteer and stewardship events in CAs, Conservation Youth Corps, as well as site planning, monitoring and assessment for stewardship projects on CA lands.
Land Management, Operation and Maintenance non-CA lands	Management, operation and maintenance of non-Conservation Authority Lands (e.g., Ontario Heritage Trust properties). Including programs and services to maintain facilities and other amenities that support public access.
Community Engagement and Stewardship	Programs and services to engage, educate, and coordinate environmental stewardship programs on municipal and public lands with municipal partners. Includes Sustainable Neighbourhood Action Program (SNAP) implementation, public volunteer and stewardship events on municipal lands in partnership with municipalities, Conservation Youth Corps, as well as site planning, monitoring and assessment for stewardship projects on public lands.
Landowner Engagement and Stewardship	Engagement with urban, rural, and agricultural landowners to promote private land stewardship, provide project advice, design and implementation assistance to property owners. Implementation of watershed plan and Sustainable Neighbourhood Action Program (SNAP) priority stewardship recommendations. Includes management and implementation of Peel Rural Water Quality Program, Wellington-Dufferin Rural Water Quality Program, ALUS program, and Greening Corporate Grounds.
Restoration and Stewardship Private Lands	Implementation of terrestrial and aquatic restoration projects on private lands and supporting landowner engagement, education, and stewardship programs. Includes delivery of forestry services (tree nursery, planting and woodlot management); provincial, federal, ALUS-sponsored wetland restoration projects; and on-line dam removal and riparian restoration.
Integrated Water Management Implementation	Programs providing training and technical expertise to government partners, the development community, and landowners to achieve wide-scale implementation of green infrastructure (GI), integrated water management (IWM), and pollution prevention (P2) initiatives.
Sustainable Neighbourhoods Action Program	Neighbourhood-scale action planning, municipal and stakeholder engagement, and implementation of watershed, sub-watershed, and municipal priorities for urban renewal and climate action.

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**Subject: New Stop Sign at Preston Drive and Parkinson Crescent & General Housekeeping to the Traffic Bylaw**

**Department: Infrastructure Services**

**Division: Transportation and Development**

**Report #: INS-2023-075**

**Meeting Date: 2023-11-13**

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### **Recommendations**

**That report INS-2023-075, New Stop Sign at Preston Drive and Parkinson Crescent & General Housekeeping to the Traffic Bylaw, be received;**

**And that a bylaw be authorized to update Schedule E of the current Traffic Bylaw 078-2005 to incorporate the new Stop Sign on Parkinson Crescent at Preston.**

**And further that the Traffic Bylaw be amended to include a housekeeping change as outlined in the body of this report.**

### **Background and Analysis**

At its October 16 Council meeting, a notice of motion was presented by Councillor Prendergast as follows:

WHEREAS the Town of Orangeville and Council must consider the changing needs of residents and their neighbourhoods;

AND WHEREAS neighbourhoods in the Town of Orangeville must be safe for residents who use active transportation such as walking or cycling;

AND WHEREAS Preston Drive is being used temporarily for construction purposes and will remain an emergency access point for the Avalon Long Term Care Home;

AND WHEREAS residents require safe crossing on Parkinson Crescent along the stretch between Laverty Crescent and Preston Drive to cross the road to Parkinson Crescent Park, including the installation of a stop sign or an all-way stop sign as necessary and subsequent curb ramping, if necessary;

AND WHEREAS the Town of Orangeville and Council are authorized to approve stop signs on the basis of immediate community need;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Council directs Infrastructure Services to install a stop sign or an all-way stop on Parkinson Crescent between Laverty Crescent and Preston Drive as deemed appropriate by staff, including the appropriate curb ramping, if necessary to promote accessibility and active transportation;
2. And that the Town's Traffic By-law (2005-078) be updated to include a stop or all-way stop at the intersection of Parkinson Crescent, deemed appropriate by staff.

Based on the direction provided by Council by the above resolution it is understood that the new stop control does not necessarily meet the traffic volume justifications and warrants for a "stop sign" in accordance with the Ontario Traffic Manual (OTM); however, Council and Staff acknowledge that the safest and most efficient location to cross Preston to access the neighbourhood park is at an intersection.

Transportation & Development in cooperation with Public Works has determined that the intersection of Parkinson Crescent and Preston Drive was the more appropriate location to place a stop sign for the following reasons:

- There are existing sidewalk facilities that would not require significant revision at this time;
- Site lines are appropriate to allow pedestrians and motorist proper advanced warning of the stop controls; and
- The controls could be installed relatively inexpensively.

It should also be noted that there is planned development of the lands on both sides of Parkinson Crescent in the future and that staff will review all crossing facilities, traffic controls, traffic calming and roadway safety during the site plan review process for those properties. Any changes that may be proposed or required will be reflected on the plans. Staff will prepare an additional report for Council's consideration should changes to the Town's Traffic Bylaw be required as a result of the development at that time.

This report also speaks to an administrative amendment to Section 1.1 and 2.1 of the Traffic Bylaw. The following amendment is recommended:

Section 1.1 be amended to add: "**officer**" means a police officer, a police cadet, a municipal law enforcement officer, a person authorized to enforce the Highway Traffic Act, or any person appointed by Council to enforce this by-law;"

Section 2.1 be amended to add: A police officer, police cadet, municipal law enforcement officer or other person authorized to enforce the Highway Traffic Act, as amended, are hereby vested with the authority of administering and enforcing the provisions of this by-law.

The above amendment to the clause essentially provides the Town with additional enforcement flexibility.

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## **Strategic Alignment**

### **Strategic Plan**

Strategic Goal: Community Stewardship

Objective: Safe and Protected

### **Sustainable Neighbourhood Action Plan**

Theme: Transportation System

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

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## **Notice Provisions**

N/A

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## **Financial Impact**

The estimated cost to supply and install the sign is approximately \$500 and would be funded via the existing operating budget allocation for Safety Devices/Signals/Railroad Crossings.

Respectfully submitted

Tim Kocialek, P. Eng. PMP  
General Manager, Infrastructure Services

Prepared by

Tony Dulisse, CET  
Manager, Transportation & Development

**Attachment(s):** N/A

# Transportation Master Plan

Notice of Study Completion | Issued: November 3, 2023



## About The Study

The County of Dufferin has completed the 2023 Transportation Master Plan (TMP) that incorporates updated population and employment forecasts to guide infrastructure investments, policies, and strategies for a multi-modal transportation network up to the year 2051.

## The Process

The TMP followed Phases 1 and 2 of the Municipal Class Environmental Assessment (EA) process for master plans. The recommendations from the TMP were determined and refined through a data-driven process, traffic modelling and public and agency consultation and input. The recommendations help identify the next steps that the County of Dufferin can take to improve how people travel through within and through the County.

The TMP provided recommendations to improve the County's roadways, walking and cycling infrastructure, and transit network.

## Notice of Review Period

This notice announces the start of the 30 calendar-day public review period for the TMP in accordance with the requirements of the EA process. The review period will begin on **November 3, 2023**.

The TMP report is available for viewing beginning November 3, 2023 at the County's administrative office:

W. & M. Edelbrock Centre, 30 Centre Street  
Orangeville, ON L9W 2X1  
Monday to Friday, 8:30am to 4:30pm

or online at <https://www.dufferincounty.ca/services/planning-development>

Please provide all written comments to the study team member noted below by **December 4, 2023**:

**Silva Yousif**, PMP, MCIP, RPP, EIT  
Senior Planner, Development and Tourism  
County of Dufferin  
519-941-2816 Ext. 2509  
[syousif@dufferincounty.ca](mailto:syousif@dufferincounty.ca)

**Brett Sears**, MCIP RPP  
Senior Project Manager  
Transportation Planning and Science, WSP  
289 982 4752  
[brett.sears@wsp.com](mailto:brett.sears@wsp.com)



## **Minutes of Age Friendly**

**June 20, 2023, 1:00 pm**

**Electronic and In-Person Participation - Age Friendly**

**The Corporation of the Town of Orangeville**

**(Chair and Secretary at Town Hall - 87 Broadway)**

**Orangeville, Ontario**

Members Present: Councillor Macintosh  
L. Banks  
M. Chapman  
C. Hamilton  
K. Jack

Members Absent: A. Aguanno

Staff Present: S. Doherty, Manager, Recreation and Events  
L. Raftis, Assistant Clerk  
N. Leece, Legislative Assistant  
T. Dulisse, Manager, Transportation and Development

### **1. Call to Order**

Councilor Macintosh called the meeting to order at 12:58 p.m.

### **2. Disclosures of (Direct or Indirect) Pecuniary Interest**

None.

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

**2023-005**

**Moved By** C. Hamilton

That the minutes of the following meeting are approved:



**Carried**

### **3.1 2023-04-18 Age Friendly Committee Meeting Minutes**

## **4. Presentations**

### **4.1 Delegate - Steph M., iThrive Studio - 55+ Fitness and Recreation**

This item was discussed after item 4.2 - Tony Dulisse, Manager, Transportation & Development - Transit.

Steph M., iThrive Studio, shared an overview of her business, contact information, and willingness to partner and collaborate on accessible fitness initiatives.

The Committee can reach Steph at:

- P: 226-792-3222, W: [www.ithrivestudio.ca](http://www.ithrivestudio.ca)

### **4.2 Tony Dulisse, Manager, Transportation & Development - Transit**

This item was presented prior to item 4.1 - Delegate - Steph Miller, iThrive Studie - 55+ Fitness and Recreation.

Tony Dulisse, Manager, Transportation & Development, spoke to the increase of transit ridership, construction of the Transit Terminal, routes, and the upcoming On Demand service.

The Committee discussed training and communication strategies.

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

### **5.1 2023 Work Plan**

#### **5.1.1 Budget Review**

The Committee discussed the budget and potential initiatives.

### **5.2 Senior of the Year Update**

Mayor Post announced Heather Sheehan, local resident, as the recipient of the Ontario Senior of the Year Award for 2023.

Committee members were asked to consider nominations for the Ontario Senior of the Year Award for 2024.

## **6. Correspondence**

None.

**7. New Business**

Mike Champan discussed the opportunity and challenges of keeping a robust database of all services and programs available to Seniors. The Committee will review the available information at present date and discuss updates required at the next meeting.

Mayor Post advised the next Town Hall meeting is tentatively booked for Tuesday, September 26, 2023, commencing at 6:30 p.m. at Tony Rose Memorial Sports Centre.

Sharon Doherty, Manager, Recreations and Events advised the upcoming Seniors Holiday Luncheon is scheduled for December 6, 2023 at Tony Rose Memorial Sports Centre.

**8. Date of Next Meeting**

The next meeting is scheduled for Tuesday, September 19, 2023 at 1:00 p.m.

**9. Adjournment**

**2023-006**

**Moved By** K. Jack

That the meeting be adjourned at 2:15 p.m.

**Carried**



## **Minutes of Age Friendly**

**September 19, 2023, 1:00 pm**  
**Electronic and In-Person Participation - Age Friendly**  
**The Corporation of the Town of Orangeville**  
**(Chair and Secretary at Town Hall - 87 Broadway)**  
**Orangeville, Ontario**

Members Present: L. Banks  
M. Chapman  
C. Hamilton  
Councillor Macintosh  
K. Jack

Members Absent: A. Aguanno

Staff Present: S. Doherty, Manager, Recreation and Events  
L. Raftis, Assistant Clerk

### **1. Call to Order**

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

### **2. Disclosures of (Direct or Indirect) Pecuniary Interest**

None.

