



**Agenda
Council Meeting**

**Monday, December 16, 2024, 7:00 p.m.
Electronic and In-Person Participation - Council
The Corporation of the Town of Orangeville
(Mayor and Clerk at Town Hall - 87 Broadway)
Orangeville, Ontario**

NOTICE

Members of the public who have an interest in a matter listed on the agenda may, up until 10:00 a.m. on the day of a scheduled Council meeting, email councilagenda@orangeville.ca indicating their request to speak to a matter listed on the agenda. There will be an option to provide comments to Council either in person or virtually. Correspondence submitted will be considered public information and entered into the public record.

Members of the public wishing to view the Council meeting or raise a question during the public question period will have the option to attend in-person in Council Chambers, located at Town Hall, 87 Broadway, Orangeville; or by calling 1-289-801-5774 and entering Conference ID: 903 066 061#. 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 December 16, 2024 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 maybe 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 meeting be approved:

10.1	December 2, 2024 Council Minutes	6 - 15
10.2	December 9, 2024 Council - Capital Budget Minutes	16 - 21
10.3	December 10, 2024 Council - Operating Budget Minutes	22 - 28

11. Question Period

Any member of the public connecting via telephone is reminded to press *6 to mute and unmute and that they have a maximum of 3 minutes to ask their question.

12. Presentation, Petitions and/or Delegation

None.

13. Consent Agenda

The following items have been compiled under the Consent Agenda to facilitate a single vote for Council consideration. Council may remove any item from the Consent Agenda for individual consideration.

Recommendations:

That all Consent Agenda items for the current Council Meeting listed under 13.1 Staff Reports, 13.2 Correspondence, and 13.3 Committee/Board Minutes, be received or approved as presented with the exception of the items removed for individual consideration.

13.1 Staff Reports

13.1.1	Orangeville Fire Services Model, CAO-2024-012	29 - 31
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Recommendations:

That report CAO-2024-012, Orangeville Fire Services Model, be received; and

That Council affirm its support for the current Orangeville Fire

Services model; and

That this report and motion be circulated to the County of Dufferin and member municipalities.

- 13.1.2 Mayor's Youth Advisory Council 2024 Annual Report & Proposed 2025 Work Plan, CMS-2024-028 32 - 35

Recommendations:

That report CMS-2024-028, Mayor's Youth Advisory Council 2024 Annual Report & Proposed 2025 Work Plan, be received; and

That the 2025 Work Plan for the Mayor's Youth Advisory Council, be approved.

- 13.1.3 2025 Interim Property Tax Report, CPS-2024-072 36 - 40

Recommendations:

That report CPS-2024-072, 2025 Interim Property Tax Report, be received;

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

- 13.1.4 Mid-term Procedure By-law Review, CPS-2024-073 41 - 82

Recommendations:

That report CPS-2024-073, Mid-term Procedure By-law Review, be received; and

That Council direct staff to amend the procedure by-law.

- 13.1.5 2024 Third Quarter Operating Fund Variance Report, CPS-2024-084 83 - 88

Recommendations:

That report CPS-2024-084, 2024 Third Quarter Operating Fund Variance Report, be received.

- 13.1.6 Mobile Food Vendors By-law Review, CPS-2024-091 89 - 115

Recommendations:

That report CPS-2024-091, Mobile Food Vendors By-law Review, be received; and

That a public meeting be held to obtain input from the public on the proposed Mobile Food Vendor By-law; and

That staff report back to Council on the comments and feedback received.

- 13.1.7 OSPCA Kennel and Lease Agreement, CPS-2024-092 116 - 118

Recommendations:

That report CPS-2024-092, OSPCA Kennel and Lease

	Agreement, be received; and	
	That Council approve entering into a 10-year lease for service agreement with the OSPCA.	
13.1.8	2024 Third Quarter Capital Progress Report, CPS-2024-094 Recommendations: That report CPS-2024-094, 2024 Third Quarter Capital Progress Report, be received.	119 - 133
13.1.9	Equity, Diversity, and Inclusion (EDI) Committee Annual Report, CPS-2024-095 Recommendations: That report CPS-2024-095, Equity, Diversity, and Inclusion (EDI) Committee Annual Report, be received; and That the EDI Strategy, be approved; and That staff continue with implementation of the strategy; and That staff offer transition opportunities for existing EDI Committee members that ensures members can remain meaningfully involved in advancing the goals of the EDI Strategy through various channels; and That after a meeting is held to facilitate transition, the EDI Committee be dissolved; and That Council thank the Committee members for their contributions in fulfilling the workplan mandate of the EDI Committee.	134 - 143
13.1.10	Heritage Orangeville 2024 Annual Report & Proposed 2025 Work Plan, INS-2024-060 Recommendations: That report INS-2024-060, Heritage Orangeville 2024 Annual Report & Proposed 2025 Work Plan, be received; and That the 2025 Work Plan for the Heritage Orangeville Committee, be approved.	144 - 148
13.1.11	Update on the York Street Heritage Conservation District Request, INS-2024-062 Recommendations: That report INS-2024-062, Update on the York Street Heritage Conservation District Request, be received; and That staff continue with the York Street Heritage Conservation District (HCD) process and report back with a project work plan	149 - 155

and budget for an HCD Study and Plan in February 2025; and

That staff identify a preferred approach to reviewing the Municipal Non-Designated Heritage Registry properties in February 2025.

13.2	Correspondence	
13.2.1	Town of Mono - Big City Mayors Solve the Crisis Campaign	156 - 157
13.2.2	Township of East Garafraxa - Ontario Rural Roads Safety Program	158 - 159
13.2.3	Township of Melancthon - Temporary Traffic Calming Measures - County Road 17	160 - 161
13.3	Committee/Board Minutes	
13.3.1	2024-09-10 Mayor's Youth Advisory Council Meeting Minutes	162 - 165
13.3.2	2024-10-17 Orangeville BIA Minutes	166 - 167
13.3.3	2024-11-07 Sustainable Orangeville Committee Meeting Minutes	168 - 170
14.	Notice of Motion Prior to Meeting	
	None.	
15.	Notice of Motion at Meeting	
16.	Announcements	
17.	By-Laws	
	Recommendations:	
	That all by-laws for the current Council Meeting listed under item 17. By-laws, be read three times and finally passed.	
17.1	A by-law to appoint John Snider as Fire Chief for the Town of Orangeville and to repeal By-law 2023-042	171 - 171
17.2	A by-law to provide for the levy and collection of rates or levies for the Town of Orangeville for the interim levy for the year 2025	172 - 173
17.3	A by-law to amend By-law 2017-064 being a by-law to govern the proceedings of Council and its Committees	174 - 179
17.4	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 December 16, 2024	180 - 180
18.	Adjournment	
	Recommendations:	
	That the meeting be adjourned.	



Council Meeting Minutes

December 2, 2024, 6:30 p.m.

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

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

Members Absent: Councillor T. Prendergast

Staff Present: C. Braan, Chief Financial Officer/Treasurer
J. Bramley, Supervisor, By-law Enforcement and Licensing
D. Currie, Manager, Capital Works
T. Dulisse, Manager, Transportation and Development
S. Fedy, Deputy Treasurer
R. Gill, Software Development Engineer
T. Kocialek, General Manager, Infrastructure Services
R. Martell, Town Clerk
R. Medeiros, Senior Financial Analyst
A. Minichillo, General Manager, Corporate Services
A. Narvali, Manager, Information Technology
R. Ondusko, Manager, Public Works
L. Raftis, Assistant Clerk
H. Savage, General Manager, Community Services
D. Smith, CAO

1. Call To Order

The meeting was called to order at 6:30 p.m.

2. Approval of Agenda

Resolution 2024-248

Moved by Deputy Mayor Taylor
Seconded by Councillor Andrews

That the agenda and any addendums for the December 2, 2024 Council Meeting, be approved.

Carried Unanimously

3. Disclosure of (Direct and Indirect) Pecuniary Interest

None.

4. Closed Meeting

Resolution 2024-248

Moved by Councillor Macintosh
Seconded by Councillor Sherwood

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:

November 18, 2024 Closed Council Minutes

Economic Development and Culture Committee and Mayor's Youth Advisory Council Recruitment Update, CPS-2024-080

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

Carried Unanimously

4.1 November 18, 2024 Closed Council Minutes

4.2 Economic Development and Culture Committee and Mayor's Youth Advisory Council Recruitment Update, CPS-2024-080

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 2024-249

Moved by Councillor Sherwood
Seconded by Councillor Stevens

That the minutes of the November 18, 2024 Closed Council Meeting, be approved; and

That Confidential Report CPS-2024-080, Economic Development and Culture Committee and Mayor's Youth Advisory Council Recruitment Update, regarding personal matters about an identifiable individual, including municipal or local board employees, be received; and

That Council appoint Justin Large to the Economic Development and Culture Committee; and

That Council direct staff to proceed with Option 1 for the Mayor's Youth Advisory Council; and

That Council appoint Emma Biber and Thomas Sword to the Mayor's Youth Advisory Council; and

That staff proceed as directed.

Carried Unanimously

10. Adoption of Minutes of Previous Council Meeting

Resolution 2024-250

Moved by Councillor Macintosh
Seconded by Deputy Mayor Taylor

That the minutes of the following meeting be approved:

10.1 November 18, 2024 Council Minutes

10.2 November 25, 2024 Council - Public Meeting Minutes

Carried Unanimously

11. Community Recognition

11.1 Kevin Stone, Executive Board Member - Orangeville Wolves 25th Anniversary

Mayor Post congratulated the Orangeville Wolves for reaching their 25th Anniversary milestone and presented the organization with a certificate. Kevin Stone, Executive Board Member, Orangeville Wolves spoke to the history and accomplishments of the Orangeville Wolves.

Note: Council recessed from 7:07 p.m. to 7:14 p.m.

12. Question Period

David Nairn, Park Lane thanked Council for honouring him at the 'Twas the Night Gala naming the Opera House stage after him. Mr. Nairn spoke to the importance of arts and culture throughout Orangeville.

Nick Garisto, Paula Court asked a question regarding the Ontario Provincial Police 2025 cost increase.

David Waugh, Amanda Street recognized Council for their work and asked David Smith, CAO a question regarding desire to work for the Town of Orangeville.

13. Presentation, Petitions and/or Delegation

Resolution 2024-251

Moved by Councillor Andrews
Seconded by Councillor Macintosh

That Council waive the five (5) minute timeframe in the Procedure By-law to allow for additional time for both presenters.

Carried Unanimously

13.1 Quentin Hanchard, Chief Administrative Officer - 2025 Credit Valley Conservation Authority Budget

Quentin Hanchard, Chief Administrative Officer, Credit Valley Conservation (CVC) provided a presentation with respect to the CVC budget. Mr. Hanchard spoke to natural hazards planning and risk management, lands and conservation areas, watershed studies and strategies, environmental resilience, corporate services, provided a draft budget overview, and answered questions from Council.

13.2 Cheryl Braan, Treasurer - 2025 Municipal Budget

David Smith, CAO provided a brief introduction. Cheryl Braan, Treasurer spoke to the budget schedule and background, 2025 operating budget, Ontario Provincial Police (OPP) contract, 2025-2034 capital program, property tax and user rates impacts, and answered questions from Council.

Note: Council recessed from 8:50 p.m. to 9:00 p.m.

14. Consent Agenda

Resolution 2024-252

Moved by Councillor Macintosh
Seconded by Councillor Stevens

That all Consent Agenda items for the current Council Meeting listed under 14.1 Staff Reports, 14.2 Correspondence, and 14.3 Committee/Board Minutes, be received or approved as presented with the exception of the items removed for individual consideration.

Items removed: 14.1.7 and 14.1.8

Carried

14.1 Staff Reports

14.1.1 2025 Municipal Budget, CPS-2024-077

That report CPS-2024-077, 2025 Municipal Budget, be received.

Carried through consent

14.1.2 Snow Clearing Grant Program, CAO-2024-011

That report CAO-2024-011, Snow Clearing Grant Program, be received; and

That staff implement a one-time snow clearing grant program based on the parameters outlined in this report and feedback received by Council.

Carried through consent

14.1.3 Regulatory By-law Review Work Plan Update, CPS-2024-055

That report CPS-2024-055, Regulatory By-law Review Work Plan Update, be received; and

That staff be directed to continue with the review and completion of the following by-laws in 2025:

- **Retail Business Holidays Exemption,**
- **Administrative Monetary Penalties,**
- **Traffic and Right-of-Way (ROW) Management,**
- **Tree Preservation,**
- **Establish and Regulate a Fire Department – Orangeville Fire Services,**
- **Discharge of Water into Sanitary and Storm Sewer,**
- **Fireworks,**
- **Signs,**
- **Clean Yards, and**
- **Swimming Pool Enclosure.**

Carried through consent

14.1.4 Noise By-law Metrics Report, CPS-2024-083

That report CPS-2024-083, Noise By-law Metric Report, be received; and

That Council direct staff to commence a public engagement campaign with the Communications team.

Carried through consent

14.1.5 Upper Grand District School Board Fiber Agreement, CPS-2024-087

That report CPS-2024-087, Upper Grand District School Board Fiber Agreement, be received; and

That Council authorize the Mayor and Town Clerk to sign the Agreement Extension, in reference to RFP#TF-0617, and any other documents that may be required to finalize the transaction.

Carried through consent

14.1.6 Strategic Asset Management Policy, CPS-2024-088

That report CPS-2024-088, Strategic Asset Management Policy, be received; and

That the Strategic Asset Management Policy approved by Council through resolution 17 on September 23, 2019, be repealed; and

That the Strategic Asset Management Policy attached to report CPS-2024-088, be approved.

Carried through consent

14.1.7 Economic Development and Culture Committee 2024 Annual Report and Proposed 2025 Workplan, CMS-2024-027

Resolution 2024-253

Moved by Councillor Andrews
Seconded by Deputy Mayor Taylor

That report CMS-2024-027, Economic Development and Culture Committee 2024 Annual Report and Proposed 2025 Work Plan, be received; and

That the 2025 Work Plan for the Economic Development and Culture Committee, be approved.

Carried

14.1.8 SCADA Master Plan, INS-2024-053

Resolution 2024-254

Moved by Councillor Macintosh
Seconded by Deputy Mayor Taylor

That report INS-2024-053, Supervisory Control and Data Acquisition (SCADA) Master Plan, be received; and

That the draft SCADA Master Plan as attached to report INS-2024-053 be endorsed; and

That staff be directed to proceed with finalizing the SCADA Master Plan and report back to Council for approval.

Carried

14.1.9 Sustainable Orangeville 2024 Annual Report and Proposed 2025 Work Plan, INS-2024-057

That report INS-2024-057, Sustainable Orangeville 2024 Annual Report and Proposed 2025 Work Plan, be received; and

That the 2025 Work Plan for the Sustainable Orangeville Committee, be approved.

Carried through consent

14.1.10 Access Orangeville 2024 Annual Report & Proposed 2025 Work Plan, INS-2024-058

That report , Access Orangeville 2024 Annual Report & Proposed 2025 Work Plan, be received; and

That the 2025 Work Plan for the Access Orangeville Committee, be approved.

Carried through consent

14.2 Correspondence

14.2.1 Ministry of Municipal Affairs and Housing - Additional Residential Units

14.2.2 Town of Mono - Canada Carbon Rebate for Rural Municipalities

14.3 Committee/Board Minutes

14.3.1 2024-09-17 Age Friendly Minutes

14.3.2 2024-09-19 Equity, Diversity, and Inclusion Committee Minutes

14.3.3 2024-09-24 Orangeville OPP Detachment Board Minutes

14.3.4 2024-10-10 Access Orangeville Committee Meeting Minutes

14.3.5 2024-10-10 Affordable Housing Task Force Meeting Minutes

14.3.6 2024-10-17 Heritage Orangeville Meeting Minutes

15. Notice of Motion Prior to Meeting

None.

16. Notice of Motion at Meeting

None.

17. Announcements

Councillor Andrews thanked the Economic Development and Culture, Planning, and Building Divisions for their work Tuesday, November 26, 2024 at the Real Estate Roundtable event.

Councillor Macintosh advised that the Seniors Luncheon is Wednesday, December 4, 2024 at 11:30 a.m. at the Tony Rose Memorial Sports Centre.

Deputy Mayor Taylor thanked Council, staff, and the Orangeville Optimist for their help with Christmas in the Park.

Mayor Post recognized Kru Martello from the Art of 8 Martial Arts Academy. Mayor Post advised that Mr. Martello recently competed at a world boxing championship and won the national title and belt as the Canadian champion in Muay Thai.

Mayor Post further advised that Sleeping Beauty is playing at Theatre Orangeville until December 21, 2024.

18. By-Laws

Resolution 2024-255

Moved by Councillor Andrews
Seconded by Councillor Stevens

That all by-laws for the current Council Meeting listed under item 18. By-laws, be read three times and finally passed.

Carried Unanimously

18.1 A by-law to authorize the entering into and execution of a Fiber Optic Agreement Extension with Upper Grand District School Board for the purpose of providing Broadband Internet Services to various Board Sites

18.2 A by-law to confirm the proceedings of the Council of The Corporation of the Town of Orangeville at its closed and regular Council meeting held on December 2, 2024

19. Adjournment

Resolution 2024-256

Moved by Councillor Macintosh

Seconded by Councillor Sherwood

That the meeting be adjourned at 9:13 p.m.

Carried Unanimously

Lisa Post, Mayor

Raylene Martell, Town Clerk



Council Meeting - Capital Budget Minutes

December 9, 2024, 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**

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

Members Absent: Councillor T. Prendergast

Staff Present: J. Austin, Manager, Communications
C. Braan, Chief Financial Officer/Treasurer
C. Cosgrove, Manager, Facilities and Parks
D. Currie, Manager, Capital Works
T. Dulisse, Manager, Transportation and Development
S. Fedy, Deputy Treasurer
J. Hawkins, System Administrator
T. Kocialek, General Manager, Infrastructure Services
J. Lavecchia Smith, Deputy Clerk
K. Lemire, Manager, Economic Development & Culture
R. Martell, Town Clerk
R. Medeiros, Senior Financial Analyst
A. Minichillo, General Manager, Corporate Services
A. Narvali, Manager, Information Technology
R. Ondusko, Manager, Public Works
M. Richardson, Acting Fire Chief
H. Savage, General Manager, Community Services
D. Smith, CAO

1. Call To Order

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

2. Approval of Agenda

Resolution 2024-257

Moved by Councillor Andrews

Seconded by Deputy Mayor Taylor

That the agenda and any addendums for the December 9, 2024 Council - Capital Budget Meeting, be approved.

Carried

3. Disclosure of (Direct and Indirect) Pecuniary Interest

None.

4. Closed Meeting

None.

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

None.

10. Adoption of Minutes of Previous Council Meeting

None.

11. Question Period

Mark Middleton, Zina Street, sought clarification with respect to the potential of postponing any projects to minimize the property tax increase.

Nick Garisto, Paula Court, expressed concern with respect to the increase of property taxes and proposed service level changes.

Ric Ugolini, Cedar Drive, expressed concern with respect to proposed projects included in the 2025 capital budget.

Matthew Smith, McCarthy Street, thanked Council for their work and further expressed concern with respect to the amount of proposed projects included in the 2025 capital budget.

12. Presentation, Petitions and/or Delegation

12.1 James Jackson, Carlton Drive - Tax Increases

James Jackson, Carleton Drive, spoke to Council on the negative impacts of tax increases for low-income households, seniors and those on disability. He requested that Council be empathetic to those that are struggling.

12.2 Cheryl Braan, Treasurer - Capital Budget

Resolution 2024-258

Moved by Deputy Mayor Taylor
Seconded by Councillor Andrews

That Council waive the requirements of the procedure by-law to allow the Capital Budget presentation to extend beyond the 5-minute time limit.

Carried

Treasurer Braan presented an overview of the 2025 Capital Budget to Council. General Managers Antonietta Minichillo, Tim Kocialek and Heather Savage presented information on the Capital Budget for their respective departments.

Members of Council received clarity on various capital budget items included in the 2025 budget book.

Note: Council recessed at 8:23 pm and resumed at 8:33 pm.

Resolution 2024-259

Moved by Councillor Macintosh
Seconded by Councillor Sherwood

That the 2025 allocation from B1232.1110 new station furniture and fixtures be removed from the 10-year capital program.

Carried Unanimously

Main Motion:

Moved by Councillor Macintosh
Seconded by Councillor Stevens

That B1158.0000 Fire Master Plan be removed from the 10-year capital program.

Amendment:

Resolution 2024-260

Moved by Deputy Mayor Taylor
Seconded by Councillor Macintosh

That the main motion be amended by replacing "removed from" with "deferred until 2026 in".

Carried

Main Motion as Amended:

Resolution 2024-261

Moved by Councillor Macintosh
Seconded by Councillor Stevens

That B1158.0000 Fire Master Plan be deferred until 2026 in the 10-year capital program.

Carried

Council recessed at 9:45 pm and reconvened at 9:52 pm.

13. Staff Reports

13.1 2025-2034 Capital Program, CPS-2024-090

Resolution 2024-262

Moved by Councillor Andrews

Seconded by Councillor Sherwood

That report CPS-2024-090, 2025-2034 Capital Program, be received; and

That Council endorse the updated ten-year capital program in CPS-2024-90 dated December 9, 2024, as amended; and

That Council direct staff to include approval of the 2025-2034 capital program, as amended, in the 2025 Consolidated Budget resolutions on December 10, 2024.

Carried Unanimously

14. Announcements

Councillor Andrews advised that there is an Affordable Housing Task Force on Thursday, December 12, 2024 commencing at 5:30 p.m. and will be held in Council Chambers.

Councillor Macintosh thanked Sharon Doherty, Manager, Recreation and Events for organizing the Seniors Luncheon.

Councillor Sherwood advised that Sleeping Beauty is playing at Theatre Orangeville until December 21, 2024.

Mayor Post advised that Council will be meeting Tuesday, December 10, 2024 at 7:00 p.m. to consider the proposed 2025 Operating Budget.

15. By-Laws

Resolution 2024-263

Moved by Councillor Sherwood

Seconded by Councillor Stevens

That all by-laws for the current Council Meeting listed under item 15. By-laws, be read three times and finally passed.

Carried Unanimously

15.1 A by-law to confirm the proceedings of the Council of The Corporation of the Town of Orangeville at its Council - Capital Budget Meeting held on December 9, 2024

16. Adjournment

Resolution 2024-264

Moved by Councillor Macintosh
Seconded by Councillor Andrews

That the meeting be adjourned at 10:03 p.m.

Carried

Lisa Post, Mayor

Raylene Martell, Town Clerk



Council Meeting - Operating Budget

December 10, 2024, 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**

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

Members Absent: Councillor T. Prendergast

Staff Present: J. Austin, Manager, Communications
C. Braan, Chief Financial Officer/Treasurer
C. Cosgrove, Manager, Facilities and Parks
D. Currie, Manager, Capital Works
E. Dick, Junior Help Desk Technician
T. Dulisse, Manager, Transportation and Development
S. Fedy, Deputy Treasurer
R. Gill, Software Development Engineer
T. Kocialek, General Manager, Infrastructure Services
K. Lemire, Manager, Economic Development & Culture
R. Martell, Town Clerk
R. Medeiros, Senior Financial Analyst
A. Minichillo, General Manager, Corporate Services
C. Moran, Acting Manager, Human Resources
A. Narvali, Manager, Information Technology
R. Ondusko, Manager, Public Works
L. Raftis, Assistant Clerk
M. Richardson, Acting Fire Chief

1. Call To Order

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

2. Approval of Agenda

Resolution 2024-265

Moved by Councillor Stevens

Seconded by Councillor Sherwood

That the agenda and any addendums for the December 10, 2024 Council - Operating Budget Meeting, be approved.

Carried

3. Disclosure of (Direct and Indirect) Pecuniary Interest

None.

4. Closed Meeting

None.

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

None.

10. Adoption of Minutes of Previous Council Meeting

None.

11. Question Period

Nick Garisto, Paula Court asked Council to present motions in order to lower the tax increase.

Mark Middleton, Zina Street spoke to opportunities for the Town of Orangeville to increase revenue and asked a question with respect to the debt management of the Alder Street Recreation Complex.

Ric Ugolini, Cedar Drive spoke to the jump track, fire hall, and dog park projects and expressed concern with respect to the tax rates based on population with area municipalities.

David Waugh, Amanda Street sought clarification with respect to incentivizing development and the potential cost savings with respect to residents clearing the sidewalks in front of their house.

12. Presentation, Petitions and/or Delegation

David Smith, CAO provided a brief introduction to the proposed 2025 Operating Budget.

12.1 Cheryl Braan, Chief Financial Officer/Treasurer - 2025 Operating Budget

Resolution 2024-266

Moved by Councillor Macintosh
Seconded by Councillor Sherwood

That Council waive the requirements of the procedure by-law to allow the Operating/Consolidated Budget presentation to extend beyond the 5-minute time limit.

Carried

Cheryl Braan, Chief Financial Officer/Treasurer provided a presentation with respect to the proposed 2025 Operating Budget. David Smith, CAO and General Managers Antonietta Minichillo, Tim Kocialek, and Heather Savage presented information on the Operating Budget for their respective departments.

Members of Council received clarity on various operating budget items included in the 2025 budget book.

Note: Council recessed at 8:43 p.m. and resumed at 8:53 p.m.

13. Consent Agenda

Resolution 2024-267

Moved by Councillor Andrews
Seconded by Councillor Stevens

That all Consent Agenda items for the current Council Meeting listed under 13.1 Staff Reports and 13.2 Correspondence, be received or approved as presented.

Carried

13.1 Staff Reports

13.1.1 Service Level Change – Permanent Full Time, Advisor, Special Projects, CPS-2024-085

That report CPS-2024-085, Service Level Change – Permanent Full Time, Advisor, Special Projects, be received; and

That subject to approval of the 2025 Budget, staff be directed to create a new full-time, permanent position of Advisor, Special Projects; and

That staff proceed to include funding for this position within the 2025 Operating Budget, under the Administration Department.

Carried through consent

13.1.2 Service Level Change – Permanent Full Time Program Manager, Infrastructure, Operations, and Security, CPS-2024-086

That report CPS-2024-086, Service Level Change – Permanent Full Time Program Manager, Infrastructure, Operations, and Security, be received; and

That subject to approval of the 2025 Budget, staff be directed to create a new full-time, permanent position of Program Manager, Infrastructure, Operations, and Security; and

That staff proceed to include funding for this position within the 2025 Operating Budget, under the Information Technology (IT) Division of the Corporate Service Department.