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

**2023-007**

**Moved By** M. Chapman

That the minutes of the following meeting are approved:

2023-06-20 Age Friendly Meeting Minutes

**3.1 2023-06-20 Age Friendly Meeting Minutes**

**4. Presentations**

None.

**5. Items for Discussion and Reports**

**5.1 2023 Work Plan**

The Committee discussed the 2024 workplan and the idea of hiring a consultant to complete the 2025 workplan. Sharon Doherty, Manager, Recreation and Events will prepare a draft 2024 workplan for the Committee to review before presenting to Council.

**5.2 Discount Update**

The Committee discussed past discounts offered to seniors in the community. Councillor Macintosh advised the Committee that he will be delegating to the Orangeville Business Improvement Area Committee in the future to discuss the advantages of seniors discounts.

**5.3 55+ Recreation Programs**

Sharon Doherty, Manager, Recreation and Events spoke to 55+ lane swims, 55+ fitness programs, and the creation of a coffee cart to encourage intergenerational activities. The Committee discussed options and expressed support of each program.

**5.4 Upcoming Guest Speakers**

The Committee discussed inviting the following organizations to attend a future Age Friendly meeting:

- Polycultural Immigrant & Community Services
- Dufferin County Multicultural Foundation

The Committee suggested inviting Tony Dulisse, Manager, Transportation and Development to a later meeting date to provide the Committee with a transportation update. Councillor Macintosh asked the Committee to contact him with further suggestions.

**2023-008**

**Moved By** C. Hamilton

That the Committee approve the purchase of name tags for members.

**Carried**

## **5.5 Town Hall Event**

Councillor Macintosh invited the Committee to attend the upcoming Town Hall Event and advised that the event will be mainly geared toward seniors.

## **6. Correspondence**

The Committee acknowledged the 2022-2023 Annual Report distributed to each member from the Headwaters Heath Care Centre.

## **7. New Business**

Mike Chapman suggested the opportunity to implement a snow removal program similar to the Town of Caledon Snow Angel Program. The Committee discussed informing the school board in order to allow an opportunity for students to utilize the program toward their community hours.

Mr. Chapman inquired about the Fire Safety Program. Sharon Doherty, Manager, Recreation and Events advised this item will be added to the 2024 Workplan.

Cheryl Hamilton suggested hosting an information session for organizations who require volunteers.

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

The Committee discussed meeting in October to review the 2024 Workplan prior to being presented to Council on November 13, 2023.

**2023-009**

**Moved By** Ken Jack

That the Committee meet Tuesday, October 17, 2023 at 1:00 p.m.

**Carried**

## **9. Adjournment**

**2023-010**

**Moved By** Ken Jack

That the meeting be adjourned at 2:18 p.m.

**Carried**



## Minutes of the Equity, Diversity and Inclusion Committee

September 21, 2023, 5:30 p.m.

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

Members Present: Councillor Andrews  
C. Aristizábal  
D. Maxey  
D. Nairn  
G. Spence  
V. Petho

Members Absent: H. Mason  
M. Gotuzzo  
P. Thomas

Staff Present: K. Landry, Acting General Manager, Corporate Services  
N. Leece, Legislative Assistant

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### 1. Call to Order

Councilor Andrews, Chair, called the meeting to order 5:33 p.m.

### 2. Disclosures of (Direct or Indirect) Pecuniary Interest

None.

### 3. Adoption of Minutes of Previous Meeting

**Recommendation: 2023-006**

Moved by D. Nairn

That the minutes of the following meeting are approved:

Minutes - Equity Diversity and Inclusion Committee - June 15, 2023

**Carried**

### 3.1 Minutes - Equity Diversity and Inclusion Committee - June 15, 2023

### 4. Presentations

#### 4.1 Delegate - Jessie McGibbon, Manager, Communications, Town of Orangeville

Jessie McGibbon, Manager, Communications, Town of Orangeville provided an overview of the Communications team, lines of business, social channels and engagement tools. Ms. McGibbon shared that

enhancing external Equity, Diversity & Inclusion (EDI) Communications is a goal. Opportunities for Communications support are to be incorporated into the Committee Workplan so initiatives can be appropriately resourced and budgeted.

A list of 2023 Proclamations that are currently listed on the Town website was provided to all Committee members. Additional research to determine dates of significance pertinent to the Orangeville community is ongoing.

Note: Proclamation ceremony for Hispanic Latin American Heritage Month is taking place at Town Hall on Friday October 13th at 3 p.m.

**4.2 Delegate - Katrina Lemire, Manager, Economic Development & Culture, Town of Orangeville**

Katrina Lemire, Manager, Economic Development & Culture, Town of Orangeville discussed the request for alternative ideas to support community groups who currently have designated crosswalks in Town.

The Committee discussed possible negative perceptions to removing crosswalks and sourcing alternative public art opportunities.

Note: EDI Committee Chair will forward concerns to the Transportation & Infrastructure Services department. The Committee has requested to be notified when the report on the matter of crosswalk alternatives comes back to Council.

**5. Items for Discussion and Reports**

**5.1 Age Friendly Advisory Committee Appointment**

**Recommendation: 2023-007**

Moved by D. Maxey

That the Committee appoint Vivian Petho to the Age Friendly Committee.

**Carried**

**5.2 Equity, Diversity and Inclusion Strategy - Dufferin County**

The Committee discussed feedback on reviewing Dufferin County EDI strategies. Discussion regarding possible Consultant support would be useful, however, a specific scope of work needs to be identified.

Note: Staff to review the EDI Consultant budget item and determine an accurate scope of work statement to be populated to reflect an external focus as opposed to internal.

**5.3 Dufferin County Equity Audit**

The Committee discussed feedback on reviewing the Dufferin County Equity Audit.

**5.4 SharePoint Library**

Committee members were reminded of the SharePoint Library resource available to them.

**5.5 Work Plan 2023**

The Committee reviewed work completed so far by Hazel Mason and discussed the pros and cons of working with other EDI Committees and



potential mandate revisions to include all groups recognized by the Ontario Human Rights Commission.

Note: Staff to meet next week to assign Workplan details and share a final version with Committee members.

**Recommendation: 2023-008**

Moved by D. Nairn

The Committee endorsed the Workplan as presented.

**Carried**

**5.6 Proposed 2024 Meeting Schedule**

A proposed 2024 meeting schedule to be confirmed in the next meeting.

**6. Correspondence**

The Committee acknowledged the Dufferin County Equity Strategic Plan 2024 - 2027.

**7. New Business**

The Committee discussed service dogs, guest speakers, neurodiversity training & upcoming autism walk events.

**8. Date of Next Meeting**

The next meeting is scheduled for October 19, 2023, at 5:30 p.m.

**9. Adjournment**

**Recommendation: 2023-009**

Moved by D. Nairn

That the meeting be adjourned at 7:48 pm.

**Carried**



## Minutes of Heritage Orangeville

September 21, 2023, 7:00 p.m.

Electronic and In-Person Participation - Heritage Orangeville

The Corporation of the Town of Orangeville

(Chair and Secretary at Town Hall - 87 Broadway)

Orangeville, Ontario

Members Present: L. Addy  
H. Daggitt  
G. Sarazin  
Troy Brett

Members Absent: P. Miron  
Councillor D. Sherwood

Staff Present: A. Graham, Secretary  
B. Ward, Manager of Planning  
M. Adams, Secretary

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### 1. Call to Order

The Chair called the meeting to order at 7 pm.

### 2. Disclosures of (Direct or Indirect) Pecuniary Interest

None.

### 3. Adoption of Minutes of Previous Meeting

**Recommendation: 2023-015**

Moved by Troy Brett

That the minutes of the following meeting are approved.

**Carried**

#### 3.1 2023-06-15 Heritage Orangeville Minutes

### 4. Presentations

None.

### 5. Items for Discussion and Reports

#### 5.1 Heritage Orangeville Calendar Update

The theme for the 2024 calendar is Orangeville Back Lanes. Gary Sarazin gave an overview of the proposed calendar. The Committee agreed they preferred the graphics at the top and the history at the bottom.

Lynda Addy said the naming of the back lanes occurred in 2017 in response to a request by emergency services. She indicated the selected lane names had a historical significance to the buildings.

The Committee should have a draft to review by October 19 in order to make any changes. The calendar should be finalized by November to go to the printers. They will be ready by the end of November for distribution.

The Committee were brainstorming for ideas for the name of the calendar.

**Recommendation: 2023-016**

Moved by Troy Brett

That the committee approve the name "Down Memory Lane" for the 2024 Heritage Orangeville Calendar.

**Carried**

**5.2 Heritage Banners 2024**

Lynda Addy said they had six banners in the past at a cost of approximately \$900. The Committee discussed doing something different this year. It was discussed that by February the Mill Street library should be open again and they could do something interactive in the library for Heritage Week. Lynda Addy suggested bringing some ideas for Heritage Week forward at the next meeting which may include banners.

**5.3 Doors Open 2024/2025**

Gary Sarazin advised the Committee that there is a Door Open in Niagara on the Lake and one in St. Mary's this year.

The Committee agreed that the Town should spearhead a Doors Open initiative since typically the public will enter Town buildings on a guided tour, such as the courthouse.

**5.4 Heritage Walking Tour Video / Footsteps**

Staff will connect with the committee about this video as it was unavailable at the meeting.

**5.5 Awareness Plaque - 22 Second Street**

**Recommendation: 2023-017**

Moved by L. Addy

That the committee approved the Awareness Plaque for 22 Second Street pending verification of historical information.

**Carried**

**5.6 Renovation - 12 Faulkner Street**

The committee discussed this meeting at the presentation items.

The house was constructed in 1888. The owner advised that they purchased the home recently and are proposing some renovations. One of the renovations include replacing the windows which are currently 30-40 years old. They are proposing to replace with the same double hung

windows and black trim. They do not want to keep the cream-coloured paint.

The resident said that they cannot afford to do the windows all at one time and will be done in phases. He asked if they would have to come back each time for approval. The Committee said no that was not necessary.

Brandon Ward advised that a Heritage Permit application is required and that the Heritage Permit will require Council approval. The earliest Council meeting for this report to go forward is October 30.

**Recommendation: 2023-018**

Moved by H. Daggitt

That the committee approve the following renovations to 12 Faulkner Street:

- replacement of windows, in keeping with the double hung heritage aesthetic

And that as a courtesy the committee recommends viewing the specifications of the window and the paint chips.

**Carried**

**5.7 Location of Watering Trough at Town Hall**

**Recommendation: 2023-019**

Moved by L. Addy

The Committee approve the watering trough to be installed in the same location at Town Hall. If that is not possible, an alternative is the library on the side next to the bank.

**Carried**

**5.8 Heritage Award**

Lynda Addy will provide the Committee secretary with some potential candidates and their addresses.

**5.9 Community Improvement Program (CIP) Committee**

Brandon Ward made a presentation regarding the new Community Improvement Plan (CIP) which was adopted by Council in June 2022. The CIP offers eight financial incentive programs that encourage property owners to improve the use and appearance of their lands and buildings in select Community Improvement Areas. The incentives outlined within the CIP aim to help offset costs related to site improvement, redevelopment, reuse, and/or rehabilitation, as well as brownfield remediation.

Property owners will have to submit an application to apply for a grant. A committee is being formed to review these grant applications. The Terms of Reference for the Committee requires someone from Heritage Orangeville. The Heritage Orangeville member will provide heritage feedback on the applications.

**Recommendation: 2023-020**

Moved by L. Addy

That the committee appoint Gary Sarazin to sit on the Community Improvement Committee.

Carried

6.     **Facade Improvement Applications**

None.

7.     **Correspondence**

**Recommendation: 2023-021**

Moved by L. Addy

That the committee receive the correspondence.

Carried

8.     **New Business**

None.

9.     **Date of Next Meeting**

10.    **Adjournment**

The meeting adjourned at 8:07 pm.



**Minutes of Orangeville Public Library Board  
The Corporation of the Town of Orangeville**

**September 27, 2023, 5:00 p.m.**

Members Present: S. Marks  
Councillor J. Andrews  
P. LeBlanc (remote)  
Councillor T. Prendergast (remote, left at 5:57p.m.)  
D. Waugh  
V. Speirs

Members Absent: B. Rea

Staff Present: D. Fraser, CEO  
J. Moule, Administrative Assistant  
H. Savage, General Manager, Community Services  
M. Jhaji, Deputy Treasurer  
R. Medeiros, Financial Analyst, Operations  
K. Carson, Librarian Collection and Systems  
L. Tilly, Librarian Program & Research

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**1. Call to Order**

The meeting was called to order at 5:08 p.m. Chair S. Marks introduced V. Speirs, our new Board member and introductions were made around the room.

**2. Disclosures of (Direct or Indirect) Pecuniary Interest**

None.

**3. Land Acknowledgement**

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

Chair S. Marks acknowledged these traditional territories upon which we live and learn, are steeped in rich Indigenous history and traditions. It is with this statement that we declare to honour and respect the past and present connection of Indigenous peoples with this land, its waterways and resources.

**4. Adoption of Minutes of Previous Meeting**

**Recommendation: 2023-31**

Moved by Councillor J. Andrews

Seconded by D. Waugh

That the minutes of the June 28, 2023 meeting be approved.

**Carried Unanimously**

**5. Presentations**

None.

**6. Information Items**

**Recommendation: 2023-32**

Moved by Councillor J. Andrews

Seconded by D. Waugh

That the information items be received.

**Carried Unanimously**

**6.1 CEO Report - September**

The Board congratulated K. Carson on 30 years of service with the Orangeville Public Library.

**6.2 2023-08-31 Library Operating Financial Report**

Chair S. Marks asked for further explanation of the miscellaneous line and mentioned scope notes would be beneficial.

**7. Staff Reports**

**7.1 Report 23-14 Adoption of Town Policies for Accessible Customer Service and Procurement**

**Recommendation: 2023-033**

Moved by Councillor J. Andrews

Seconded by D. Waugh

That report 23-14 Adoption of Town Policies for Accessible Customer Service and Procurement be received;

And that the Board adopt and continue to abide by the policies set forth by the Town of Orangeville regarding Accessible Customer Service (Appendix A) and Procurement (Appendix B).

**Carried Unanimously**

## **7.2 Report 23-15 Policy Review - Information Services**

### **Recommendation: 2023-034**

Moved by Councillor J. Andrews  
Seconded by V. Speirs

That report 23-15 Policy Review - Information Services Policy be received;

And that the Board adopt the Information Services Policy as presented in Appendix A.

**Carried Unanimously**

## **7.3 Report 23-16 Revisions to the Scope of 2023 Capital Project 20320.1300**

### **Recommendation: 2023-035**

Moved by Councillor J. Andrews  
Seconded by P. LeBlanc

That report 23-16 Revisions to the Scope of 2023 Capital Project 20320.1300 be received;

And that the Board approve the proposed change to the scope of Capital Project 20320.1300 Computer Hardware and direct staff to seek Council approval.

**Carried Unanimously**

## **7.4 Report 23-17 Elimination of Overdue Fines**

### **Recommendation: 2023-036**

Moved by Councillor J. Andrews  
Seconded by P. LeBlanc

That Report 23-17 Elimination of Overdue Fines be received;



And that the Board approve the permanent elimination of overdue fines on specified physical materials, effective 2024, based on Option A – Softer approach: Notification – prescribed number of reminders - Invoice sent as last resort.

**Carried**

## **7.5 Report 23-18 2024 Operating and Capital Budget Estimates**

After a short discussion, it was decided to approve the budget to include the 3 SLC requests and leave the Capital Plan to include the 11 million for project B1286.1200 for 2028. Deputy Treasurer made note this project may be removed for the capital plan and remain on the list of externally financed capital projects postponed indefinitely.

### **Recommendation: 2023-037**

Moved by Councillor J. Andrews  
Seconded by P. LeBlanc

That report 23-18 2024 Operating and Capital Budget Estimates be received;

And that the Board approve the five-year Operating and the ten-year Capital Budget estimates for 2024 to be forwarded to Council for final approval.

**Carried Unanimously**

## **8. Correspondence**

### **Recommendation: 2023-038**

Moved by Councillor J. Andrews  
Seconded by P. LeBlanc

That the correspondence be received.

**Carried Unanimously**

### **8.1 2023-06-20 Letter from Shelburne Public Library**

## **9. New Business**

None.

**10. Date of Next Meeting**

The next meeting is scheduled for October 25, 2023.

**11. Adjournment**

Meeting adjourned at 7:29 p.m.

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Darla Fraser, CEO

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Sheri Marks, Board Chair



## **Minutes of a Committee of Adjustment Meeting**

### **Electronic Participation**

**October 4, 2023, 6:00 p.m.**

**Electronic and In-Person Participation - Committee of Adjustment**

**The Corporation of the Town of Orangeville**

**(Chair and Secretary-Treasurer at Town Hall - 87 Broadway)**

**Orangeville, Ontario**

Members Present:     Alan Howe  
                               Rita Baldassara  
                               Michael Demczur  
                               Ashley Harris  
                               B. Wormington

Staff Present:         T. MacDonald, Acting Secretary-Treasurer

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#### **1.     Call to Order**

The meeting was called to order at 6:04 p.m.

#### **2.     Disclosures of (Direct or Indirect) Pecuniary Interest**

None.

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

Moved by B. Wormington

That the minutes of the following meeting are approved:

2023-08-02 Committee of Adjustment minutes

**Carried**

#### **3.1    2023-08-02 Committee of Adjustment Minutes**

#### **4.     Statutory Public Hearing**

##### **4.1    File No. A-08/23 - 40 Cannon Court**

The Chair asked if anyone wished to speak in favour of the application. Lea Hooper indicated that she was seeking a minor variance to permit a roof over the entire deck on her property.

David Waters, Senior Planner provided an overview of the specifics of the application and set out the criteria which meets the planning tests.

Brian Wormington asked if there was adverse effects relating to run off from the roof. David Waters indicated it would not impact other properties and that the drawings are engineered drawings.

David Demczur asked if there was some type of drainage ditch and the applicant indicated there was.

Alan Howe asked if a building permit has been issued. David Waters indicated for deck but not for roof.

Michael Demczur asked if existing deck at back or side of house and applicant indicated it is at the rear of the house.

The application was approved based on analysis and recommendations of planning staff and that the four tests have been satisfied.

#### **4.1.1 Planning Report - A-08/23 - 40 Cannon Court**

### **4.2 File No. B-05/23 - 20 Stewart Court**

Agent for the applicant provided a presentation to the members outlining the specifics of the application.

David Water, Senior Planner provided an overview of the specifics of the application and set out the criteria which meets the planning tests.

Ashlee Harris was wondering what Part 5 is showing on the sketch. The agent indicated it is a remnant of an old easement and was to connect to the storm easement and will still remain as an easement.

Brian Wormington asked if there is any plan to the widening of Stuart between Centennial and the island. David Waters indicated that he is not able to answer that but can report back and advised that no issues were raised in the traffic impact study.

The application was approved based on analysis and recommendations of planning staff and that the four tests have been satisfied.

#### **4.2.1 Planning Report - B-05/23 - 20 Stewart Court**

### **4.3 File No. A-09/23 - Block 1, Registered Plan 7M-68**

Chris Matson, Jonathan Hann, Rod Greer, John Van Beurden were in attendance to speak in favour of the application. Mr. Matson and Mr. Hann provided an overview of all three applications relating to Block 1, Registered Plan 7M-68.

Matthew Mair, Planner, Development & Community Improvement provided an overview of the specifics of the application and set out the criteria which meets the planning tests.

Rita Baldassara asked what the units would be as well as the parking at level 1 and level 2. Matthew Mair indicated mix of one, two, three bedroom units. Jonathan Hann indicated that first floor only is parking in the rear.

Brian Wormington questioned how much parking is required in a high density area. Matthew Mair indicated that the required parking ratios are met which is 1.5 ratio for parking and is in compliance with the zoning by-law.

The application was approved based on analysis and recommendations of planning staff and that the four tests have been satisfied.

#### **4.3.1 Planning Report - A-09/23 - Block 1, Registered Plan 7M-68**

### **4.4 File No. B-06/23 - Block 1, Registered Plan 7M-68**

The application was approved based on analysis and recommendations of planning staff and that the four tests have been satisfied.

**4.4.1 Planning Report - B-06/23 - Block 1, Registered Plan 7M-68**

**4.5 File No. B-07/23 - Block 2, Registered Plan 7M-68**

The application was approved based on analysis and recommendations of planning staff and that the four tests have been satisfied.

**4.5.1 Planning Report - B-07/23 - Block 2, Registered Plan 7M-68**

**5. Items for Discussion**

**6. Correspondence**

**7. New Business**

None.

**8. Date of Next Meeting**

**9. Adjournment**

The meeting was adjourned at 7:08 p.m.

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**Subject:** 2 & 4 Hannah Street, Holding (H) Zone Symbol Removal Recommendation (File no. RZH-2023-01)

**Department:** Infrastructure Services

**Division:** Planning

**Report #:** INS-2023-074

**Meeting Date:** 2023-11-13

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### **Recommendations**

**That report INS-2023-074, 2 & 4 Hannah Street, Holding (H) Zone Symbol Removal Recommendation (File no. RZH-2023-01), be received;**

**And that the application to remove the Holding (H) Symbol (RZH-2023-01) be approved;**

**And that the By-law included as Attachment no. 4 to this Report, be passed to remove the Holding (H) Zone Symbol from the lands legally described as Lots 8 & 9, Block 1 of Registered Plan 216, 7R-6765 Parts 2 and 3, in the Town of Orangeville, County of Dufferin, known as 2 and 4 Hannah Street;**

**And that Council pass a by-law authorizing the Mayor and Clerk to execute the Development Agreement included as Attachment no. 3. to this report, to satisfy a condition to the Holding (H) Zone Symbol removal.**

### **Background**

The land subject to this application is comprised of two (2) parcels known as 2 and 4 Hannah Street, which are legally described as Lots 8 & 9, Block 1 of Registered Plan 216, 7R-6765 Parts 2 and 3. The subject land has a total area of approximately 450 square metres (0.11 acres), with approximately 15 metres of frontage (49.2 feet) along Hannah Street.

The subject lands were subdivided from a broader property known as 41 William Street, which occurred through a Part Lot Control Exemption approval in December 2022. The subject land currently contains a detached garage with access from Hannah St, which is

associated with the 41 William Street residence. A location map of the subject land is included as Attachment No. 1.

On March 10, 2021, the property owner (Duncan Shaw) submitted a zoning by-law amendment application to permit an intensification development of the 41 William Street property, which proposed to: i) sever a 250 square metre lot from the southwest corner to construct a single-detached dwelling; ii) create a new semi-detached dwelling to the rear of the property; and iii) retain the existing detached dwelling. A copy of the site development plan is included as Attachment no. 2. This re-zoning application followed a previous application for consent to sever the 250 square-metre detached lot and minor variances to the Committee of Adjustment, which was refused and subsequently appealed to the Ontario Land Tribunal (“OLT”).