Carried through consent

13.1.3 Service Level Change – Permanent Full Time Project Manager – Storm Water, INS-2024-056

That report INS-2024-056, Service Level Change – Permanent Full Time Project Manager – Storm Water, be received; and

That subject to approval of the 2025 Budget, staff be directed to create a new full-time, permanent position of Project Manager Storm Water; and

That staff proceed to include funding for this position within the 2025 Operating Budget, under the Capital Works Division of the Infrastructure Services Department.

Carried through consent

13.2 Correspondence

None.

14. Consolidated Budget Report

14.1 2025 Consolidated Budget, CPS-2024-096

Resolution 2024-268

Moved by Deputy Mayor Taylor
Seconded by Councillor Andrews

That report CPS-2024-096, 2025 Consolidated Budget, be received; and

That Council approve the 2025 Consolidated budget as set out in Option C of CPS-2024-096 dated December 10, 2024, as follows:

That Council direct staff to add a one-time contribution to the General Capital reserve in the amount of \$509,242; and

That Council approve the 2025 Operating Budget for Town Services excluding Policing Services, with a property tax levy requirement of \$39,342,245; and

That Council receive the 2025 billing statement from the Minister of the Solicitor General for Ontario Provincial Police, adjusted for one-time relief from the province, at a cost of \$5,077,223 and approve the 2025 Operating Budget for Policing Services, inclusive of grant funding with a property tax levy requirement of \$4,877,223; and

That Council approve the 2025 Capital Budget and approve-in-principle the 2026-2034 Capital Forecast as set out in the 2025 Budget Report presented on December 2, 2024 as amended on December 9, 2024, adjusted for final year end carry-forward actuals.

Carried Unanimously

15. Announcements

None.

16. By-Laws

Resolution 2024-269

Moved by Councillor Sherwood
Seconded by Councillor Stevens

That all by-laws for the current Council Meeting listed under item 16. By-laws, be read three times and finally passed.

Carried Unanimously

16.1 A by-law to confirm the proceedings of the Council of The Corporation of the Town of Orangeville at its Council - Operating Budget Meeting held on December 10, 2024

17. Adjournment

Resolution 2024-270

Moved by Councillor Macintosh
Seconded by Deputy Mayor Taylor

That the meeting be adjourned at 9:22 p.m.

Carried Unanimously

Lisa Post, Mayor

Raylene Martell, Town Clerk



Subject: Orangeville Fire Services Model

Department: Administration

Division: CAO

Report #: CAO-2024-012

Meeting Date: 2024-12-16

Recommendations

That report CAO-2024-012, Orangeville Fire Services Model, be received; and

That Council affirm its support for the current Orangeville Fire Services model; and

That this report and motion be circulated to the County of Dufferin and member municipalities.

Overview

There are a number of different models of Fire Service delivery in the county.

The County of Dufferin engaged a consultant who reviewed the topic and recommended consolidation of Fire Services potentially at a county wide level.

Most member municipalities do not support a countywide model but are reviewing smaller consolidation options.

Orangeville, and others, are well served by the current model of Fire Services in Orangeville.

Background

The Town of Orangeville's Fire Service currently serves residents of Orangeville, and has service contracts with the townships of Mono, Amaranth, and East Garafraxa to deliver fire services to portions of the geographies within those township boundaries. It is also noted that Orangeville's Fire Service members are a combination of paid and volunteer members.

In 2020 the County of Dufferin's Service Delivery Review suggested that alternative models of fire service delivery be reviewed particularly related to those governed by Fire Boards with a goal of potentially changing reporting structures and dissolving boards.

On September 12, 2024 Dufferin County Council passed the following resolution:

That the report from the Chief Administrative Officer, dated September 12, 2024, regarding a Fire Protection and Prevention Review, be received ;

And that the Multi-Jurisdictional Fire Prevention and Protection Modernization Plan Report be forwarded to all Dufferin local municipalities and fire boards for their consideration;

And that comments from the local municipalities be brought back to Council by end of year to decide next steps.

The 2024 Dufferin County study recommended a "single operational model" for fire service, either through Orangeville or Dufferin, and identified challenges with existing fire service boards causing inconsistencies.

The Report was shared with Orangeville Council on October 7, 2024.

To date some municipalities have passed resolutions supporting a degree of geographical consolidation, potentially dissolving their Fire Boards and some have taken a wait and see approach. Only one has expressed an interest in specifically continuing a discussion on county wide service.

Analysis/Current Situation

Orangeville Fire Service (OFS) is the largest in the County and most advanced with full time coverage 24/7. Residents are well served. OFS provides service to portions of neighbouring municipalities on a contract basis and participates in Mutual Aid agreements with other fire services supporting each other during periods of high need.

In essence Orangeville is providing a geographical service to a portion of southern Dufferin County. Orangeville has always been receptive to requests from our neighbours and will continue to do so. If approached, staff will consider the request, work with the requester and bring a recommendation to Council. We are not anticipating any in the near future.

The cost of Fire Service is dramatically increasing and participating in a county wide service would have a negative impact on our local taxpayer while potentially also impacting our current service.

Corporate Implications

This report will not generate direct implications. If future actions related to this report will have a corporate impact, a report will be presented to Council for approval, as required.

Conclusion

Orangeville residents and businesses are well served by the current fire services delivery model and staff remain open to requests from other municipalities.

Strategic Alignment

Strategic Plan

Strategic Goal: Corporate Capacity

Objective: Collaboration – Lead and support regional and subject-matter alliances

Notice Provisions

Not applicable.

Respectfully submitted,

David Smith
Chief Administrative Officer

Reviewed by:

Prepared by:

David Smith,
Chief Administrative Officer



Report

Subject: Mayor’s Youth Advisory Council 2024 Annual Report & Proposed 2025 Work Plan

Department: Community Services

Division: Recreation

Report #: CMS-2024-028

Meeting Date: 2024-12-16

Recommendations

That report CMS-2024-028, Mayor’s Youth Advisory Council 2024 Annual Report & Proposed 2025 Work Plan, be received; and

That the 2025 Work Plan for the Mayor’s Youth Advisory Council, be approved.

Background and Analysis

The Mayor’s Youth Advisory Council Committee (the “Committee”) is comprised of one (1) member of Council and up to ten (10) members of the public up to the age of 20, who bring passion, enthusiasm, unique perspectives, and demonstrate an understanding and desire to promote youth initiatives in the Town of Orangeville.

The Committee plays a vital role in assessing municipal offerings and advises Council on recreational and social issues that are essential to Orangeville’s younger population. The Committee works to strengthen community relations by acting as a communication channel by gathering insight and feedback from the community, creating meaningful dialogue, and advocating for decisions made by Council to actively reflect young people’s concerns and needs. Additionally, the Committee provides leadership opportunities and provides an avenue for youth to acquire knowledge in local governance

Terms of Reference

The Terms of Reference outline the meeting frequency for the Committee. The Committee was to meet quarterly or as required. In 2024, the Committee will have met a total of four (4) times.

2024 Achievements

Council approved the Committees 2024 work plan on November 13, 2023. The terms of reference outlines that the Committee is to provide an annual report to Council. Listed below are the Committees projects and initiatives that have been achieved from the 2024 work plan:

- On November 23rd, 2023, hosted a Mayoral Town Hall event at the Orangeville District Secondary School (ODSS).
- Advocated to Council for the continuation of the Town of Orangeville's Fare Free Transit Program.
- Participated and assisted in the October launch of the Town of Orangeville's "Respect YOUR Rec" campaign.
- Hosted various community partners and organizations at Committee meetings to share resources and raise awareness of ongoing initiatives, programs, and educational opportunities.

2025 Work Plan

The Mayor's Youth Advisory Council has prepared a 2025 work plan (Attachment 1) which outlines the various projects that will be focused on during the term.

At their meeting on December 3rd, the Committee passed a motion recommending approval of their 2025 work plan.

Resolution Number: 2024-011

Moved by: J. Berry

That the proposed 2025 Mayor's Youth Advisory Council work plan, be approved.

Carried

Corporate Implications

The Committee is provided with an annual budget of \$2,500. The proposed 2025 Mayor's Youth Advisory Council work plan (Attachment 1) outlines the projected expenses for 2025.

Strategic Alignment

Strategic Plan

Strategic Goal: Community Vitality

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

Sustainable Neighbourhood Action Plan

Theme: Social Well-being

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

Notice Provisions

Not applicable.

Respectfully submitted,

Heather Savage
General Manager,
Community Services

Reviewed by:

Sharon Doherty
Manager, Recreation & Events,
Community Services

Reviewed by:

Allison Dukovski
Supervisor, Recreation Programs & Events,
Community Services

Prepared by:

Grady Brennan,
Legislative Assistant,
Corporate Services

Attachment(s): Proposed 2025 Mayor’s Youth Advisory Council Work Plan

Mayor's Youth Advisory Council

2025 Committee Work Plan



If the Committee requires assistance from the Town's Communications Division for a program or initiative identified in this workplan, a minimum of eight (8) weeks' notice is required.

Deliverable / Project	Description	Frequency	Scheduled Date	Location	Lead	Budget/Comments
Special Project – Mayor's Youth Town Hall Meetings	A Town Hall like event designed to foster open dialogue between students, the Mayor, elected officials, and Town Staff in order to provide updates and solicit feedback on current Town initiatives and programs.	Bi-Annual	TBD	ODSS & Westside Secondary School	Mayor, Committee, Committee Secretary, Staff Liaison	Total budget: \$2,500
Advertising and Promotion – Youth Engagement Initiatives	Identify and promote community events, programs, initiatives, and educational opportunities that are of interest to the younger population and foster deeper community involvement and interaction.	Ongoing	TBD	N/A	Committee, Committee Secretary, Staff Liaison	N/A
Advertising & Promotion – Town of Orangeville Promotional Campaigns	Offer guidance and assist in Town of Orangeville promotional campaigns and initiatives designed for youth, ensuring strategies are inclusive and impactful.	As Required	TBD	N/A	Committee, Committee Secretary, Staff Liaison	N/A



Subject: 2025 Interim Property Tax Report

Department: Corporate Services

Division: Finance

Report #: CPS-2024-072

Meeting Date: 2024-12-16

Recommendations

That report CPS-2024-072, regarding the 2025 Interim Tax Levy, be received;

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

Overview

To allow for the collection of the interim property taxes, it is necessary to pass a by-law. The Town will bill 50% of the prior year’s adjusted taxes and the amount billed will be deducted from the final taxes levied for 2025.

Background

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

Analysis/Current Situation

The proposed interim tax levy by-law provides for the levy of interim taxes for the 2025 taxation year as authorized under the authority of Section 317 of the Municipal Act S.O. 2001.

Consistent with the Town’s practice in previous years, the 2025 interim tax levy will be payable in installments. The installment dates shall be authorized by the CFO/Treasurer.

While the Town approves the 2025 levy requirement as part of the municipal budget, the 2025 final tax rates will be established following the approval of budgets at the County of Dufferin and the Province (education taxes). The interim levy will be deducted from the final levy prior to issuance of final tax bills for 2025.

Corporate Implications

The interim levy is required to provide the necessary cash flow to meet the obligations for the Town including interim payments to the County of Dufferin and the School Boards until the annual tax rate can be set and final notices are prepared in May 2025.

Conclusion

The 2025 Interim Property Tax By-law will allow for the collection of 50% of the prior year's adjusted taxes and the interim will be deducted from the final tax bill for 2025.

Strategic Alignment

Strategic Plan

Strategic Goal: Future-Readiness

Objective: Due Diligence

Sustainable Neighbourhood Action Plan

Theme: Corporate and Fiscal

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

Notice Provisions

Not Applicable.

Respectfully submitted,

Antonietta Minichillo, MES
General Manager, Corporate Services

Reviewed by:

Cheryl Braan, CPA, CMA
Treasurer, Corporate Services

Prepared by:

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

Attachment(s): 1. 2025 Interim Tax Levy By-law



The Corporation of the Town of Orangeville

By-law Number - 2025

A By-Law to provide for the levy and collection of rates or levies for the Town of Orangeville for the interim levy for the year 2025.

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

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

1. That the interim tax levy for 2025 shall equal but not exceed 50% of the total amount of taxes levied on each property in the Town of Orangeville for municipal and school purposes for the previous year (2024).
2. That for purposes of the preceding calculation, if any taxes for municipal and school purposes were levied on a property for only part of the previous year because assessment was added to the collector's roll during the year, an amount shall be added equal to the additional taxes that would have been levied on the property if the taxes for municipal and school purposes had been levied for the entire year.
3. That the taxes shall be payable in two installments, and the dates for payment shall be authorized by the CFO/Treasurer.
4. That a penalty charge of one and one quarter (1.25) per cent of the amount of taxes due and unpaid be added on the first day of default and on the first day of each calendar month thereafter in which default continues, as set out in the Municipal Act.
5. That the Treasurer for the Town of Orangeville is hereby authorized to mail or cause to be mailed, the notice specifying the amount of taxes payable by any person liable for taxes, to the address of the person or persons to whom such notice is required.
6. That taxes are payable at the Municipal Office, 87 Broadway, Orangeville, Ontario, L9W 1K1.

Passed in open Council this 16th day of December, 2025

Lisa Post, Mayor

Raylene Martel, Clerk



Subject: Mid-term Procedure By-law Review

Department: Corporate Services

Division: Clerks

Report #: CPS-2024-073

Meeting Date: 2024-12-16

Recommendations

That report CPS-2024-073, Mid-term Procedure By-law Review, be received; and

That Council direct staff to amend the procedure by-law.

Overview

As a best practice, Council members should undertake a mid-term review of their procedure by-law. At the halfway point of the 2022-2026 term of Council, this review will provide information to Council on potential amendments to the by-law to address inconsistencies with procedural correctness in accordance with Roberts Rules of Order, procedural issues encountered thus far in the term, and items recommended for inclusion by the Clerk based on best practice.