On September 27, 2021, Council refused the zoning by-law amendment application, and the applicant appealed this decision to the OLT. This appeal consolidated the previously refused consent to sever and minor variance applications with the re-zoning application refusal. The OLT ultimately approved the zoning by-law amendment and consent application (Case No. OLT-21-001691) following its hearing of May 11, 2022, to consider the appeals.

On December 12, 2022, Council approved an application for Part Lot Control (PLC) Exemption to create the proposed semi-detached lots (i.e. 2 & 4 Hannah Street) at the rear of the 41 William Street property.

The OLT decision established as-of-right zoning permissions to allow the proposed development to proceed. The approved site-specific zoning applied a Holding (H) Zone Symbol to the proposed semi-detached lot portion of the property, with certain conditions needing to be met before the “H” Symbol can be lifted and allow the semi-detached dwelling units to proceed.

### **Current Applications and Analysis**

On August 2, 2023, an application for removal of the Holding (H) Symbol (File no. RZH-2023-01) was submitted by Spencer Brown on behalf of the owner (Duncan Shaw), to permit the construction of the semi-detached dwelling, as shown in the attached Site Plan (Attachment 02). The application was circulated to relevant internal divisions and external agencies for comment on September 19, 2023. As a result of the circulation, no major concerns were raised with respect to the removal of the Holding (H) symbol.

The Holding (H) Zone Symbol can only be removed once the Town is satisfied that specific conditions for its removal have been fulfilled. The following provides a summary of how the specific conditions for this Holding (H) Zone symbol have been met:

1. There is sufficient water supply and sewage treatment capacity to service the development or portion thereof as the case may be;

The Infrastructure Services Department has reviewed the application and is satisfied that the proposed development does not warrant significant additional sewage treatment and water supply capacity. Staff are satisfied that servicing capacity allocation for this redevelopment can be accommodated within ongoing system capacity considerations that account for small-scale infill developments.

2. a satisfactory servicing plan has been approved by the Town and that all required water and wastewater services have been installed to the satisfaction of the Town; and

The applicant has provided a satisfactory servicing plan for the proposed service connections (i.e. sanitary sewer service and watermain service) from the semi-detached dwelling lots to the existing municipal services on William Street. Installation of these service connections has commenced and is being completed to the satisfaction of Transportation and Development Division staff through a Road Occupancy Permit approval.

3. the Owner has entered into a Development Agreement with the Town, to be registered on title, which includes the following obligations for the owner to:
  - a) implement low impact development (LID) measures recommended in a Functional Servicing Report and Preliminary Water Balance, to the satisfaction of the Town;
  - b) include warning clauses in any purchase and sale agreements for the new dwelling lots, advising future owners of the presence and function of the LID features, along with recommended maintenance practices;
  - c) carry-out tree protection measures and any compensation planting as recommended in an Arborist report, all to the satisfaction of the Town; and
  - d) accept all future maintenance obligations for water and sanitary service extensions from the municipal service mains on William Street, and to advise any future home buyers of these obligations.

The attached development agreement has been drafted to include the specific clauses required in the Holding (H) Symbol conditions as noted above. Clauses within this agreement will require the installation of Low Impact Development (LID) measures, along with tree protection and compensation planting to occur prior to any occupancy permit issuance for the proposed semi-detached dwelling units. The agreement also requires warning clauses to be provided in future purchase and sale agreements advising of future maintenance requirements for the LID measures and municipal servicing connections to the units. The agreement will be registered on title to the semi-detached lots, meaning that its obligations will “run with the lands” and be binding against future owners of the lots. A copy of the development agreement proposed for execution between the Town and the owner is included as Attachment no. 3.



Accordingly, Town staff is satisfied that all conditions have been met, and that the Holding (H) symbol can be removed. A copy of the Holding (H) Zone symbol removal By-law is included as Attachment no. 4.

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## Strategic Alignment

### Strategic Plan

Objective: Economic Resilience

Strategic Goal: Ensure availability and affordability of employment lands and housing

### Sustainable Neighbourhood Action Plan

Theme: Land Use and Planning

Strategy: Co-ordinate land use and infrastructure planning to promote healthy, liveable and safe communities

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## Notice Provisions

The application was received on August 3, 2023 and deemed complete by Planning Division staff on September 1, 2023. In accordance with the requirements of the Planning Act, on October 19, 2023, a Notice of Intent to Remove a Holding (H) Symbol was:

- i. advertised in the Orangeville Citizen;
  - ii. published to the Town website.
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## Financial Impact

Zoning application fees are collected at the time of application. Fees are included within the operating budget for the Planning Division of Infrastructure Services.

Respectfully submitted

Tim Kocialek P. Eng, PMP  
General Manager, Infrastructure Services

Reviewed by

Brandon Ward, MCIP, RPP  
Manager, Planning

Prepared by

Matthew Mair, BURPI  
Development and Community Improvement Planner, Planning

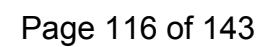
**Attachment(s):**

1. Location Map
2. Site Plan
3. Development Agreement
4. Removal of Holding (H) Symbol By-law

Applicant: Duncan Shaw



Applicant: Duncan Shaw



This Agreement made in duplicate, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
Between:

**DUNCAN SHAW**

hereinafter referred to as “the Owner”

OF THE FIRST PART

- and -

**THE CORPORATION OF THE TOWN OF ORANGEVILLE**

hereinafter referred to as “the Town”

OF THE SECOND PART

**Background**

1. The following are some of the facts upon which this agreement is based.
  - (a) The Owner is the registered and beneficial Owner of property described as Registered Plan 216, Lots 8 & 9, 7R-6765, Part 2 and 3. in the Town of Orangeville, County of Dufferin, which is hereinafter referred to as “the Property” (P.I.N. 34014 – 0081);
  - (b) This agreement is being entered into to satisfy the conditions of a Holding (H) Zone Symbol removal imposed by the Ontario Land Tribunal (Case No. OLT-21-001691) with respect to an application for a Zoning By-Law Amendment (RZ-2022-01) to re-zone the Property from Residential Second Density (R2) Zone to Residential Third Density (R3) Zone and permit the construction of a semi-detached dwelling;
  - (c) Prior to the issuance of any building permits for the construction of the semi-detached dwelling, the Owner must satisfy conditions of the Holding (H) Zone Symbol applied to the Property, which includes provision of municipal services;
  - (d) The servicing of the semi-detached dwelling must be provided by connecting to the Town’s municipal sanitary and water main;
  - (e) There is no existing municipal sanitary or water main infrastructure running along or under Hannah Street on to which the subject Property fronts;
  - (f) The Owner has proposed to install sanitary sewer main and watermain services from the Property to the existing municipal sanitary sewer and water main at, on or under William Street, to be connected via new force main sanitary sewer and water main (hereinafter referred to as the “Private Service Connections”); and
  - (g) The Town has approved the Owner’s proposal, subject to the entering into this Agreement, which is to be registered on title.

**Definitions**

2. In this Agreement:
  - a) “**Approved Plans and Reports**” means the following Plans and Reports that have been reviewed and approved by the Town in respect to the Site Works:
    - i. **Arborist Report**, prepared by R.J. Burnside & Associates Limited, dated February 2021
    - ii. **Tree Preservation Plan**, Figure No. 2, prepared by R.J. Burnside & Associates Limited, dated January 6, 2021;
    - iii. **Grading and Servicing Plan**, Dwg No. GS1, prepared R.J. Burnside & Associates Limited, last revised June 6, 2021
    - iv. **Functional Servicing Brief**, prepared by R.J. Burnside & Associates Limited, dated March 2021.

- b) **“Consulting Engineer”** means a professional engineer retained by the Owner, competent in the municipal engineering field and maintaining current registration with the Association of Professional Engineers of Ontario.
- c) **“Consulting Arborist”** means a professional arborist retained by the Owner, who maintains current certification with the International Society of Arboriculture (ISA).
- d) **“Compensation Planting”** means the planting of trees to compensate for tree removals as described in the Arborist Report.
- e) **“LID Measures”** means the Low Impact Development Measures described in the Functional Servicing Brief and Grading and Servicing Plan.
- f) **“Private Service Connections”** means the watermain and sanitary sewer main connections, including pipes, valves, pumps and other appurtenances, as constructed from the dwelling(s) on the Property to their connections to the existing municipal sanitary sewer main and watermain at, on or under William Street, as described in the Functional Servicing Brief and the Grading and Servicing Plan.
- g) **“Property”** means the lands owned by the Owner and described as Registered Plan 216, Lots 8 & 9, 7R-6765, Part 2 and 3. in the Town of Orangeville, County of Dufferin.
- h) **“Reinstatement”** means the restoration of all parts of the municipal road allowance that are disturbed by the installation of the Private Service Connections, to a condition deemed to be satisfactory to the Town, which may include restoration to asphalt, curb(s), sidewalk(s) and boulevard vegetation, including seeding/sodding, tree planting and Compensation Planting.
- i) **“Site Works”** means the construction, installation and maintenance of the Private Service Connections, LID Measures, Tree Protection Measures and Compensation Planting.
- j) **“Tree Protection Measures”** means the protection of existing tree(s) as described in the Arborist Report.

### Conditions

- 3. The Owner shall at its sole expense, construct the Private Service Connections from the dwelling(s) situated on the Property in accordance with the Approved Plans and Reports, all to the satisfaction of the Town.
- 4. The Owner shall be responsible, at its sole expense, for future maintenance and repair of the Private Service Connections in perpetuity.
- 5. The Owner agrees that any and all future maintenance and repair of the Private Service Connections, including any replacement thereto, shall be approved by the Town. The Owner shall not commence any maintenance and repairs of the Private Service Connections without providing prior notice to the Town and receiving said approval from the Town.
- 6. The Owner shall, prior to issuance of any Occupancy Permit for any dwelling on the Property, construct and implement LID Measures on the Property, to the satisfaction of the Town.
- 7. The Owner agrees to include warning clauses in any purchase and sale agreements for the new dwelling lots, advising future owners of:
  - i) the presence and function of the LID Measures on the Property, along with recommended maintenance practices; and
  - ii) the owner’s responsibility for future maintenance and repair of the Private Service Connections in perpetuity, including pipes, valves, pumps and other appurtenances, at the owner’s sole expense.
- 8. The Owner agrees to carry-out the Tree Protection Measures prior to any site alteration

on the Property and shall, prior to issuance of any Occupancy Permit, implement any Compensation Planting, all to the satisfaction of the Town.

9. The Owner shall, upon execution of this agreement, provide an irrevocable letter of credit or cash in the amount of **Fifty Thousand Dollars (\$50,000.00)** (the "Site Works Security") to guarantee and secure the due performance of the obligations imposed upon it by this agreement, including but not limited to the Site Works, Reinstatement and any construction activities associated with the proposed dwelling(s) on the Property, to the satisfaction of the Town. The owner acknowledges and agrees that there shall be no reductions permitted in the Site Works Security lodged under this Agreement.
10. The Owner agrees that, if an irrevocable letter of credit is used as the Site Works Security it will be issued only by a Canadian Schedule 1 financial institution, as defined by the Bank Act, 1991, c. 46. If the letter of credit is provided in a form that is not in a format satisfactory to the Town, the Town reserves the right unconditionally to reject the non-compliant letter of credit submitted by the Owner and order that no Site Works be undertaken until such time that the Owner provides the Site Works Security in a satisfactory manner.
11. The Owner agrees that the Site Works Security shall be released upon:
  - a) satisfactory receipt by the Town of certification(s) by the Owner's Consulting Engineer that the Site Works have been completed in accordance with the Approved Plans and Reports;
  - b) satisfactory receipt by the Town of certification(s) by the Owner's Consulting Arborist that the Tree Protection Measures and Compensation Planting have been completed in accordance with the Approved Plans and Reports;
  - c) a minimum period of six (6) months has elapsed following the fulfillment of Paragraphs 10 a) and 10 b) above; and
  - d) Town staff having completed a satisfactory inspection of all Site Works following the minimum six (6) month time period referenced in Paragraph 11 c). The Owner further acknowledges and agrees that the Town will not perform any inspections during the period beginning November 15 and ending April 15 due to ground and weather conditions.
12. The Owner acknowledges that Development Charges are payable to the Town, the County and the Boards of Education prior to the issuance of any building permit. The actual amount due will be based on the prevailing Development Charge rates at the time of the issuance of building permit.
13. The Owner agrees to pay cash-in-lieu of parkland dedication, in accordance with By-law 110-2008, prior to the issuance of a building permit for development of the Property.
14. The Owner acknowledges that failure to comply with its obligations set forth in this agreement shall be deemed to be a material and fundamental breach of this agreement and agrees that the Town may perform or cause to be performed any obligations, including maintenance and repair to the Services, in accordance with this Agreement, at the expense of the Owner and may collect any expenses incurred by the Town in the same manner as unpaid taxes or by any other means allowable by law.
15. If a party fails to perform all or part of its obligations under this agreement (other than for delay in the payment of money due and payable hereunder) due to an event of Force Majeure (meaning an event beyond the reasonable control of the affected party that is unforeseeable, or unavoidable and beyond remedy if foreseen, and which happens after the execution of this agreement and renders the full or partial performance of this agreement impossible or impracticable), events of Force Majeure include but are not limited to floods, fires, draughts, typhoons, earthquakes, and other acts of God, strikes, insurrections, turmoil and war (whether declared or not) and any action or inaction of any governmental authority, the performance of such obligations shall be suspended during the period during which such performance is affected by the event of Force Majeure.
16. Any provision hereof that becomes illegal, invalid, or unenforceable will not affect the validity and enforceability of the other provisions of this agreement.

- 17. No variation or amendment of this agreement will be effective unless it is made in writing and signed by each party's representative.
- 18. The parties each agree that it has had the opportunity to obtain independent legal advice regarding the terms of this agreement.

**Postponement of Interest**

- 19. The Owner agrees to obtain, in a registerable form, a postponement whereby any and all existing or prior charges, mortgagees or other prior encumbrances of any kind postpone whatever interest it may claim in the property with the intent that this Agreement shall take effect as though executed and registered prior to the creation of such right or interest and prior to the execution and registration of any mortgage, agreement or other document creating or defining such rights or interest.

**Registration of Agreement**

- 20. The Town shall be entitled to register this Agreement and any amendments hereto upon the title to the Property at the Owner's expense and the Owner shall execute any documents that may be required to allow such registration. The Owner agrees to pay the cost of such registration as well as any further costs incurred by the Town as a result of the registration of any other document pertaining to this Agreement.

**Agreement Runs with Land**

- 21. This agreement shall endure to the benefit of the Town, its successors and assigns. The benefits and the burden of the covenants, agreements, conditions and undertakings herein contained shall run with the land and are binding upon the land and upon the Owner and its successors and assigns.

**Gender and Number**

- 22. In this agreement, words importing the singular number include the plural and vice versa and words importing the masculine gender include the feminine and neuter genders.

In Witness whereof the Parties have signed this Agreement.

in the presence of	)	<b>DUNCAN SHAW</b>
	)	
	)	
	)	Per:_____
	)	
	)	Print Name: _____
	)	
	)	Position: _____
	)	
	)	Date: _____
	)	
	)	I have the authority to bind the corporation
	)	
	)	<b>THE CORPORATION OF THE TOWN OF ORANGEVILLE</b>
	)	
	)	
	)	_____
	)	Lisa Post, Mayor
	)	
	)	Date: _____
	)	
	)	_____
	)	Tracy MacDonald, Clerk
	)	
	)	Date: _____





## The Corporation of the Town of Orangeville

### By-law Number \_\_\_\_\_

**A By-law to amend Zoning By-law No. 22-90 as amended,  
with respect to Parts 2 and 3 of Lots 8 and 9, Block 1 of Registered Plan  
No. 216, Town of Orangeville, County of Dufferin, municipally known as  
41 William Street (File No. RZH-2023-01)**

Whereas the Council of the Corporation of the Town of Orangeville is empowered to pass By-laws to permit the use of land pursuant to Section 34 of the Planning Act, RSO 1990, as amended;

And whereas pursuant to Section 36 of the Planning Act, as amended, Council may, through the use of a Holding (H) Symbol in a By-law passed under Section 34 of the Planning Act, specify the use to which land, buildings or structures may be put at such time in the future as the Holding (H) Symbol is removed by amendment to the By-law;

And whereas Council is satisfied that the conditions for the removal of the Holding (H) symbol have been satisfied;

And whereas Council considers it desirable to pass a By-law to amend Zoning By-law No. 22-90, as amended, to remove the Holding (H) Symbol applied to the lands described as Parts 2 and 3 of Lots 8 and 9, Block 1 of Registered Plan No. 216, Town of Orangeville, County of Dufferin.

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

1. That Schedule "A", Map D5 to Zoning By-law No. 22-90, as amended, is hereby further amended by rezoning the lands as depicted on Schedule "A" attached to this By-law.

Passed in open Council this 13<sup>th</sup> day of November, 2023.

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Lisa Post, Mayor

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Tracy MacDonald, Deputy Clerk



The Corporation of The Town of Orangeville  
Schedule 'A' Town of Orangeville Zoning By-law 22-90



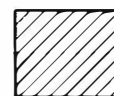
Schedule "A" to by-law

Passed the \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Deputy Clerk

Zoning Map No. D5  
This is a reference map only



Holding Symbol to be removed  
from Subject Property



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

### **By-law Number 2023-**

#### **A by-law to provide the record retention schedule and related principles, policies and procedures, for the records of the Corporation of the Town of Orangeville**

Whereas Section 255 of the Municipal Act, S.O. 2001, c. 25, as amended provides that a municipality may establish retention periods during which the records of the municipality and local boards of the municipality must be retained and preserved in accordance with Section 254 thereof;

And whereas Schedule A in By-law 075-2022 delegates certain authorities to the Clerk, including the establishment and amendment of retention periods for the records of the corporation;

And whereas it is now appropriate that Council repeals By-law 104-2012, the Records Retention By-law, and replaces it with the updated Records Retention By-law XXX-2023.

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 “Records Retention By-law” of the Town of Orangeville.

#### **2 Definitions**

In this by-law:

“**Archives**” means the final storage location, either on-site, or off-site, for records that contain permanent retention (as outlined in the retention schedule) due to the historical or research value of the content.

“**Classification system**” means the systematic identification and arrangement of records into categories according to established and structured conventions, methods and procedural rules, and that complies with current provincial and federal legislation.

“**Clerk**” means the Clerk, Deputy Clerk or designate of the Corporation of the Town of Orangeville.

**“Code”** means the reference number for each record series, based on the corporate records management system (TOMRMS: The Ontario Municipal Records Management System).

**“Copy”** means a duplicate of an official record retained for convenience of access or reference.

**“Corporation”** means The Corporation of the Town of Orangeville.

**“Destroy”** means that a record is securely shredded by a Town partner or securely deleted.

**“Digital Records Conversion”** means converting records from their original paper format to a digital format, in order for the digital record to become the official, authoritative record, thereby allowing the paper record to be treated as a **copy**.

**“Disposition”** means to remove a record from the official record keeping system by destruction or selecting for transfer to an **archives**, in accordance with the **corporation’s** policy.

**“Legal Hold”** means a process that preserves by directive all forms of relevant records (paper and electronic) when litigation is reasonably anticipated, which may occur several years before any claim or court action is started. For the purposes of a legal hold, litigation can be reasonably anticipated when certain “triggering events” occur.

**“Microsoft OneDrive”** is a personal file hosting service that operates in the cloud and is recognized by the **corporation** as a personal repository for transitory information.

**“Official record”** means the authoritative version of a record that has operational, legal, fiscal, vital or historical value and that is recognized as evidence of a business transaction or establishes fact. An official record also documents the Town’s obligations or responsibilities or records information that was created, received, distributed or maintained by the Town and is in compliance with legal obligations and where applicable, with **Records Management Policies**.

**“Official repositories”** means physical or digital repositories for records and information that are approved by the corporation as containing the necessary security and privacy elements for use with respect to Town business.

**“Orphan data”** means data that is not machine-readable because the data exists with no identifiable computer application or system that the **corporation** utilizes, or the data is machine readable but does not have sufficient content, context or structure to render it understandable.

**“Record”** means any unit of information however recorded, whether in printed form, on film, by electronic means or otherwise, and includes correspondence, memoranda, plans, maps, drawings, graphics, photographs, film, microfilm/microfiche, audio recordings, videotapes, e-mail, machine readable records, and any other documentary material regardless of physical form or characteristics and including “official records” and “transitory records”

**“Record Lifecycle”** means the various stages the information proceeds through, including creation, maintenance and use, storage, security, and final disposition.

**“Record series”** means groups of records that relate to a particular function or operation, that are filed together in relation to a specific **code**, and that need to be retained for the same period of time.

**“Records Management Policies”** means the systematic control of records and information through its lifecycle by the establishment of a policy framework. It supports the commitment to the effective, efficient, and secure management of recorded information, regardless of format.

**“Retention period”** means the period of time during which a specific records series must be kept before records in that record series may be disposed of.

**“Retention schedule”** means the schedule prescribing how long specific records must be retained before they may be disposed of.

**“Retention symbols”** Schedule A attached hereto includes letters at the bottom of each page of the schedule. The letters symbolize the following:

**“S”** means superseded. The record shall be retained until such time as the subject to which it pertains has ended in a manner appropriate to the subject or has been replaced with more current information.

**“E”** means event. The retention period indicated begins after a specific event, as explained in the notes, if applicable.

**“T”** means terminated. The record shall be retained until such time as the subject to which it pertains has ended in a manner appropriate to the subject.

**“P”** means permanent. The record shall be preserved in perpetuity and not destroyed.

**“SAS”** means subject to archival selection. These records have been designated as having potential historical and research value to the **corporation**, by the responsible division’s manager, general manager or **Clerk** or designate, when their other values have been exceeded. These records will remain in the official record keeping system and will be periodically re-appraised for their archival value.

**“TOMRMS”** means The Ontario Municipal Records Management System, and is the Town’s classification system provider.

**“Transitory record”** means a record that is:

Retained solely for convenience of reference;

Required solely for the completion of a routine action, or the preparation of another **record**;

Of insignificant or of no value in documenting Town business transactions;

Not an integral part of the Town **record**;

Not filed regularly with the Town of Orangeville's **records** or records keeping system;

Not required to meet statutory obligations or to sustain administrative or operational functions;

About social events that are not special Town events;

Not related to Town business;

A voicemail message.

**“Unstructured Data”** means data that is not actively managed in a relational database management system or organized in a pre-defined structure.