Background

The current procedure by-law was passed on July 17, 2017 with amendments passed by Council on March 23, 2020, September 14, 2020 and September 11, 2023. After two years in this term of Council, now is the time for a mid-term review based on current Council needs and processes. A public meeting was held on this item on November 25th, 2024.

Analysis/Current Situation

Over the course of the last year, a few items in the current by-law have come to staff's attention for updates. The Procedure By-law is scheduled for a full review in 2026, however, there are some minor amendments that should be looked at in the interim. The following chart provides an overview of the proposed changes. Yellow highlighted sections in the chart were added based on discussion at the public meeting.

Topic	Current Section	Current Wording	Proposed Changes	Reason
Public Notice	3.8.2.1	3.8.2.1 Copies of all Council and standing committee meeting agendas shall be posted in the notice case outside the Second Street entrance to the municipal offices and agendas posted on the Town website at least twenty-four (24) hours in advance of the meeting.	Change “Copies” to Notice in the first line; and add “Whenever possible, agendas for Council meetings shall be published at least 3 business days prior to the meeting. Any addendums to the agenda shall be updated and posted to the website by 1 pm on the day of the Council meeting.”	To reference current practice of publishing the agenda on the Wednesday before a Monday meeting.
Method & Technology	3.10.4	3.10.4 The method and technology used to facilitate electronic participation in a meeting shall be determined by the Clerk, in consultation with the Information Technology division. 3.10.5 Members wishing to participate electronically for a Council meeting, must provide the	Add: “If at any time the stream for a meeting that is held electronically goes down, the meeting shall recess as soon as it is noticed for a minimum of 15 minutes to allow any participants watching the stream to either connect through telephone at the number listed on the current agenda for connectivity or attend the meeting location.”	

		<p>Clerk (or designate) no less than 72 hours notice prior to the scheduled meeting. The request may be facilitated if technology permits and if physical quorum at the meeting location has been established.</p> <p>3.10.6 Members wishing to participate electronically for a committee meeting must provide the Secretary no less than 72 hours notice prior to the scheduled meeting. The request may be facilitated if technology permits.</p>	<p>3.10.5 Remove “no less than 72 hours notice” and replace it with “as much notice as possible”.</p> <p>3.10.6 Remove “no less than 72 hours notice” and replace it with “as much notice as possible”.</p>	
<p>Electronic Participation</p>	<p>3.10</p>	<p>3.10.5 Members wishing to participate electronically for a Council meeting, must provide the Clerk (or designate) no less than 72 hours notice prior to the scheduled meeting. The request may be facilitated if technology permits</p>	<p>3.10.5 Remove: “and if physical quorum at the meeting location has been established”.</p> <p>3.10.7 Remove: “Clerk and”.</p> <p>Add: “The Clerk and all other members of Council shall be present in Council</p>	<p>Physical quorum is no longer a requirement in the Municipal Act. The Chair is the only position that should be absolutely required to be physically in attendance as they have</p>

		<p>and if physical quorum at the meeting location has been established.</p> <p>3.10.7 The Clerk and Mayor (or designate Chair) are to be physically present in Council Chambers for a meeting.</p> <p>3.10.9 A physical quorum (a majority of the members) at a meeting of Council shall be achieved at the commencement of the meeting and maintained throughout the meeting.</p>	<p>Chambers whenever possible.”</p> <p>3.10.9 – Remove section</p>	<p>a role to maintain order and decorum of the meeting. All remaining required parties should be in physical attendance whenever possible, however this addition would allow for extenuating circumstances to arise without the need to cancel a meeting.</p>
<p>Consent Agenda</p>	<p>6.2.1</p>	<p>6.2.1 When preparing the agenda for Council and Committee of the Whole meetings, the Clerk may identify items which are considered to be routine and non-controversial under the heading “Consent Agenda”, which matters may be considered by Council and Committee of the Whole as a summary matter in</p>	<p>Remove: “may identify items which are considered to be routine and non-controversial”; and</p> <p>Replace it with: “shall place all staff reports, committee minutes and relevant correspondence”</p>	<p>This is to reference current practice. Staff should not be deciding factors on what Council deems to be “routine or non-confrontational”.</p>

		one motion rather than as separate items, unless a member of Council otherwise requests.		
Amendment Motions	6.12.1	6.12.1 A motion to amend a motion properly before Council shall be presented in writing.	Remove section	No amendments are presented in writing as current practice
Presentations Petitions and Delegations	7.6	<p>7.6.2 Person wishing to speak to an item on the Agenda should notify the Clerk no later than 10 am on the date of the meeting.</p> <p>7.6.3 Any person desiring to be heard by Council shall submit a request in writing to the Clerk at least seven (7) days before a Council/Committee meeting. The request shall include the requester’s name, mailing address and phone number, and state the nature of the business to be discussed, the requested course of action and the reasons therefor.</p>	<p>Separate definitions:</p> <p>Presentations: Staff, consultants or organizations presenting on behalf of the Town.</p> <p>Delegations: Members of the public who register to speak to Council in advance - maximum speaking time 5 minutes.</p> <p>Open Forum: Requests from members of the Public to speak to an item on the current agenda or ask questions of Council. Maximum speaking time of 3 minutes.</p> <p>Note: <i>Multiple sections under this heading would be re-worded to meet the</i></p>	To provide clarity around the deadlines for submission and requests for delegates wishing to speak to Council on general items vs those requesting to speak to an item on the agenda after publishing. Also provides for separation of staff/consultant presentations from public requests. Combined question period and the morning of delegates to create the

		Verbal remarks to Council at a meeting shall be confined to the stated business.	<i>intent of the above definitions.</i>	open forum section.
Delegations – Restrictions	7	7.6.1 Except as provided in this by-law, no person shall address Council without the permission of Council.	<p>Add sections:</p> <p>7.6.1.1 No member of the public shall be permitted to delegate to Council for the purposes of solicitation of services or other such endeavours.</p> <p>7.6.1.2 No delegations will be approved for any member of the public who has previously spoken to the matter at a public meeting held for the same topic with the same information.</p> <p>7.6.1.3 No delegations shall be permitted on any item that is deemed to be outside of the jurisdiction of Council.</p> <p>7.6.1.4 Delegates speaking on a service or opportunity in the Town of Orangeville shall be required to consult with relevant staff prior to submitting a request to delegate.</p>	Prevent “sales calls”, improve efficiency to limit duplication and non-jurisdictional items and increase efficiency of meeting to allow staff first opportunity to provide a response or solve an issue.

			<p>7.6.1.5 Only residents, taxpayers, service providers or members speaking on behalf of an association or organization that serves Town of Orangeville are permitted to delegate to Council. Exceptions to this sub-section may be permitted with approval from the CAO or Council.</p> <p>7.6.1.6 No person shall speak to a repeat topic that they had previously spoken to during either a delegation or open forum in the previous 3 months.</p> <p><i>Note: Additional changes and reorganization required to meet the intent of the changes.</i></p>	
<p>Question Period</p>	<p>7.8.1 and 7.8.2</p>	<p>7.8.1 A person on his/her own behalf, or as a spokesperson for a delegation, may ask questions of Council during the public question period time.</p> <p>7.8.2 A person addressing Council with a question may</p>	<p>7.8.1 Change “public question time” to “open forum time”</p> <p>7.8.2 Remove; “may speak for not more than three (3) minutes, except with the leave of Council.”; and replace with: “shall be allocated three (3) minutes of time at the delegate stand after which time</p>	<p>Combined question period and “morning of delegations” to form a new “open forum” section. Provide clarity on time and improve efficiency of meetings by limiting</p>

		<p>speak for not more than three (3) minutes, except with the leave of Council.</p>	<p>the microphone shall be turned off.”</p> <p>Add new section:</p> <p>7.8.3 No person shall be permitted to speak at the same meeting for which they are a registered delegate on that topic.</p> <p>7.8.4 No person shall speak to a repeat topic that they had previously spoken to during either a delegation or open forum in the previous 3 months.</p> <p>7.8.5 Only residents, taxpayer, service providers or members speaking on behalf of an association or organization that serves the Town of Orangeville are permitted to speak during open forum.</p> <p>7.8.5.1 Notwithstanding section 7.8.5, any member of the public may provide their comments at a statutory public meeting held pursuant to regulations included in the legislation requiring such meeting.</p>	<p>repeat comments and restricted speakers to those persons/organizations relevant to the Town of Orangeville with the exception of at a statutory public meeting held pursuant to relevant legislation (i.e.: Planning Act)</p>
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<p>Notice of Motion</p>	<p>7.11 & 7.12</p>	<p>7.11.1 A written copy of a proposed motion submitted to the Clerk by a member of Council at least seven (7) days in advance of and included in the agenda for the next regular meeting of Council shall be considered at that meeting of Council.</p> <p>7.12.4 Notices of Motion for future consideration shall be received without comment or debate by any member.</p>	<p>7.11.1 Add: “along with supporting background information” after “a written copy of a proposed motion”</p> <p>Add section: 7.12.4.1 The member who presented the notice for future consideration shall provide the Clerk with a written copy of the proposed motion along with supporting background information at least seven (7) days prior to the meeting they wish to have the motion considered.</p>	<p>Provide further information to the rest of Council to support the member’s motion</p>
<p>Agenda Headings</p>	<p>7.3.4</p>	<p>7.3.4 The Clerk shall have prepared and provided for the use of members at the regular meetings of Council, an agenda under the following headings:</p> <ol style="list-style-type: none"> 1. Call to Order 2. Approval of Agenda 3. Disclosures of (Direct or Indirect) 	<ol style="list-style-type: none"> 1. Call to Order 2. Approval of Agenda 3. Disclosures of (Direct or Indirect) Pecuniary Interest 4. Closed Meeting 5. Opening Meeting – 7:00 p.m. 6. Singing of National Anthem 7. Land Acknowledgement 8. Announcement by Chair 9. Rise and Report 10. Adoption of Minutes of Previous Council Meetings 11. Open Forum 	<p>Change the headings to be reflective of the proposed changes in this report.</p>

		<p>Pecuniary Interest</p> <p>4. Closed Meeting</p> <p>5. Opening Meeting – 7:00 p.m.</p> <p>6. Singing of National Anthem</p> <p>7. Land Acknowledgement</p> <p>8. Announcement by Chair</p> <p>9. Rise and Report</p> <p>10. Adoption of Minutes of Previous Council Meetings</p> <p>11. Question Period</p> <p>12. Presentations, Petitions and/or Delegations</p> <p>13. Consent Agenda</p> <p>14. Staff Reports</p> <p>15. Correspondence</p> <p>16. Notice of Motion Prior to Meeting</p> <p>17. Notice of Motion at Meeting</p> <p>18. Announcements</p> <p>19. By-laws</p> <p>20. Adjournment</p>	<p>12. Presentations, Petitions and/or Delegations</p> <p><i>12.1 Public Delegations / Petitions</i></p> <p><i>12.2 Staff/Consultant Presentations</i></p> <p>13. Consent Agenda</p> <p>13.1 Staff Reports</p> <p>13.2 Correspondence</p> <p>13.3 Committee Minutes</p> <p>14. Notice of Motion Prior to Meeting</p> <p>15. Notice of Motion at Meeting</p> <p>16. Announcements</p> <p>17. By-laws</p> <p>18. Adjournment</p>	
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Corporate Implications

This report will not generate any direct corporate implications. Indirect implications that may be seen due to increased efficiency in evening meetings could be a reduction in staff overtime or lieu time.

Conclusion

The by-law is attached in tracked change form to provide clarity on the proposed changes for reference. The changes proposed help to provide more efficient and effective meetings for Council.

Strategic Alignment

Strategic Plan

Strategic Goal: Future-Readiness

Objective: Due Diligence – Confirm applicable governance and policy regimes

Notice Provisions

In accordance with the Notice Policy, notice is prepared to be placed in the Orangeville Banner and placed on the Town website prior to the date of the meeting.

Respectfully submitted,

Reviewed & prepared by:

Antonietta Minichillo
General Manager, Corporate Services

Raylene Martell
Town Clerk, Clerks Division

Attachment(s): 1. Proposed Consolidated Procedure By-law.



Office Consolidation

The Corporation of the Town of Orangeville

Procedure By-law

By-law 2017-064

Amended By:

By-law Number

2020-016
2020-051
2023-066
2024-xxx

Date Amended:

March 23, 2020
September 14, 2020
September 11, 2023
December 16, 2024

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**The Corporation of the Town of
Orangeville**

By-law 2017-064

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

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By-law 2017-064

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

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

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

1. Title

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

2. Definitions

In this by-law:

2.1 "Chair" means the mayor, deputy mayor or committee chair, as the context may require.

2.2 "Committee" means an advisory or other committee or subcommittee, or similar entity, of which at least 50% of the members are also members of one or more Councils or local boards.

2.3 "Committee of the Whole" means a standing committee of Council where all the members of Council present at a meeting are sitting in Committee of the Whole.

2.32.4 "Delegations/Delegates" Members of the public who register to speak to Council in advance of a meeting – maximum time 5 minutes.

2.42.5 "Electronic Participation or Participate Electronically" means where a member of Council or Committee participates in a meeting by means of electronic communication.

2.52.6 "Electronic Meeting" means where all members of Council or committee electronically participate in a meeting.

2.62.7 “Leave of Council” means:

- that no member objects (no vote is required).
- Where one or more members do object, by a majority vote of Council.

2.72.8 “Local Board” means any board, commission, committee, body or local authority established or exercising any power under any Act with respect to the affairs or purposes of one or more municipalities, excluding a school board, a conservation authority, a police services board or a public library board.

2.9 “Member” means a member of the municipal Council, local board or committee.

2.10 “Open Forum” means a time set aside on the agenda for members of the public to ask a question of Council or comment on an item on the current agenda without registering – maximum time 3 minutes.

2.82.11 “Presentations” means staff, consultants or organizations presenting on behalf of or on the request of the Town.

2.92.12 “Special Committee” means a committee established by Council:

- to provide advice to Council as mandated in the Terms of Reference
- to deal with a specific issue, project or task and disband at the completion of the project or upon final report to Council
- to function according to the requirements of a by-law or Provincial legislation (e.g. Committee of Adjustment, Property Standards Committee)
- as defined in the Boards and Committees By-law No. 025-2015 as amended or replaced

2.402.13 “Standing Committee” means a Committee comprised entirely of members of Council, established by Council to carry out duties on an ongoing basis as specified by Council

3. Council Meetings

3.1 Procedures

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

3.2 Inaugural Meeting

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

3.3 Time and Date of First Regular Meeting

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

3.4 Schedule of Regular Meetings

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

3.5 Place of Meeting

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

3.6 Calling of Special/Emergency Meetings of Council

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

3.7 Closed Meetings

- 3.7.1 Except as provided in Section 239 of the Municipal Act, 2001, all meetings of Council, committees and local boards shall be open to the public.
- 3.7.2 Prior to holding a closed meeting Council, the committee or local board shall state by resolution:
- that the meeting is a closed meeting
 - the general nature of the matter to be considered
 - the specific provision(s) of the Municipal Act that permits the matter to be considered in a closed meeting
- 3.7.3 No matter or item other than the matter(s) referred to in the public resolution may be discussed.
- 3.7.4 If Council, the committee or local board wishes to discuss an item not contained within the motion to move into a closed session, they shall rise from the first closed session and in open session move a further motion in accordance with Section 3.7.2.

- 3.7.5 Council, committees, or local boards shall not take any vote during a closed meeting, except as provided in Section 239 (6) of the Municipal Act.
- 3.7.6 When a closed meeting is adjourned, the members shall rise and report any recommendations in open session, as appropriate.
- 3.7.7 The Clerk, or the appropriate staff member in the case of a meeting of a committee or local board, shall prepare minutes of the closed meeting.
- 3.7.8 The minutes of a closed meeting shall be presented to Council for review and approval at the next closed meeting and shall be listed on the agenda at a regular Council meeting for adoption.

3.8 Notice

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

3.8.1 Member Notice

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

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

3.8.2 Public Notice

3.8.2.1 ~~Copies-Notice~~ of all Council and standing committee meeting agendas shall be posted in the notice case outside the Second Street entrance to the municipal offices and on the Town website at least twenty-four (24) hours in advance of the meeting. Whenever possible, agendas for Council meetings shall be published at least 3 business days prior to the meeting. Any addendums to the agenda shall be updated and posted to the website by 1 pm on the day of the Council meeting.

3.8.2.2 On request, members of the media and public shall be notified of the posting of agendas.

3.8.2.3 Notwithstanding the above two bullet points, closed meeting agendas will only be provided to members of Council or the committee and staff.

3.8.3 Notice of Special/Emergency Meetings

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

3.9 Standing Committee of Council/Committee of the Whole

3.9.1 There shall be one Standing Committee of Council, being the Committee of the Whole, which shall be composed of all members of Council.

3.9.2 The Deputy Mayor shall serve as chair of the Committee of the Whole, and in the absence of the Deputy Mayor, Council shall select a chair from amongst themselves who shall call the members to order, and if a quorum is present, shall preside during the meeting or until the arrival of the chair.

3.9.3 Committee of the Whole Council meetings will be held at the call of the Chair on an "as required" basis only, and reserved for issues requiring special attention by Council, to inform Council of any pending situations that may not be appropriate or too detailed for a full Council meeting.

3.10 Electronic Participation

3.10.1 Members of Council and committees may participate electronically in a meeting.

3.10.2 Members of Council and committees who participate electronically in a meeting shall be countered in determining quorum of members present at any point in time.

3.10.3 The Clerk may establish and maintain protocols with respect to electronic participation.

3.10.4 The method and technology used to facilitate electronic participation in a meeting shall be determined by the Clerk, in consultation with the Information Technology division. If at any time the stream for a meeting that is held electronically goes down, the meeting shall recess as soon as it is noticed for a minimum of 15 minutes to allow

any participants watching the stream to either connect through telephone at the number listed on the current agenda for connectivity or attend the meeting location.

3.10.5 Members wishing to participate electronically for a Council meeting, must provide the Clerk (or designate) as much notice as possible ~~no less than 72 hours notice~~ prior to the scheduled meeting. The request may be facilitated if technology permits, ~~and if physical quorum at the meeting location has been established.~~

3.10.6 Members wishing to participate electronically for a committee meeting must provide the Secretary as much notice as possible ~~no less than 72 hours notice~~ prior to the scheduled meeting. The request may be facilitated if technology permits.
(Amended by By-law 2023-066)

3.10.7 ~~The Clerk and~~ Mayor (or designate Chair) ~~are is~~ to be physically present in Council Chambers for a meeting. The Clerk and all other members of Council shall be present in Council Chambers whenever possible.

3.10.8 The Secretary and Chair (or designate Chair) may be physically present at the meeting location of a committee meeting.

~~3.10.9 A physical quorum (a majority of the members) at a meeting of Council shall be achieved at the commencement of the meeting and maintained throughout the meeting.~~
(Amended by By-law 2023-066)

~~3.10.10~~ 3.10.9 A member participating electronically must advise verbally that they are leaving the meeting before ending their participation and/or if they re-enter a meeting, which will be noted in the minutes.

~~3.10.11~~ 3.10.10 If a member participating electronically declares a pecuniary interest in relation to a matter on the agenda, they are to mute themselves and turn off their camera for the duration of the discussion regarding that item.

~~3.10.12~~ 3.10.11 A member participating electronically will be deemed to have left the meeting when they are no longer electronically connected to the meeting.

~~3.10.13~~ 3.10.12 For a closed meeting, members and staff shall make a declaration of confidentiality at the start of the meeting stating that they have taken necessary measures to ensure the confidentiality of the meeting, that no other individual is in attendance with them, and that the meeting is not being recorded by any means.

~~3.10.14~~ 3.10.13 The Clerk will not the declaration of confidentiality by

each member and staff in the minutes.

~~3.10.15~~3.10.14 Delegates and presenters attending a Council and/or Committee meeting may participate electronically, at the discretion of the Clerk (or designate), if technology permits.

~~3.10.16~~3.10.15 All other applicable provisions of By-law 064-2017 shall apply to any member that may participate electronically in a meeting.

3.11 Electronic Participation – Emergencies

3.11.1 Notwithstanding section 3.5.1, should public health and/or workplace restriction be in effect and/or emergency has been declared to exist in all or part of the Town of Orangeville, by the Premier, Cabinet or the municipal Head of Council under the Emergency Management and Civil Protection Act, an electronic meeting may be held.

3.11.2 All member participating in an electronic meeting shall be counted towards quorum.

3.11.3 Where a Council or Committee meeting is held through Electronic Participation, provisions shall be made with access for an in view of the public for the portion of the proceedings that are open to the public.

3.11.4 The Town, taking into consideration:
a) the health and safety of all individuals; and
b) access to and viewing of the meeting
shall provide operable solutions to facilitate public Electronic Participation in a meeting that would otherwise be facilitate in a meeting that was not conducted through Electronic Participation.

3.11.5 For Council meetings, the Clerk (or designate) and Mayor (or designate Chair) are to be present in Council Chambers, unless otherwise noted on the agenda.

3.11.6 For Committee meetings, the Secretary and Chair (or designate Chair) are to be present at the meeting location, unless otherwise noted on the agenda.

3.11.7 All other applicable provision of By-law 064-2017 shall apply to electronic meetings.

3.12 Covid-19 Recovery Period

3.12.1 Due to public health concerns resulting from the Covid-19 pandemic, Section 3.11 “Electronic Meetings – Emergency” of this by-law may be applied for a period of up to one calendar year following the

termination date of the Town's declared emergency.

3.12.2 Section 3.12 expires and is ~~herby~~hereby repealed one calendar year following the termination date of the Town's Covid-19 declared emergency.

4. Rules of Debate

4.1 Order and Decorum

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

4.2 Conduct

No member of Council shall:

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

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

4.3 Declaration of Interest

4.3.1 In accordance with the Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50, as amended from time to time, where a member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting of the Council or local board at which the matter is the subject of consideration, the member:

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

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

4.4 Address the Chair

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

4.5 Order of Speakers

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

4.6 Final Speaker

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

4.7 Reading of Question or Motion

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

4.8 Member Speaking

No member shall:

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

5. Voting

5.1 Determination of Council Decision

- 5.1.1 The manner of determining the decision of Council on a motion shall be by a show of hands of all members. The Mayor must vote on all motions. Unless otherwise provided in this by-law, all questions before Council shall be decided by a majority vote.
- 5.1.2 The Chair will call the vote, first calling for those voting in favour of the motion, then for those voting in opposition.
- 5.1.3 The Chair shall announce the names of those voting in opposition and the Clerk shall record in the minutes the names of members voting in opposition.
- 5.1.4 Only those identified by the Chair as voting in opposition will be noted in

the minutes. If the Chair does not identify a member as voting in opposition, it shall be assumed that he/she voted in favour of the motion.

5.1.5 The Chair shall announce the results of the vote on any motions presented for a vote.

5.1.6 If the approved minutes show that a member did not vote in opposition, it shall be assumed that he/she voted in favour of the motion.

5.2 Requirement to Vote

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

5.3 Tie Vote

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

5.4 Member Declines to Vote

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

5.5 Recorded Vote

5.1.7 A request by a member for a recorded vote shall be made prior to the commencement of the vote being taken or immediately thereafter.

5.1.8 Upon such request, the requester will vote first, and the subsequent order of voting will be conducted alphabetically by last name, proceeding from the requester. The Clerk shall ask each member to announce their vote openly and shall record such vote and declare the results.

5.1.9 The names of those who vote in favour and those who vote against any motion shall be recorded in the minutes of the meeting.

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

5.6 Unanimous Vote

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

6. Motions and Order of Putting Questions

6.1 Adoption in a Single Motion

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

6.2 Consent Agenda

(Amended by By-law 2023-066)

- 6.2.1 When preparing the agenda for Council and Committee of the Whole meetings, the Clerk shall place all staff reports, committee minutes and relevant correspondence ~~may identify items which are considered to be routine and non-controversial~~ under the heading "Consent Agenda", which matters may be considered by Council and Committee of the Whole as a summary matter in one motion rather than as separate items, unless a member of Council otherwise requests.
(Amended by By-law 2023-066)
- 6.2.2 Any member, before the consent motion is voted on, may add or remove any number of items of business from the consent motion.
- 6.2.3 In the event that a member declares a conflict of interest on an item that is included in the consent motion, that item shall be removed from the consent motion and dealt with separately.
- 6.2.4 Items removed from the consent motion at the request of a member of Council will be considered immediately following the vote on the consent motion.
(Amended by By-law 2023-066)

6.3 Motions on Floor

- 6.3.5 No discussion or debate on any item shall occur until an item has been properly moved and seconded.
- 6.3.6 Unless otherwise provided, all motions or resolutions shall be seconded before being debated or put by the chair, and shall be in writing, and shall be presented to the chair.
- 6.3.7 A motion that has not been seconded shall not be recorded in the minutes.
- 6.3.8 When a motion is properly before Council, a second or subsidiary motion is not in order when a member is speaking, or immediately following the affirmative resolution of a motion to call the question, or during the verification of a vote.

6.4 Verbal motions

Notwithstanding sections 6.3.2 and 6.11.1, with the leave of Council, all

motions and amendments thereto may be presented verbally.

6.5 Withdrawal of Motion

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

6.6 Ranking of Motions

Motions shall be ranked in the following order of priority:

Motion	Debatable	Ranking	Further Explanation
Main Motion	Yes	13	
Subsidiary Motions			
Postpone Indefinitely	Yes (Limited)	12	Debate may go into only the reasons why the motion should or should not be dealt with at the current time. It may go into the merits of the underlying main motion but only in respect to delaying the decision.
Amend	Yes (Limited)	11	An amendment is debatable if the motion to which it is applied is debatable. The amendment must be germane to the main motion. Debate may not go into the merits of the motion being amended.
Refer to a Committee of Staff	Yes (Limited)	10	Debate may go into only the reasons why the motion should or should not be referred to a committee or to staff. It may go into the merits of the underlying main motion but

			only in respect to referring the decision.
Postpone/Defer to a Certain Time	Yes (Limited)	9	Debate may go into only the reasons why the motion should or should not be postponed.
Limit or Extend Debate	Yes (Limited)	8	Debate is restricted to the form of limitation or extension of debate.
Close Debate	NO	7	It would defeat the purpose of the motion if it were debatable.
Postpone Temporarily	NO	6	The purpose of the motion is to set aside business for a short period of time, but no later than the end of the meeting.
Privileged Motions			
Raise a Question of Privilege (Individual)	No	5	A second is not required to raise a question of privilege.
Raise a Question of Privilege	No	4	A second is not required to raise a question of privilege.
Recess	Yes (Limited)	3	Debate restricted to the length of time of recess or to the time set for reassembly.
Adjourn	No	2	
Fix the Time for the Continued Meeting	Yes (Limited)	1	Debate restricted to time and date of the continued meeting.