### **3 Retention Schedule**

- 3.1 The record retention schedule attached hereto as “Schedule A”, forms part of this by-law.
- 3.2 The **Clerk** shall administer this by-law and shall ensure that the retention periods set out in “Schedule A” attached hereto comply with all relevant legal and business requirements.
- 3.3 In determining the retention periods for any records, as set out in Schedule A of this by-law, the **Clerk** shall consider, in consultation with other employees of the **corporation** where necessary:
  - 3.3.1 The operational nature of the records, including the period of time during which the **corporation** uses the records to perform its functions;
  - 3.3.2 The legal nature of the records, including the period of time necessary to comply with statutory or regulatory requirements or requirements imposed by agreements, permits or similar documents, or to ensure that the records are available in case of investigation or litigation.
  - 3.3.3 The fiscal nature of the **records**, including the period of time necessary for audit or tax purposes; and,
  - 3.3.4 The historical nature of the records, including the long-term value of the records for documenting past events or the origins and history of the **corporation**.

### **4. Disposition of Records**

- 4.1 Official records in the custody of or control of the **Corporation** shall not be destroyed unless such records are older than the retention period set out in Schedule “A” of this by-law and have been identified in a destruction notice prepared pursuant to the **Records Management Policies**.
- 4.2 The **Clerk** shall notify the appropriate Division Manager in writing of the scheduled disposition of **records**, including a list of the **records** eligible for disposition and the proposed disposition date.

- 4.5 When official records have been disposed of pursuant to this by-law, the **Clerk** shall obtain written confirmation of such disposition.
- 4.6 The confidentiality of the records are to be maintained during disposition.
- 4.7 Copies may be destroyed at any time provided that the official records are being retained in accordance with Schedule “A” of this by-law.
- 4.8 Official records pertaining to legal holds shall not be destroyed.

## 5 **Employee Roles and Responsibilities**

- 5.1 All Employees have the responsibility to:
  - 5.1.2 Ensure that all records they create, use, store or receive to support a Town business or functions are managed and preserved as required by this by-law, applicable procedures and policies, and the Records Retention Schedule By-law;
  - 5.1.3 Create and maintain records whenever it is necessary to document, support or direct key decisions;
  - 5.1.4 Understand and apply records and information management, security, confidentiality, and privacy protection policies and standards;
  - 5.1.5 Identify official and transitory records and manage them in such a way that it provides concise, accurate, and complete evidence of decisions, transactions, and activities, regardless of communication methods;
  - 5.1.6 Store official records in **official repositories**;
  - 5.1.7 Apply the accurate **classification** to records for their use, maintenance, storage or disposition.
- 5.2 Managers have the responsibility to:
  - 5.2.1 Ensure that the **corporation’s Records Management Policies** and procedures are followed, and work with the Clerk’s Division to ensure that they are applied in projects and processes;
  - 5.2.2 Ensure employees are trained to carry out their records management obligations;
  - 5.2.3 Recommend, when necessary, record retention period revisions, relating to records in their custody or control to ensure the schedule meets the business unit’s operational requirements;
  - 5.2.4 Ensure departing employees, where possible, have completed all records management requirements and take steps to verify that all records containing business value have been saved in the **official repositories**;
  - 5.2.5 Inform the Clerk of breaches of records management policy (e.g. damage, theft, misuse, privacy complaints or unauthorized disposition of records); and

- 5.2.6 Make decisions regarding the format of official records and ensure employees routinely dispose of convenience copies and duplicates.
- 5.3 The Information Technology Division has the responsibility to:
  - 5.3.1 Provide technical support for the installation, maintenance and upgrading of records and information management software and related programs to ensure compliance and access within the Town's networked systems.
  - 5.3.2 Ensure the security and integrity of all digital repositories; and
  - 5.3.3 Consult with the Clerk's Division on the implementation of software, primarily as it relates to the functions and capabilities for **Records Management Policies**.
- 5.4 The General Manager of Corporate Services has the responsibility to:
  - 5.4.1 Provide leadership for the corporate-wide implementation of the RM program and its policies, standards, strategic planning, training and quality assurance as an integral part of the organization's usual and ordinary course of business; and
  - 5.4.2 Make recommendations to the Senior Management Team and Council regarding additional requirements for **Records Management Policies**.
- 5.5 The **Clerk** shall:
  - 5.5.1 Administer the **corporation's Records Management Policies**.
  - 5.5.2 Report to Council annually regarding any original policies or amendments to **Records Management Policies**
  - 5.5.3 Review and make recommendations with respect to this by-law, including Schedule A, attached hereto;
  - 5.5.4 Ensure that official records are preserved and disposed of in accordance with Schedule A, attached hereto;
- 6 Digital Records Conversion**
  - 6.1 To promote efficiency and ease of access, records originally created in a paper format, may be converted to a digital format by meeting the criteria and standards as detailed in the **Records Management Policies**.
- 7 Legal Holds**
  - 7.1 The **Clerk** has the authority to suspend or reschedule the scheduled disposition of records in the event of anticipated litigation, or to assess legal requirements, compliance, or other concerns at their discretion.
  - 7.2 Any legal hold shall be managed in accordance with the **Records Management Policies**.
  - 7.3 When appropriate, the **Clerk** has the authority to restart the scheduled disposition once all litigation, legal requirement, compliance, or other concerns have been resolved.



**8 Repealing Section**

8.1 By-law 104-2012 of the Town of Orangeville is hereby repealed.

**9 Effective Date**

9.1 This by-law shall come into force and effect on January 4<sup>th</sup>, 2024.

Read three times and finally passed this 13th day of November, 2023.

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Lisa Post, Mayor

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Tracy Macdonald, Deputy Clerk

**Schedule A - Records Retention Schedule - Corporation of the Town of Orangeville**

Code	Secondary Heading	Responsible Department	Vital Y/N	Personal / General	Active	Inactive	Total Retention	Supplementary Information
<b>Administration</b>								
A01	Associations and Organizations	Originating	N	G	1	N/A	1	Excludes membership fees: see F01
A02	Staff Committees and Meetings	Originating	Y	G	2	2	SAS	
A03	Computer Systems and Information Architecture	IT	Y	G	S	6	S + 6	
A04	Conferences and Seminars	Originating	N	G	1		SAS	Archival review if sponsored by the Municipality
A05	Consultants	Originating	N	P	2		SAS	
A06	Inventory Control	Originating	N	G	3	3	6	
A07	Office Equipment and Furniture/Recording Equipment	Originating	N	G	S		S	Disposal of item
A08	Office Services	Originating	N	G	1		1	
A09	Policies and Procedures	Originating	N	G	S	15	SAS	
A10	Records Management	Clerk's	N	G	S	1	S + 1	
A11	Records Disposition	Clerk's	Y	P	P		P	
A12	Telecommunications Systems	Originating	N	G	S		S	
A13	Travel and Accommodation	Originating	N	G	1		1	
A14	Uniforms and Clothing	Originating	N	G	S		SAS	
A15	Vendors and Suppliers	Originating	N	G	2		2	
A17	Information Access and Privacy	Clerk's	Y	P	2	3	5	
A17-A	Freedom of Information Requests	Clerk's	Y	P	2		2	
A18	Security	Clerk's	N	G	2	3	5	CCTV recordings are retained for 7 days, unless requested by law enforcement, at which time the requested recording will be retained and classified under P08.
A18-A	Visitor's Sign in Logs	Originating	N	G	2	3	5	
A19	Facilities Construction and Renovations	Originating	N	G	E	1	E + 2	E = Completion with no outstanding issues
A20	Building and Property Maintenance	Originating	N	G	2	3	5	Setup tests and manuals: E = equipment removed + 1 year
A21	Facility Bookings	Originating	N	P	1		1	
A22	Accessibility of Services	Building	N	G	2	3	5	
A23	Information Systems Production Activity and Control	IT	N	G	2		2	for backup data see I04
A24	Access Control and Passwords	IT	Y	P	2		S	
A25	Performance Management / Quality Assurance	CAO	N	G	3	3	6	
A26	Building Structure Systems	Building	N	G	S		S	superceded or life of system / asset
<b>Council, Boards and By-laws</b>								
C01	By-laws	Clerk's	Y	G	4	P	P	
C02	By-laws - Other Municipalities	Originating	N	G	S		S	
C03	Council Agendas	Clerk's	N	G	S	5	S + 5	
C04	Council Minutes	Clerk's	Y	G	P		P	
C05	Council Committee Agendas	Clerk's	N	G	E		E + 4	E = End of council term
C06	Council Committee Minutes	Clerk's	Y	G	3	P	P	Sub-committee agendas = 5
C07	Elections	Clerk's	Y	P	E + 4		E + 4	E = day action took effect or voting day Ballot = 120 days after voting or resolution of recount
C08	Goals and Objectives	Originating	N	G	10		SAS	
C09	Motions and Resolutions/Declarations of Interest	Clerk's	y	G	S		P	Copy = 1 year
C10	Motions and Resolutions - Other Municipalities	Clerk's	N	G	S		S	
C11	Reports to Council	Clerk's	Y	G	2	P	P	
C12	Appointments to Boards and Committees	Clerk's	N	G	1	P	P	

**Schedule A - Records Retention Schedule - Corporation of the Town of Orangeville**

Code	Secondary Heading	Responsible Department	Vital Y/N	Personal / General	Active	Inactive	Total Retention	Supplementary Information
C13	Accountability, Transparency and Governance	Clerk's	Y	G	2		2	
<b>Development and Planning</b>								
D01	Demographic Studies	Planning	N	G	5	5	10	
D02	Economic Development	Economic Development	N	G	5	5	10	
D03	Environment Planning	Planning	N	G	E	15	SAS	
D04	Residential Development	Planning	N	G	5	5	SAS	
D05	Natural Resources	Planning	N	G	3	2	SAS	
D06	Tourism Development	Economic Development	N	G	5	5	10	
D07	Condominium Plans	Planning	Y	G	5	P	P	
D08	Official Plans	Clerk's					P	
D09	Official Plan Amendment Applications	Planning	Y	G	E + 2	3	E + 5	
D10	Severances	Clerk's	Y	G	Land titles registration + 6		Land titles registration + 6	
D11	Site Plan Control	Planning	Y	G	5	P	P	Application 2 years after decision
D12	Subdivision Plans	Planning	Y	G	5	P	P	Application 2 years after decision
D13	Variances - Decisions	Clerk's	Y	G	E + 2	P	P	E = final decision
D13-A	Variances - Applications and Notices	Clerk's	Y	G	E + 2	3	5	
D14	Zoning	Planning	Y	G	E + 2		E + 2	E = final decision
D15	Easements	Planning	Y	G	E + 2	3	SAS	E = expiry of right
D16	Encroachments	Planning	Y	G	E + 1	5	SAS	E = expiry of right
D17	Annexations and Amalgamation	Clerk's	Y	G	5	P	P	
D18	Community Improvement Projects	Planning/Economic Development	Y	G	E + 2	3	SAS	E = Project Completion
D19	Municipal Addressing	Planning	N	G	S	10	S + 10	
D20	Reference Plans	Planning	Y	G	S	P	P	
D21	Industrial/Commercial and Institutional Development	Economic Development	N	G	5	5	10	
D22	Digital Mapping	Planning	Y	P	S		S	Excludes actual data residing on these systems
D24	Background Reports for Official Plan	Planning	Y	G	E + 2	3	E + 5	E = final decision
D25	Deeming Process	Planning					E + 2	E = final decision
D26	Development Charges Study	Planning			5	5	SAS	
<b>Environmental Services</b>								
E01	Sanitary Sewers - Design & Construction	T&D	Y	G	5	P	P	Includes specifications
E01-A	Sanitary Sewers - Maintenance	Public Works	Y	G	E + 2		E + 2	
E02	Storm Sewers - Design & Construction	T&D	Y	G	5	P	P	Includes specifications
E02-A	Storm Sewers - Maintenance	Public Works	Y	G	E + 2		E + 2	
E03	Treatment Plants - Design & Construction	Capital Works	Y	G	5	P	P	Includes specifications and plans
E03-A	Treatment Plants - Maintenance	Public Works (Wastewater)	Y	G	2	3	E + 5	E = report made or when plans cease to apply
E04	Tree Maintenance	T&D / Public Works	Y	G	2	3	5	
E05	Air Quality Monitoring	Public Works	Y	G	E + 5		SAS	E = date of offence or day of evidence of offence first came to attention of person appointed under s. 5
E06	Utilities	T&D / Public Works	N	G	5		SAS	
E07	Waste Management - Design	T&D / Public Works / Capital Works	Y	G	2	8	10	Except post landfill site documentation of closure = E + 25
E07-A	Waste Management - Operations/Maintenance	Public Works	Y	G	2	3	5	