6.7 11:00 p.m. Adjournment/Fix Time for Continued Meeting

6.7.1 The proceedings of Council on any day shall terminate as soon after 11:00 p.m. local time as the matter under immediate consideration is finalized and Council has established a time and

date for the consideration of the balance of the agenda.

- 6.7.2 Notwithstanding section 6.7.1, a motion to continue a meeting past 11:00 p.m. and to introduce another matter or item, requires the unanimous consent of all members present.

6.8 Recess

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

6.9 Point of Order

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

6.10 Point of Personal Privilege

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

6.11 Motion to Close Debate/Call the Question

- 6.11.1 A motion to close debate applies only to the motion or amendment under consideration at the time the motion to close debate is

moved.

6.11.2 A motion to close debate is not in order until every member has been given the opportunity to speak at least once to the matter under consideration.

6.11.3 Upon a motion to close debate being made, debate shall cease and no amendment may be made to the main motion, until the motion to close debate has been voted on.

6.11.4 The motion to close debate shall be put in the following words:

“Shall the question be called?” or “Call the vote”

6.11.5 If a motion to close debate carries, the main motion or amendment under consideration shall be put immediately without further debate. If the motion to close debate is lost, debate may proceed.

6.12 Amendments

~~6.12.1 A motion to amend a motion properly before Council shall be~~
~~6.12.2~~ 6.12.1 Only one amendment can be presented to the main motion at one time.

~~6.12.3~~ 6.12.2 Only one motion to amend an amendment shall be allowed. The sub-amendment, if any, shall be voted on first.

~~6.12.4~~ 6.12.3 The amendment shall be voted on next.

~~6.12.5~~ 6.12.4 If no other amendment is introduced, the motion or motions as amended shall be put to a vote.

~~6.12.6~~ 6.12.5 In the case of an amendment to an amendment, the amendment to the main motion cannot be withdrawn until the amendment to the amendment has been withdrawn or dealt with.

~~6.12.7~~ 6.12.6 An amendment must be similar in import to the motion which it is proposed to amend and cannot negate the intent of the original motion.

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

6.13.1 After a question is finally put by the chair (the vote is called), no member shall speak to the question, nor shall any other motion be made until after the vote is taken and the result has been declared.

6.13.2 If a member disagrees with the declaration of the chair on the result of a vote, such member may object, but only immediately after such declaration, and request that the vote be retaken.

6.13.3 When so requested, the chair shall have the vote retaken, provided such vote has not previously been retaken, in which case the chair shall have the authority to deny the request, subject to an appeal to Council.

6.14 Division of a Question

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

6.15 Reconsider

6.15.1 For the purpose of reconsideration, “member who voted on the prevailing side” means:

- where the votes are not known, any member of Council.
- where the votes are known pursuant to section 5.1, or where a recorded vote was taken, a member of Council who voted on the side with the most votes
- a member who was absent from the meeting at which the vote was taken.

6.15.2 A motion to reconsider:

- shall not be in order, except as provided in this section
- must be moved by a member who voted on the prevailing side and may be seconded by any member
- may not be made at the same meeting as the original determination was made
- is not in order when a member is speaking, nor during the verification of a vote
- is debatable only if the original motion was debatable
- is not in order if action on the original motion has already been taken which cannot be undone.

6.15.3 No question may be twice reconsidered.

6.16 Rescind

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

6.17 Non-Jurisdictional Motion

A motion in respect of a matter which is beyond the jurisdiction of Council shall not be in order unless it is a matter which, in the opinion of a majority of the Council (this question to be decided without debate),

has to do with the health, safety, morality and welfare of the citizens generally.

6.18 By-laws

- 6.18.1 By-laws shall only be passed at Council meetings.
- 6.18.2 All by-laws coming before Council shall receive one reading unless otherwise legislated by provincial or federal statute or regulation.
- 6.18.3 All by-laws may be received in one motion.
- 6.18.4 At the request of any member, any by-law may be discussed or voted on individually.
- 6.18.5 If a majority vote is not achieved for a by-law on an item previously approved in the meeting, the by-law shall be presented again at the next regular meeting.
- 6.18.6 All amendments to any by-law approved by Council shall be deemed to be incorporated into the by-law and if the by-law is enacted and passed by Council, the amendments shall be inserted therein by the Clerk.
- 6.18.7 Upon enactment, every by-law shall be:
 - numbered
 - dated with the date of enactment thereof
 - signed by the Mayor and the Clerk
 - have the corporate seal affixed thereto.
- 6.18.8 The proceedings at every regular and special meeting shall be confirmed by by-law so that every decision of the Council and every resolution passed at the meeting shall have the same force and effect as if each and every one of them had been the subject matter of a separate by-law duly enacted.

7. Proceedings of Council Meeting

7.1 Quorum

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

7.2 Lack of Quorum

- 7.2.1 If there is no quorum present within fifteen (15) minutes after the time

appointed for the meeting, the Clerk/secretary shall call the roll and record the names of the members then present, and the meeting shall stand adjourned until the next regular meeting of such date as Council/committee may decide.

- 7.2.2 If the Mayor does not attend within five (5) minutes after the time appointed, the Deputy Mayor will chair the meeting until the arrival of the Mayor.
- 7.2.3 In the absence of the Mayor and Deputy Mayor, the members present shall appoint a chair from amongst themselves, who shall call the members to order, and if a quorum is present, shall preside during the meeting or until the arrival of the Mayor or Deputy Mayor.
- 7.2.4 While presiding, the acting chair shall have all the powers of the chair and shall be entitled to vote as a member.

7.3 Agenda/Order of Business

- 7.3.1 The Clerk, in consultation with the Chief Administrative Officer, shall determine the order and content of the Agenda, in accordance with the provisions of this by-law. In the event of a dispute, the Chief Administrative Officer's decision shall be final.
- 7.3.2 The order of business may be altered by the clerk during preparation of the Agenda to improve the efficiency of the meeting.
- 7.3.3 The business of the Council shall in all cases be taken up in the order in which it stands upon the agenda, unless otherwise decided by Council.
- 7.3.4 The Clerk shall have prepared and provided for the use of members at the regular meetings of Council, an agenda under the following headings:
 - 1. Call to Order
 - 2. Approval of Agenda
 - 3. Disclosures of (Direct or Indirect) Pecuniary Interest
 - 4. Closed Meeting
 - 5. Opening Meeting – 7:00 p.m.
 - 6. Singing of National Anthem
 - 7. Land Acknowledgement
 - 8. Announcement by Chair
 - 9. Rise and Report
 - 10. Adoption of Minutes of Previous Council Meetings
 - 11. ~~Question Period~~ Open Forum
 - 12. Presentations, Petitions and/or Delegations
 - 12.1. Public Delegations/Petitions
 - ~~12.2.~~ Staff/Consultant Presentations

13. Consent Agenda

13.1. Staff Reports

13.2. Correspondence

~~13.~~13.3. Committee Minutes

~~14.~~ Staff Reports

~~17.~~15. Notice of Motion at Meeting

~~18.~~16. Announcements

~~19.~~17. By-laws

~~20.~~18. Adjournment

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

(Amended by By-law 2023-066)

7.4 Minutes

7.4.1 The draft minutes of any regular or special meeting of Council, held at least seven days before a regular meeting of Council, shall be listed on the Agenda for consideration at the next regular meeting of Council.

7.4.2 After they have received approval, the minutes shall be signed by the chair and the Clerk.

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

7.5 Items for Agenda from Members of Council

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

7.6 Presentations, Petitions and Delegations

7.6.1 Except as provided in this by-law, no person shall address Council without the permission of Council.

7.6.2 Delegations: Any person desiring to be heard by Council as a delegate shall submit a request in writing to the Clerk at least seven (7) days before a Council/Committee meeting. The request shall include the requester's name, mailing address and phone number, and state the nature of the business to be discussed, the requested course of action, the previous staff consultation information, supporting documents and the reasons for the request. Verbal remarks to Council at a meeting shall be confined to the stated business.

7.6.2.1 No member of the public shall be permitted to delegate to Council for the

purposes of solicitation of services or other such endeavours.

7.6.2.2 No delegations will be approved for any member of the public who has previously spoken to the matter at a public meeting held for the same topic with the same information.

7.6.2.3 No delegations shall be permitted on any item that is deemed to be outside of the jurisdiction of Council.

7.6.2.4 Delegates requesting to speak shall be required to consult with relevant staff prior to submitting a request to delegate.

7.6.2.5 Only residents, taxpayers, service providers or members speaking on behalf of an association or organization that serves the Town of Orangeville are permitted to delegate to Council. Exceptions to this sub-section may be permitted with approval from the CAO or Council.

~~7.6.1 No person shall speak to a repeat topic that they had previously spoken to during either a delegation or open forum in the previous 3 months.~~

~~7.6.3 Any person desiring to be heard by Council shall submit a request in writing to the Clerk at least seven (7) days before a Council/Committee meeting. The request shall include the requester's name, mailing address and phone number, and state the nature of the business to be discussed, the requested course of action and the reasons therefor. Verbal remarks to Council at a meeting shall be confined to the stated business.~~

~~7.6.4~~7.6.2.7 The Clerk shall acknowledge receipt of the request and the matter on the next appropriate Council Agenda.

~~7.6.5~~7.6.2.8 A person addressing Council may speak for not more than their information, except with the leave of Council.

7.6.3 Petitions: An organizer of a public petition may submit the text of the petition for inclusion on the Council agenda. That person shall provide his or her name, address and telephone number along with the petition. Any communication with respect to the petition will be with the organizer of the petition only.

7.6.3.1 Presentation of petitions shall follow the same process and rules as that for delegations. Presentations: Staff, consultants or organizations presenting on behalf of, or upon request from the Town will be considered a presentation.

~~7.6.6~~ Presenters or the relevant staff member shall notify the of the intent to present and provide all supporting documents days in advance of the meeting.

7.6.3.3 Presenters shall provide the Clerks Office with the time needed for the presentation, which shall not exceed 30 minutes except with the leave of Council.

~~7.6.77.6.4~~ All communications/delegations information presented in public session become part of a public ~~record, and~~ record and shall be made available for public viewing by way of print and/or electronic means.

~~7.6.87.6.5~~ Anyone wishing to use Town technology (computer, projector, screen, etc.) for presentation purposes must provide the entire presentation to the Clerk's Office no later than 3:00 p.m. on the Friday immediately preceding the relevant Council meeting. Staff will upload the presentation to ensure it is compatible with Town technology and does not contain any unsafe content. Copies of presentations shall be added to the addendum agenda.

~~7.6.97.6.6~~ To encourage thoughtful and respectful conversations and comments, first and last names must appear with each submission. Emails or comments from an anonymous source or pseudonym will not be included in an Agenda. Authors will be given the opportunity to provide their name and address. If there is no reply by 10 am on the morning of the meeting, the Clerk shall remove the delegation request from the agenda.

7.7 Statutory Public Meetings

~~7.7.1~~ All statutory public meetings under the Planning Act and other Acts, shall be held on a separate date and time from regular Council meetings.

_____ the Deputy Mayor.

~~7.7.2~~ Statutory public meeting dates may include both statutory and non-statutory topics on the agenda.

7.8 ~~Question Period~~ Open Forum

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

7.8.2 A person addressing Council with a question or comment shall be allocated three (3) minutes of time at the delegate stand after which time the microphone shall be turned off may speak for not more than three (3) minutes, except with the leave of Council.

7.8.3 No person shall be permitted to speak at the same meeting for which

they are a registered delegate on that topic.

7.8.4 No person shall speak to a repeat topic that they had previously spoken to during either a delegation or open forum in the previous 3 months.

7.8.5 Only residents, taxpayer, service providers or members speaking on behalf of an association or organization that serves the Town of Orangeville are permitted to speak during open forum.

~~7.8-27.8.5.1~~ Notwithstanding section 7.8.5, any member of the public provide their comments at a statutory public meeting held pursuant to regulations included in the legislation requiring such meeting.

7.9 Section deleted.
(Amended by By-law 2023-066)

7.10 Announcements
(Amended by By-law 2023-066)

Council members may make announcements with respect to upcoming events or community topics.
(Amended by By-law 2023-066)

7.11 Notice of Motion Given Prior to Meeting

7.11.1 A written copy of a proposed motion along with supporting background information submitted to the Clerk by a member of Council at least seven (7) days in advance of and included in the agenda for the next regular meeting of Council shall be considered at that meeting of Council.

7.11.2 A member who presents a written Notice of Motion to the Clerk must be present during the reading of the motion.

7.11.3 If not moved at the meeting for which it is scheduled, by the person who gave notice, the motion shall be deemed to be withdrawn unless an alternative time and/or for the motion to be debated is given.

7.12 Notice of Motion at Meeting

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

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

7.12.3 A motion of which Council has received notice shall be placed on the agenda for the date on which it is scheduled for debate. If not moved

at the meeting for which it is scheduled, by the person who gave notice, it shall be deemed to be withdrawn unless an alternative time for the motion to be debated is given.

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

7.12.4.1 The member who presented the notice for future shall provide the Clerk with a written copy of the proposed motion along with supporting background information at least seven (7) days prior to the meeting they wish to have the motion considered.

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

(Amended by By-law 2023-066)

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

(Amended by By-law 2023-066)

8. Committees of Council

8.1 Declaration of Interest

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

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

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

8.2 Committee Procedures

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

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

- there shall be no recorded votes.

8.3 Jurisdiction/Responsibility

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

8.4 Secretary

- 8.4.1 The Council representative or Clerk shall preside at meetings of committees or special purpose bodies until such time as a chair, vice chair or acting chair, and secretary are selected.
- 8.4.2 The Chief Administrative Officer shall appoint a staff member as secretary for each committee, whose duties shall include preparing agendas for distribution to members at least twenty-four (24) hours in advance of each meeting, attending meetings and producing minutes clearly indicating the decisions and/or recommendations of the committee.

8.5 Time of First Meeting

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

8.6 Schedule of Meetings

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

8.7 Chair

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

8.8 Chair/Vice Chair/Acting Chair

- 8.8.1 At the first regular meeting each year, each committee shall elect a chair and a vice chair.
- 8.8.2 In the absence of the chair and vice chair, the committee may appoint an acting chair from the members present.

8.9 Quorum

A quorum of the committee shall be a majority of the current members. If a

member resigns, quorum shall be reduced until a replacement is appointed.

8.10 Vacant Seat

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

8.11 Ad Hoc Committees

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

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

9. Appointments to Vacancies

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

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

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

10. Robert's Rules of Order

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

11. Suspension of Rules

11.1 By a two-thirds majority vote, Council may amend, suspend, or repeal any procedure contained in this by-law, except any procedure requiring unanimous consent.

11.2 By unanimous consent, Council may suspend any procedure in this by-law requiring unanimous consent.

11.3 With notice provided on the meeting agenda and by a two-thirds majority vote of Council, Council may amend or repeal any procedure in this by-law requiring unanimous consent.

11.4 When a proceeding of Council is in contravention of any provision of

this by-law, and no member objects, it shall be deemed that Council concurs with the proceedings.

12. Notice Requirements to Amend By-law

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

13. Repeal

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

14. Effective

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

Passed in open council this 17th day of July, 2017.

Signed by Jeremy D. Williams, Mayor

Signed by Susan Greatrix, Clerk

Subject: 2024 Third Quarter Operating Fund Variance Report

Department: Corporate Services

Division: Finance

Report #: CPS-2024-084

Meeting Date: 2024-12-16

Recommendations

That report CPS-2024-084 regarding the 2024 Third Quarter Operating Fund Variance be received.

Overview and Background

The purpose of this report is to provide Council with a summary of the operating financials and commentary relating to significant variances that have been identified for the period ending September 30, 2024. This report and the explanations provided are intended to highlight trends being monitored for Council’s information. The variances mentioned below may not be indicative of future trends or variances for the remainder of the year.

Analysis of Current Situation

The September YTD operating fund position currently shows a favourable variance of approximately \$4.9 million primarily resulting from higher than planned interest income and proceeds from the sale of land along with lower than planned expenditures across various divisions. Attachment 1 “2024 Third Quarter Operating Fund Variance by Division” provides a comparison of the actual operating results to the operating budget allocations as of September 30, 2024, by division.

Table 1 below summarizes the third quarter operating fund results by source. Significant divisional variances are highlighted below.

The consolidated YTD revenues were \$78,515 or 0.1% lower than the third quarter YTD budget forecast. Revenues to date represent approximately 85% of the annual budget and were 6% higher than the third quarter in 2023.

The consolidated YTD expenditures were \$4,950,288 or 11.1% lower than the third quarter YTD budget allocation. Expenditures to date represent approximately 67% of the annual budget and were 2% higher than the third quarter in 2023.

The consolidated YTD internal transfers were \$2,522 or 0.1% lower than the third quarter YTD budget allocation. Internal transfers to date represent approximately 54% of the annual budget and were 38% higher than the third quarter in 2023.

Table 1 – 2024 Q3 Operating Fund Variance by Source

\$ Millions	YTD Actuals	YTD Budget	YTD Variance \$	YTD Variance %	Annual Budget
Revenues	(\$57.32)	(\$57.40)	\$(0.08)	(0.1%)	(\$67.57)
Expenses	39.67	44.62	4.95	11.1	58.91
Internal Transfers	4.70	4.71	0.01	0.1	8.66
Total Operations	(\$12.95)	(\$8.07)	\$4.88	60.4%	\$0.00

For reference, revenues higher than budget and expenses less than budget result in a positive (+) or favourable variance, and revenues less than budget and expenses higher than budget result in a negative (-) or unfavourable variance.

Levy Funded variances that are greater than 15% or \$100K are highlighted below:

\$94,391 **Committees** – This favourable variance was due to lower levels of spending across all committee groups; 7 out of 10 had 90% or more of their budgets available for use at the end of the third quarter.

\$2,098,267 **Corporate Allocations** – While this variance is relatively minor at 5.6%, it is worth noting the following significant favourable variances:

- \$1.05M in additional interest income
- \$1.05M proceeds from the sale of land
- \$116K in penalties and interest on taxes
- \$91K lower compensation expenditure
- \$78K lower new debt servicing costs
- \$76K lower insurance expenses
- \$57K lower insurance deductibles/claim expenditures

These positive variances were partially offset by unfavourable variances of \$491K in supplementary taxes collected and other minor variances.

\$110,734	Finance – This favourable variance is primarily driven by an underspend of \$109K in compensation expenditure.
(\$162,919)	Information Technology – This unfavourable variance is attributable to higher spending of \$266K and \$55K for software agreements and fibre agreements respectively. This variance is partially offset by lower spending in compensation (\$81K) and fibre maintenance (\$28K), among others.
\$97,218	Crossing Guards – This favourable variance is primarily driven by lower compensation expenditure.
\$308,570	Facilities – This favourable variance is primarily due to higher than planned hourly ice rentals (\$96K), and lower expenditures for hydro and natural gas at the Alder Street Recreation Centre (\$59K), and lower than planned compensation costs(\$106K), among others. The division’s current position on hydro and natural gas will likely change as we head into the colder months of Q4.
\$271,349	Recreation and Events – This favourable variance is largely driven by additional aquatics revenue of \$52K and \$174K from Alder Street Recreation Centre and Tony Rose Memorial Sports Centre respectively combined with additional general program registration revenue across the division (56K).
\$379,371	Fire – This favourable variance is due to lower compensation (\$305K) and outside services (\$47K) expenditures and higher internal cost recoveries (\$55K).
\$137,140	Library – This favourable variance is driven by lower compensation (\$97K) and facility management expenses (\$24K) combined with additional non-resident fees (\$20K).
\$1,201,368	Public Works – This favourable variance was driven by higher external cost recoveries (\$96K) along with lower expenditures than planned in the following areas: <ul style="list-style-type: none">• \$335K for catch basins & storm sewers• \$297K for materials related to sanding & salting• \$232K for expenses related to sidewalks• \$169K in compensation expenditure• \$113K in expenses for resurfacing & patching

Much of the resurfacing, patch & sidewalk maintenance work is being completed in Q4 2024. Additionally, the deliveries for the division’s salt and sand inventories will also be arriving in Q4 2024.

\$83,544 **Capital Works** – This favourable variance is primarily driven by lower compensation expenditures (\$89K).

Non-Levy Funded variances that are greater than 15% or 100K are highlighted below:

(\$125,704) **Building** – This unfavourable variance was primarily due to lower than planned building permit revenue (\$152K) that was slightly offset by lower compensation costs (\$18K) and other minor variances.

Corporate Implications

There was a favourable variance of approximately \$4.9 million at the end of September 30, 2024. The third quarter variance is subject to change throughout the balance of the year due to factors such as weather-related activity, utility and fuel usage, tax write-offs, position vacancies, and development activity.

Reporting quarterly on the operating fund variance supports Council in achieving its fiduciary responsibilities to monitor and report on corporate performance in accordance with the Town's Strategic Plan. If achieved, any remaining surplus from the operating budget at year-end will be allocated based on the approved frameworks for reserves and reserve funds.

Strategic Alignment

Strategic Plan

Strategic Goal: Future-Readiness

Objective: Due Diligence – confirm applicable governance and policy regimes

Notice Provisions

Not Applicable

Respectfully submitted by

Cheryl Braan, CPA, CMA
Chief Financial Officer / Treasurer,
Corporate Services

Reviewed by

Shane Fedy, CPA, CMA
Deputy Treasurer, Corporate Services

Prepared by

Rocky Kaura, BBA
Financial Analyst – Operations, Corporate Services

Attachment(s): 1. 2024 Third Quarter Operating Fund Variance



**Attachment 1. 2024 Third Quarter Operating Fund Variance
by Division**

For the period ending September 30, 2024

	September	September	YTD	YTD	Annual	2024	2024	September
	2024	2024	Budget	Budget	2024	Budget	Budget	2023
	YTD Budget	YTD Actuals	\$ Variance	% Variance	Budget	Remaining	% Remaining	YTD Actuals
Council	298,607	281,893	16,714	5.6%	\$398,144	\$116,251	29.2%	281,232
Committees:								
Access Orangeville Committee	18,766	1,128	17,638	94.0%	25,022	\$23,894	95.5%	2,291
Emergency Committee	7,800	-	7,800	100.0%	10,400	10,400	100.0%	-
Heritage Orangeville	7,881	2,321	5,560	70.5%	10,507	8,186	77.9%	40
Honours Committee	1,500	-	1,500	100.0%	2,000	2,000	100.0%	250
Sustainability Action Team (OSAT)	22,500	6,355	16,145	71.8%	30,000	23,645	78.8%	15,875
Mayor's Youth Advisory Council	7,500	-	7,500	100.0%	10,000	10,000	100.0%	-
Seniors Advisory Forum	7,500	656	6,844	91.3%	10,000	9,344	93.4%	-
Homelessness Task Force	7,500	133	7,367	98.2%	10,000	9,867	98.7%	-
Equity Diversity and Inclusion	7,500	-	7,500	100.0%	10,000	10,000	100.0%	-
Police Service Board	71,619	55,082	16,537	23.1%	95,492	40,410	42.3%	59,046
Committees Sub-Total	160,066	65,675	94,391	59.0%	213,421	147,746	69.2%	77,502
Administration	1,038,181	951,755	86,426	8.3%	1,340,775	389,020	29.0%	510,331
Corporate Allocations	(37,212,678)	(39,310,945)	2,098,267	5.6%	(34,123,606)	5,187,339	(15.2%)	(39,455,742)
Ontario Provincial Police	3,246,472	3,161,729	84,743	2.6%	4,378,544	1,216,815	27.8%	5,625,912
Corporate Services								
By-Law Enforcement	320,469	295,902	24,567	7.7%	414,996	119,094	28.7%	276,704
Clerks	727,480	707,739	19,741	2.7%	968,581	260,842	26.9%	569,616
Communications	340,822	376,636	(35,814)	(10.5%)	445,611	68,975	15.5%	355,658
Human Resources	680,914	614,056	66,858	9.8%	884,382	270,326	30.6%	592,486
Finance	1,441,239	1,330,505	110,734	7.7%	1,870,947	540,442	28.9%	1,106,737
Information Technology	1,580,583	1,743,502	(162,919)	(10.3%)	1,963,616	220,114	11.2%	1,609,010
Community Services								
Crossing Guards	398,746	301,528	97,218	24.4%	518,746	217,218	41.9%	270,342
Economic Development & Culture	524,787	454,456	70,331	13.4%	722,343	267,887	37.1%	436,686
Facilities	2,157,772	1,849,202	308,570	14.3%	2,485,632	636,430	25.6%	1,467,001
Parks	1,038,535	994,628	43,907	4.2%	1,377,115	382,487	27.8%	814,642
Recreation & Events	1,423,131	1,151,782	271,349	19.1%	1,445,816	294,034	20.3%	900,257
Fire	3,398,629	3,018,898	379,731	11.2%	4,388,343	1,369,445	31.2%	3,928,592
Library Services	1,705,505	1,568,365	137,140	8.0%	2,195,216	626,851	28.6%	1,379,949
Infrastructure Services								
Planning	461,321	394,720	66,601	14.4%	593,860	199,140	33.5%	422,541
Public Works	4,492,606	3,291,238	1,201,368	26.7%	6,125,651	2,834,413	46.3%	3,410,515
Capital Works	440,861	357,317	83,544	19.0%	571,982	214,665	37.5%	296,245
Cemetery	(12,140)	(14,308)	2,168	(17.9%)				(60,834)
Transit	609,554	570,779	38,775	6.4%	819,886	249,107	30.4%	769,475
Building	37,775	163,479	(125,704)	(332.8%)				99,692
Water	1,309,780	1,336,815	(27,035)	(2.1%)				1,014,887
Wastewater	1,316,882	1,394,258	(77,376)	(5.9%)				1,382,121
Total Operations	(8,074,101)	(12,948,396)	4,874,295	60.4%	0			(11,918,443)



Subject: Mobile Food Vendors By-law Review

Department: Corporate Services

Division: By-law/Property Standards

Report #: CPS-2024-091

Meeting Date: 2024-12-16

Recommendations

That report CPS-2024-091, Mobile Food Vendors By-law Review, be received; and

That a public meeting be held to obtain input from the public on the proposed Mobile Food Vendor By-law; and

That staff report back to Council on the comments and feedback received.

Background

At the November 3, 2008, Council meeting the Mobile Food Vendors By-law 2008-102 was passed, which took effect on January 1, 2009, and established the rules and regulations for licensing mobile food vendors in the town.

At the November 16, 2009, Council meeting By-law 2009-120 was passed to amend the Mobile Food Vendors By-law to add the “non-residents” definition as well as an updated fees schedule.