**Schedule A - Records Retention Schedule - Corporation of the Town of Orangeville**

Code	Secondary Heading	Responsible Department	Vital Y/N	Personal / General	Active	Inactive	Total Retention	Supplementary Information
E08	Water Works	Public Works	Y	G	5	10	15	Specifications = P
E09	Drains	Public Works	Y	G	5		P	
E10	Pits and Quarries	Public Works	Y	G	2	3	5	Specifications = life of pit or quarry
E11	Nutrient Management	Public Works	N	G	E + 2		E + 2	E = expiry of plan
E12	Private Sewage Disposal Systems	T&D / Public Works	Y	G	3	4	SAS	Specifications = life of system
E13	Water Monitoring	Public Works	Y	G	5	10	E + 15	E = created, approved or plan no longer in force
E14	Water Sampling	Public Works	Y	G	5	10	E + 15	E = created, approved or plan no longer in force; Child Care Facility plumbing flush and water testing = 6
E15	Chemical Water Sampling	Public Works	Y	G	5	10	E + 15	E = created, approved or plan no longer in force
E16	Backflow Prevention and Cross Connection Control	Public Works	Y	G	5	10	15	
E17	Energy Management	T&D	Y	G	E + 3	4	E + 7	E = end of reporting period
E18	Natural Heritage	T&D	Y	G	E + 1	2	E + 3	E = end of plan or designated year
E19	Renewable Energy	T&D	Y	G	E + 5	10	15	E = created, approved or facility no longer in force
E20	Source Water Protection	T&D	Y	G	E + 5	10	E + 15	E = created, approved or plan no longer in force
E21	MOE Environmental Compliance Approvals	Public Works	Y	G	E + 3		E + 3	E = cease to apply
E22	Private / Small Water Systems	T&D / Public Works	Y	G	E + 5	10	E + 15	Maintenance = as long as equipment in use
E23	Land Quality Monitoring	T&D	Y	G	3	4	7	
E24	Gasoline Storage and Dispensing	Public Works	Y	G	3	4	7	tank install, inspection = system removed + 5
<b>Finance and Accounting</b>								
F01	Accounts Payable	Treasury	N	G	E + 1	6	E + 7	E = close of fiscal tax year end
F02	Accounts Receivable	Treasury	N	G	E + 1	6	E + 7	E = close of fiscal tax year end
F03	Audits	Treasury	Y	G	1	5	6	
F04	Banking	Treasury	N	G	1	5	E + 7	E = close of fiscal tax year end
F05	Budgets and Estimates	Treasury	Y	G	1	5	SAS	
F06	Assets	Treasury	Y	G	E + 5	5	SAS	E = disposal of asset
F07	Cheques	Treasury	N	G	3	3	6	
F08	Debentures and Bonds	Treasury	Y	P	E + 3	3	E + 6	E = debentures surrendered for exchange / cancellation + 6
F09	Employee and Council Expenses	Treasury	N	P	E + 1	6	E + 7	
F10	Financial Statements	Treasury	Y	G	2	P	P	
F11	Grants and Loans	Treasury	N	G	E + 1	6	E + 7	E = repayment of loan
F12	Investments	Treasury	Y	G	E + 1	5	E + 6	E = closure of account
F13	Journal Vouchers	Treasury	N	G	E + 1	6	E + 7	E = close of fiscal tax year end
F14	Subsidiary Ledgers, Registers and Journals	Treasury	Y	P	E + 1	6	SAS	E = close of fiscal tax year end
F15	General Ledgers and Journals	Treasury	Y	G	E + 1	P	P	
F16	Payroll	Treasury	Y	P	3	4	7	E = close of fiscal tax year end
F17	Purchase Orders and Requisitions	Treasury	Y	G	E + 1	6	E + 7	
F18	Quotations and Tenders	Treasury	Y	G	3	4	SAS	unsuccessful bids retain for 2 years from contract award. Excludes: Agreements - see L04 Agreement and contract file contains successful bid, original tender and attachments."
F19	Receipts	Treasury	Y	P	3	4	7	
F20	Reserve Funds	Treasury	Y	G	3	3	6	
F21	Revenues	Treasury	Y	G	3	4	7	Mortgage related if no disability = 10
F22	Tax Rolls and Records	Treasury	Y	P	S	P	P	
F23	Write-Offs	Treasury	N	G	3	3	6	Court services write-offs = 37 years

**Schedule A - Records Retention Schedule - Corporation of the Town of Orangeville**

Code	Secondary Heading	Responsible Department	Vital Y/N	Personal / General	Active	Inactive	Total Retention	Supplementary Information
F24	Trust Funds	Originating	Y	G	E + 3	4	E + 7	E = Fiscal year or last day of residence
F25	Security Deposits	Treasury	Y	G	E	6	E + 6	E = closure of account
F26	Working Papers	Treasury	N	G	E + 1		E + 1	E = completion of audit
<b>Human Resources</b>								
H01	Attendance and Scheduling	HR	N	G	2		5	
H02	Benefits	HR	N	P	S		S	
H03	Employee Records	HR	Y	P	E + 1	4	E + 5	firefighter term + 25
H03-A	Terminated Employees	HR	Y	P	E + 1	9	E + 10	Includes only: Letter of termination, performance reviews, Record of Employment
H03-B	Employees - Students and Volunteers	HR	Y	P	E + 1	2	E + 3	E = Date the employee ceased to be employed by the town.
H03-C	Members of Council and Committees Records	HR	Y	P	E + 1	2	E + 3	E = End of term
H04	Health and Safety	HR	Y	G	2	1	3	Accident reports for construction projects retained with project 1 year after project completion
H05	Human Resources Planning	HR	Y	G	1		Day last used + 1 year	human rights special program planning = 5
H06	Job Descriptions	HR	N	G	S	5	SAS	AS = May pertain to management and senior management descriptions only.
H07	Labour Relations	HR	Y	G	E	10	SAS	E = expiry of contract period
H08	Organization Design	HR	N	G	S		SAS	
H09	Salary Planning	HR	Y	G	5		5	
H10	Pension Records	HR	Y	G	E + 1	6	E + 7	E = termination of employee
H11	Recruitment	HR	N	P	1		1	
H12	Training and Development	HR	N	P	E + 2		E + 2	E = date when course ceases to be offered
H13	Claims	HR	Y	G	E + 1	4	E + 5	E = resolution of claim; Hazardous exposure claim = longer of 40 years or 20 years after last record made
H14	Grievances	HR	Y	G	E + 5	5	E + 10	E = resolution of claim
H15	Harassment and Violence	HR	Y	G	E + 1	2	E + 3	E = resolution of complaint
H16	Criminal Background Checks	HR	Y	G	E + 2	5	E + 7	E = termination of employee
H17	Employee Medical Records - Hazardous Material	HR	Y	G	E + 2	38	E + 40	Or 20 years after last record of exposure
H18	Employee Medical Records	HR	Y	P	E + 3		E + 3	E = resolution of claim; for employee or council health and safety screening and data collection, see H18-A.
H18-A	Health and Safety Screening	Originating	N	P	60 days		60 days	Includes data collected from the public or staff, as a result of public health crises or pandemics.
H19	Disability Management	HR	Y	G	E + 2	3	E + 5	E = Day issued or earlier as may be specified by commission
H20	Confined Spaces	HR	Y	G	S + 2		SAS	Must retain the 2 most recent records
H21	Employee Recognition	HR			5		5	
H22	Employee Certification	Originating	Y	P	E + 2		E + 2	E = certification expired
<b>Information Technology</b>								
I01	Inactive Employee Email Account	IT	N		E + 1		E + 1	E = Date of termination
I01-A	Inactive Council Email Account	IT	N	G	E + 1		E + 1	E = End of term
I01-B	Video-Conferencing Applications Data	IT	N	G			Every 30 days at 12:00 AM from the date of the transitory record's creation.	Includes: backup files and folders, recycle bin files, videoconferencing folders in OneDrive

**Schedule A - Records Retention Schedule - Corporation of the Town of Orangeville**

Code	Secondary Heading	Responsible Department	Vital Y/N	Personal / General	Active	Inactive	Total Retention	Supplementary Information
I03	Instant Messaging Applications Data - Incl. corporate telephone text (andriod and IOS)	IT	N	N			Every 30 days at 12:00 AM from the date of the transitory record's creation.	Includes: backup files and folders, recycle bin files, instant messaging folders in OneDrive
I04	Unstructured Data	IT	N	N	E + 1		E + 1	Includes data stored on various applications and programs, such as OneDrive.
I05	Backup Data	IT	Y	P	S + 6	N/A	S + 6	Data housed on servers; formerly under A23
<b>Justice</b>								
J01	Certificates of Offence (Part I)	Clerk's			E + 2		E + 2	E = date of completion
J02	Informations Part III	Clerk's			E + 3	3	E + 6	E = date of completion
J03	Control Lists	Clerk's			2	2	4	
J04	Court Dockets	Clerk's			2	2	4	Statement of defence - not set to trial = 5
J05	Transcripts and Records of Court Proceedings	Clerk's			3	3	SAS	
J06	Enforcements and Suspensions	Clerk's			4	4	8	
J07	Appeals and Transfers	Clerk's			3	4	7	
J08	Statistics	Clerk's			4	4	8	
J09	Disclosure	Clerk's			3	3	6	
J10	Certificates of Offence (Part II)	Clerk's			3	3	6	For paid, unpaid, certifications of conviction. For cancelled tickets see J10-A
J10-A	Certificates of Offence (Part II) - Cancelled Tickets	Clerk's			E + 1	1	E+2	E = Date cancelled
<b>Legal Affairs</b>								
L01	Appeals and Hearings	Clerk's	Y	P	E	P	P	E = resolution of claim and any appeals
L02	Claims against the Municipality	Treasury	Y	P	E	2	E + 2	
L03	Claims by the Municipality	Treasury	Y	P	E	2	E + 2	
L04	Contracts and Agreements	Clerk's	Y	G	E + 2	P	P	If a wet signature is provided, the document must be kept in its original physical format
L05	Insurance Appraisals	Treasury	Y	G	E + 5	10	E + 15	
L06	Insurance Policies	Treasury	Y	G	E + 5	10	E + 15	E = expiry of policy
L07	Land Acquisition and Sale	Clerk's	Y	G	10	10	E + 20	
L08	Opinions and Briefs	Originating	Y	G	S		SAS	
L09	Precedents	Originating	Y	G	S		SAS	
L10	Federal Legislation	Originating	N	G	S		SAS	
L11	Provincial Legislation	Originating	N	G	S		SAS	
L12	Vital Statistics	Clerk's	Y	G	2	P	P	
L13	Prosecutions	Clerk's	Y	P	E + 1	6	E + 7	E = delivery of judgement
<b>Media and Public Relations</b>								
M01	Advertising/Notices	Originating	N	G	1		SAS	
M02	Ceremonies and Events	Originating	N	G	1	4	5	
M03	Charitable Campaigns/Fundraising	Originating	N	G	1		1	
M04	Complaints, Commendations, Thank Yous and Inquiries	Originating	N	G	2	3	SAS	
M05	News Clippings	Originating	N	G	1		SAS	
M06	News Releases	Communications	N	G	1		SAS	

**Schedule A - Records Retention Schedule - Corporation of the Town of Orangeville**

Code	Secondary Heading	Responsible Department	Vital Y/N	Personal / General	Active	Inactive	Total Retention	Supplementary Information
M07	Publications	Originating	N	G	S		SAS	S + 3 if subject to copyright or trademark. Photo waivers = retain for as long as the publication
M08	Speeches and Presentations	Originating	N	G	3		3	
M09	Visual Identity and Insignia	Clerk's	N	G	S	5	SAS	
M10	Website and Social Media Content	Communications	N	G	S		2	Youtube council content = End of council term
M11	Customer and Client Services	Originating	N	G	5		SAS	
M12	Intellectual Property	Communications					E + 5	E = expiry of copyright, trademark or patent
<b>Protection and Enforcement Services</b>								
P01	By-law Enforcement	By-law	N	G	2	4	SAS	
P02	Daily Occurance Logs	Originating	N	G	2	3	SAS	
P03	Emergency Planning	Originating	Y	G	S		SAS	If Environmental Protection Act applies = S + 5
P04	Hazardous Materials	Originating	N	G	S	5	S + 5	
P05	Incident and Accident Reports	Originating	N	P	2	3	5	
P06	Building Inspections	Building	N	G	2		2	Subdivision building inspections to be kept permanently, see P06-B
P06-A	Structural Inspections	Building	N	G	S + 1		S + 1	
P06-B	Subdivision Inspections	Building	N	G	2	P	P	
P07	Health Inspections	HR	N	G	S		S	Minimum 1 year
P08	Investigations	Originating	Y	P	5	5	SAS	
P09	Licences	Originating	Y	P	E + 2	3	E + 5	
P10	Building Permits	Building	Y	P	2	P	P	
P11	Permits - Other	Originating	Y	G	E + 2	3	E + 5	Heritage Permits = S ; Wall/Ground Sign Permits = P
P12	Warrants	Clerk's	Y	P	E + 2	2	E + 2	Court services search warrants 40 years
P13	Criminal Records	Clerk's	Y	P	E + 5		E + 5	
P14	Animal Control	Clerk's	Y	P	E + 2		SAS	
P15	Community Protection Programs	Originating	N	P	S + 2		S + 2	
P16	Emergency Services	Originating	Y	P	S + 5		S + 5	
P17	EMS Incident and Impact Reports	Fire Services	Y	P	S + 5		S + 5	
P18	EMS Accident Reports	Fire Services	Y	P	S + 5		S + 5	
P19	EMS Statistics	Fire Services	Y	P	S + 2		S + 2	
P20	Protection and Enforcement Services - Prohibitions and Notices	Clerk's	Y	P			15	
P21	Protection and Enforcement Services - Facilities Routine Water Use, Monitoring and Testing	Child Care Facility						pools and rec camps = 1 ; child care facility plumbing flush and water testing = 6
<b>Recreation and Culture</b>								
R01	Heritage Preservation	Clerk's	N	G	E + 3		SAS	E = end of plan year or removal of designation
R02	Library Services	Library	N	G	2	3	5	
R03	Museum and Archival Services	Clerk's	N	P	S	3	SAS	
R04	Parks Management	Parks & Rec	Y	P	2	3	5	Play ground equipment maintenance = 15
R05	Recreational Facilities	Parks & Rec	N/A	N/A	N/A	N/A	N/A	Code no longer in use; records contained to be filed under other classification codes
R06	Recreational Programming	Parks & Rec	N	P	1	2	SAS	Program registration = 1

**Schedule A - Records Retention Schedule - Corporation of the Town of Orangeville**

Code	Secondary Heading	Responsible Department	Vital Y/N	Personal / General	Active	Inactive	Total Retention	Supplementary Information
<b>Social and Health Care Services</b>								
S01	Children's Day Nursery Services	Parks & Rec	N	G	E + 2	18	S	Review after 3 years
S02	Elderly Assistance	Originating	N	G	2	3	S	Review after 3 years
S09	Cemetery Records	Public Works	Y	P	2	P	P	Review after 3 years
S20	Cemetary Operations	Customer Service	N	G				contract fulfilled or no longer applies + 6
<b>Transportation Services</b>								
T01	Illumination	T&D / Public Works	N	G	E	6	E + 6	E = removal of equipment; Specifications = P
T02	Parking	T&D / Public Works	N	G	E	6	E + 6	E = closure of lot or space
T03	Public Transit	T&D	N	G	E + 2		E + 2	2 year minimum retention
T04	Road Construction	T&D / Capital Works	N	G	E + 1		E + 1	Specifications = P
T05	Road Design and Planning	T&D / Capital Works	N	G	E + 1		E + 1	Specifications = P
T06	Road Maintenance	Public Works	N	G	E + 1		E + 1	Training and Reports = 7 ; Specifications = P, see T04
T07	Signs and Signals	T&D / Public Works	N	G	E + 1		E + 1	
T08	Traffic	T&D / Public Works	N	G	E + 1		E + 1	
T09	Roads and Lanes - Openings and Closures	T&D / Public Works	N	G	E + 1		E + 1	
T10	Field Survey/Road Survey Books	Public Works / Capital Works	N	G	E + 1		E + 1	
T11	Bridges - Design & Construction	T&D / Capital Works	Y	G	E + 1		P	
T11-A	Bridges - Maintenance	Public Works	Y	G	E + 1		E + 1	Specifications = P, see T11
<b>Vehicles and Equipment</b>								
V01	Fleet Management	Originating	Y	P	E + 2		E + 2	E = end of lease; public vehicles trip record = 1; daily inspection logs = 1 after vehicle ceases to be operated
V02	Mobile Equipment	Originating	Y	P	E + 1		E + 1	E = disposal of equipment
V03	Transportable Equipment	Originating	N	G	E + 1		E + 1	E = disposal of equipment
V04	Protective Equipment	Originating	N	G	E + 1		E + 1	E = disposal of equipment
V05	Ancillary Equipment	Originating	N	G	E + 1		E + 1	E = disposal of equipment; set-up tests = S





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

### **By-law Number 2023-**

#### **A by-law to authorize entering into and execution of a Memorandum of Understanding with Credit Valley Conservation for the delivery of programs and services**

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 a Memorandum of Understanding with Credit Valley Conservation for the delivery of programs and services;

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 a Memorandum of Understanding, for the delivery of programs and services, between The Corporation of the Town of Orangeville and Credit Valley Conservation and all documents ancillary thereto.

Read three times and finally passed in open Council this 13th day of November, 2023.

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Lisa Post, Mayor

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Tracy Macdonald, Deputy Clerk



## The Corporation of the Town of Orangeville

### By-law Number 2023-

#### A by-law to amend By-law 78-2005, a by-law to Regulate Traffic in the Town of Orangeville

Whereas Section 11 of the Municipal Act, 2001, as amended, authorizes municipalities to pass by-laws prohibiting or regulating parking on highways and on properties other than highways;

And whereas Council deems it expedient to amend By-law 78-2005, as amended;

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

1. That Section 1 (Definitions) of By-law 78-2005 as amended, is hereby further amended by adding the following definition:

“officer” means a police officer, a police cadet, a municipal law enforcement officer, a person authorized to enforce the Highway Traffic Act, or any person appointed by Council to enforce this by-law.

2. That Section 2 (Enforcement) of By-law 78-2005 as amended, is hereby further amended by deleting and replacing Section 2.1 with the following:

**Traffic and Enforcement** - A police officer, police cadet, municipal law enforcement officer or other person authorized to enforce the Highway Traffic Act, as amended, are hereby vested with the authority of administering and enforcing the provisions of this by-law.

3. That By-law 78-2005 as amended, is hereby further amended by adding the following to Schedule “E” (Stop Sign Intersections):

<u>Column 1</u> <u>Intersection</u>	<u>Column 2</u> <u>Facing Traffic</u>
Preston Drive and Parkinson Crescent	Eastbound and westbound on Parkinson Crescent

Read three times and finally passed this 13th day of November, 2023.

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Lisa Post, Mayor

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Tracy Macdonald, Deputy Clerk



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

### **By-law Number \_\_\_\_\_**

#### **A By-law to amend Zoning By-law No. 22-90 as amended, with respect to Parts 2 and 3 of Lots 8 and 9, Block 1 of Registered Plan No. 216, Town of Orangeville, County of Dufferin, municipally known as 41 William Street (File No. RZH-2023-01)**

Whereas the Council of the Corporation of the Town of Orangeville is empowered to pass By-laws to permit the use of land pursuant to Section 34 of the Planning Act, RSO 1990, as amended;

And whereas pursuant to Section 36 of the Planning Act, as amended, Council may, through the use of a Holding (H) Symbol in a By-law passed under Section 34 of the Planning Act, specify the use to which land, buildings or structures may be put at such time in the future as the Holding (H) Symbol is removed by amendment to the By-law;

And whereas Council is satisfied that the conditions for the removal of the Holding (H) symbol have been satisfied;

And whereas Council considers it desirable to pass a By-law to amend Zoning By-law No. 22-90, as amended, to remove the Holding (H) Symbol applied to the lands described as Parts 2 and 3 of Lots 8 and 9, Block 1 of Registered Plan No. 216, Town of Orangeville, County of Dufferin.

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

1. That Schedule "A", Map D5 to Zoning By-law No. 22-90, as amended, is hereby further amended by rezoning the lands as depicted on Schedule "A" attached to this By-law.

Passed in open Council this 13<sup>th</sup> day of November, 2023.

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Lisa Post, Mayor

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Tracy MacDonald, Deputy Clerk



The Corporation of The Town of Orangeville  
Schedule 'A' Town of Orangeville Zoning By-law 22-90



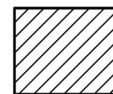
Schedule "A" to by-law

Passed the \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

Zoning Map No. D5  
This is a reference map only



Holding Symbol to be removed  
from Subject Property



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

### **By-law Number 2023-**

#### **A by-law to authorize entering into and execution of a Development Agreement with Duncan Shaw**

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 a Development Agreement with Duncan Shaw;

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 a Development Agreement, between The Corporation of the Town of Orangeville and Duncan Shaw and all documents ancillary thereto.

Read three times and finally passed in open Council this 13th day of November, 2023.

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Lisa Post, Mayor

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Tracy Macdonald, Deputy 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 November 13, 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 November 13, 2023, with respect to every report, motion, by-law, or other action passed and taken by the Council, including the exercise of natural person powers, are hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in this or a separate by-law.
2. That the Mayor and Clerk are authorized and directed to do all the things necessary to give effect to the action of the Council of The Corporation of the Town of Orangeville referred to in the preceding section.
3. That the Mayor and the Clerk are authorized and directed to execute all documents necessary in that behalf and to affix thereto the seal of The Corporation of the Town of Orangeville.

Read three times and finally passed this 13th day of November, 2023.

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Lisa Post, Mayor

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Tracy Macdonald, Deputy Clerk