At the May 31, 2021, Council meeting By-law 2021-047 was passed to amend sections 9.8 and 9.8.2 Mobile Food Vendors By-law addressing the permitted locations of Mobile Food Vendors.

At the May 15, 2023, Council meeting, By-law 2023-041 was passed to amend section 4.2 of the Mobile Food Vendors By-law addressing that mobile food vendors do not require a licence when attending an event initiated by the Town within the Business Improvement Area or where a special event permit has been issued by the Town.

Analysis/Current Situation

A review of the current Mobile Vendor by-law was conducted, and a new by-law has been drafted taking into consideration the following:

- An administrative framework that creates regulations to ensure the public safety of persons;
- A consistent approach with the regulations and general licensing provisions set out in the Town’s regulatory and general licensing by-laws;
- A comprehensive review of best practices and comparable municipalities’ mobile food vendors; and
- Relevant legislation, such as the Municipal Act.

The table below outlines key changes set out in the proposed by-law:

Summary of Proposed By-law Requirements
Definitions
<p>Add:</p> <ul style="list-style-type: none"> • Definitions have been added and or modified to provide clarity and consistency with other Town by-laws
General Prohibitions and Regulations
<p>Add:</p> <ul style="list-style-type: none"> • Any charitable or not-for-profit organization requiring a license will be exempt from the fee
Application for License
<p>Add:</p> <ul style="list-style-type: none"> • Applicants are required to submit a copy of their incorporating documents or business name registration, if applicable • Proof of valid insurance of not less than two million dollars naming the Town as an additional insured • Licence renewal timeline of 14 days • Requirement of the applicant to provide a vulnerable sector check

Financial Impact

The annual fee for a restaurant license has been maintained at \$500.00 per location under the proposed by-law update. These licensing fees are included within the operating revenues budget under the Clerks Division of Corporate Services, and total approximately \$5,000 per year.

Conclusion

The mobile Food Vendors By-law has undergone several amendments since its initial adoption in 2008 to address emerging needs and improve clarity. Following a comprehensive review, a new by-law has been developed to modernize the regulatory framework, align with best practices, and ensure consistency with the Town's general licensing provisions.

The proposed update prioritizes public safety, streamlines administrative processes, and incorporates feedback from comparable municipalities. Key changes include clarified definitions, enhanced application requirements, and adjustments to ensure alignment with the Municipal Act.

By maintaining the annual \$500 licence fee, the by-law continues to support the Town's operating revenues while promoting a fair and efficient licensing system.

Strategic Alignment

Strategic Plan

Strategic Goal: Community Vitality

Objective: Wellbeing

Notice Provisions

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

Respectfully submitted,

Antonietta Minichillo

Reviewed by:

Raylene Martell

General Manager, Corporate Services

Town Clerk, Corporate Services

Prepared by:

James Bramley
Supervisor, Licensing and By-law Enforcement

Attachment(s): 1. MFV – Draft By-law



The Corporation of the Town of Orangeville By-law Number 20XX-XX

A by-law to regulate and licence Mobile Food and Refreshment Vending in the Town of Orangeville

WHEREAS Section 9 of the *Municipal Act, 2001, S.O. 2001, c.25*, as amended hereinafter referred to as the “*Municipal Act*” provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising the authority under the Act; and

WHEREAS Section 8 (3) of the *Municipal Act* authorizes a municipality to provide for a system of licences and a licence includes a permit; and

WHEREAS Section 11 of the *Municipal Act* authorizes a municipality to pass a by-law respecting the health, safety and well-being of persons and respecting the protection of persons and property including consumer protection; and

WHEREAS Sections 9, 11 and 391 of the *Municipal Act* authorizes a municipality to impose fees and charges on persons; and

WHEREAS Section 23.1, 23.2 and 23.3 of the *Municipal Act* authorizes a municipality to delegate its powers and duties under the Act to a person; and

WHEREAS Section 151 of the *Municipal Act*, provides that a municipality may provide for a system of licences with respect to a business and may:

- a) prohibit the carrying on or engaging in the business without a licence;
- b) refuse to grant a licence or to revoke or suspend a licence;
- c) impose conditions as a requirement of obtaining, continuing to hold or renewing a licence;
- d) impose special conditions on a business in a class that have not been imposed on all the businesses in that class in order to obtain, continue to hold or renew a licence;
- e) impose conditions, including special conditions, as a requirement of continuing to hold a licence at any time during the term of the licence; and
- f) licence, regulate or govern real and personal property used for the business and the persons carrying it on or engaged in it; and

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

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

WHEREAS Section 436 of the *Municipal Act* authorizes a municipality to pass a by-law providing that the municipality may enter on land to conduct inspections; and

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

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

WHEREAS the Council for the Town of Orangeville deems it desirable and in the public interest to enact a By-law to regulate and licence Mobile Food Vendors;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF ORANGEVILLE HEREBY ENACTS AS FOLLOWS:

1. DEFINITIONS

1.1. In this By-law:

- a) “**Central Business District**” means the area outlined in Schedule “D” attached hereto;
- b) “**Charitable Organization**” means an organization which is created primarily for a charitable object or purpose in Ontario, is operated **not for profit**, and includes a religious organization or minor sports group;
- c) “**Chip Truck**” means a vehicle or trailer of sufficient size to allow a **person** to prepare therein french fried potatoes, and from within which french fried potatoes, hamburgers, hot dogs, hot or cold beverages, non-hazardous pre-packaged foods, such as potato chips, popcorn, nuts, candy bars and similar non-hazardous confections may be sold or provided for consumption;
- d) “**Clerk**” means the Clerk for the **Town** or any **person** designated by the Clerk;
- e) “**Food Cart**” means a cart which is propelled by muscular power and is equipped with cooking or barbeque grills on which to prepare hot food, and such pushcart shall not exceed an overall dimension of 75 centimetres in width and 1.5 meters in length;
- f) “**Ice Cream Bicycle**” means an insulated container for storing and transporting frozen ice cream, propelled totally by muscular power without motorized

- assistance and from which ice cream and other frozen confections may be sold or provided for consumption;
- g) "**Ice Cream Truck**" means a vehicle modified to transport frozen ice cream from place to place, which is duly licensed by the Ministry of Transportation and is capable of being driven on highways or within municipalities and from which ice cream and other frozen confections may be sold or provided for consumption;
 - h) "**Licence**" means a licence issued pursuant to this By-law;
 - i) "**Licence Issuer**" means a **Town** employee responsible for issuing a **licence**;
 - j) "**Licensee**" means a **person** issued a current valid **licence**;
 - k) "**Market on Broadway**" means a group of vendors operating refreshment vehicles or refreshment stands from the approved market location;
 - l) "**Mobile Lunch Truck**" means a vehicle modified to transport food preparation and serving equipment from place to place, which is duly licensed by the Ministry of Transportation and is capable of being driven on highways or within municipalities;
 - m) "**Non-resident**" means the applicant/business does not own, rent or lease a permanent building in the **Town**;
 - n) "**Not for Profit**" for the purposes of this By-law means a charitable or non-profit organization including a club, society or association that is organized and operated exclusively for social welfare, civic improvement, recreation or any other purpose except profit, and any profits or economic advantages which are received by it are used to promote its objectives and not used for the personal gain of any of its members or of any other **person**;
 - o) "**Officer**" means a police officer, municipal law enforcement officer, or any other **person** appointed by by-law to enforce the provisions of this By-law;
 - p) "**Person**" includes an individual, sole proprietorship, partnership, limited partnership, trust, corporation, and an individual in his or her capacity as a trustee, executor, administrator, or other legal representative;
 - q) "**Proof of insurance**" means a certified copy of a policy of insurance or a certificate of insurance issued by a company authorized to carry on the business of insurance in the Province of Ontario in accordance with the Insurance Act, R.S.O. 1990, c.I.8., as amended, that shows proof of liability coverage as required by this by-law;
 - r) "**Refreshment Vehicle**" means any vehicle from which food and refreshments are for sale, sold or provided for consumption by the public, and includes, without limiting the generality of the foregoing, a **chip truck, food cart, ice**

- cream bicycle, ice cream truck and mobile lunch truck**, irrespective of the type of power employed to move the refreshment vehicle from one point to another;
- s) "**Refreshment Stand**" means any facility (other than a restaurant or similar permanent establishment) from which food and refreshments are for sale, sold or provided for consumption by the public on a seasonal basis, but does not include a refreshment vehicle;
 - t) "**Special Event Permit**" means a permit issued by the Community Services to hold an event on municipal property under the control of the Parks and Recreation Department;
 - u) "**Special Function**" means an event occurring on private property, located outside the boundaries of the Town of Orangeville's Business Improvement Area (BIA), which does not satisfy the criteria for obtaining a **Special Event Permit** from the Parks and Recreation Department;
 - v) "**Town**" means the Corporation of the Town of Orangeville or the land within the geographic limits of the Corporation of the Town of Orangeville as the context requires;
 - w) "**Vulnerable Sector Check**" means the original search results of a Police Vulnerable Sector Check, enhanced screening for those employed in positions working with vulnerable **persons**, from each police service's jurisdiction in Canada in which the applicant has been a resident during the prior three hundred and sixty-five (365) days, dated no more than sixty (60) days prior to the submission of the Application;
 - x) "**Waste**" includes food, disposable eating utensils, paper, wooden, cardboard, plastic, glass or metal products used in the preparation, serving or consumption of the food or beverages offered for sale from a refreshment vehicle or refreshment stand;
 - y) "**Zoning By-law**" means any by-law passed by a municipality pursuant to Section 34 of the Planning Act, R.S.O. 1990, c. P.13, as amended.

2. GENERAL ADMINISTRATION AND EXEMPTIONS

- 2.1. The Short Title of this By-law is the "Mobile Food Vendor By-law".
- 2.2. This By-law applies throughout the whole of the **Town**.

3. GENERAL PROHIBITIONS AND REGULATIONS

- 3.1. No **person** shall operate or permit the operation of any **refreshment vehicle** or **refreshment stand** within the **Town**, unless a **licence** is obtained in accordance with the requirements of this by-law or is otherwise exempt under the provisions of this by-law.

- 3.2. No **licence** issued under the provisions of this By-law shall be assigned, transferred, leased or granted the right to use to any other **person**.
- 3.3. Notwithstanding any provision of this By-law, any **not-for-profit** deemed by the **Clerk** to require a **licence** must obtain a **licence** but is exempt from paying any associated **licence** fee, provided the organization is utilizing the profits from the **Mobile Food Vendor** for charitable and non-profit fundraising purposes.
- 3.4. No **person** shall carry on business other than in the name that appears on a **licence**.
- 3.5. No **person** shall alter, erase, modify or permit such alteration, erasure or modification of a **licence**.
- 3.6. No **person** shall represent to the public that the **person** is **licensed** under this By-law if the **person** is not so licensed.
- 3.7. No **person** shall own, operate or permit the operation of a **Mobile Food Vendor** other than in accordance with the terms and conditions of a **licence** and this By-law.
- 3.8. The number of **licences** issued annually to permit the operation of an **ice cream bicycle, ice cream truck, chip truck, mobile lunch truck or refreshment stand** shall not be limited.
- 3.9. The number of **licences** issued annually to permit the operation of a **food cart** shall be limited to a maximum of six (6), with a maximum of three (3) of the six (6) **licences** being issued for locations in the **Central Business District**.
- 3.10. **Refreshment vehicles or refreshment stands** may be permitted to operate only in CBD, C1, C2, C3 and M1 Zones, as defined in the **Town's** Zoning By-law.
- 3.11. Notwithstanding Section 3.10, at the discretion of the **Licence Issuer**, **refreshment vehicles or refreshment stands** may be permitted to operate in an Institutional (INST) Zone with a **licence** provided that the funds from the sale of the food are used for charitable purposes.
- 3.12. No **person** shall operate any **refreshment vehicle or refreshment stand** from any property except a location or locations approved by the **Licence Issuer** and as listed on the **licence** for such **refreshment vehicle or refreshment stand**.
- 3.13. No **person** shall operate a **refreshment vehicle or refreshment stand** on any municipal property, which shall, for the purposes of this By-law, include road allowances, municipal parks, parking lots, Operations Centre and recreation facilities, except as described in Sections 3.14, 3.22.
- 3.14. The operation of a **refreshment vehicle or refreshment stand** may be permitted in a municipal park or facility under the control of the Parks and

Recreation Department during a special event/tournament for which a **Special Event Permit** has been obtained by a **not-for-profit** or **charitable organization**.

- 3.15. Licensed vendors who wish to operate at a Council-sanctioned community event at a location outside the **Central Business District** must obtain the express written permission of the event organizers, and provide a copy of such letter of permission to the **Licence Issuer** at least one (1) week in advance of the event.
- 3.16. No **person** shall operate a **refreshment vehicle** or **refreshment stand** within 8 metres (26 feet) of the vehicular entrance to the property or in any location which will obstruct the flow of vehicles.
- 3.17. No **person** shall operate a **refreshment vehicle** or **refreshment stand** within 90 metres (295 feet) of any other **refreshment vehicle**, **refreshment stand** or restaurant:
 - a) with the exception of the three (3) locations listed in Section 3.22 and as otherwise exempt;
 - b) unless a letter in a form as provided by the **Town** is submitted to the **Licence Issuer** from any and all owner(s) of a **refreshment vehicle(s)**, **refreshment stand(s)** and restaurant(s) located within 90 metres of the proposed location of the **refreshment vehicle** indicating they do not object to the said **refreshment vehicle** being located within 90 metres of their **refreshment vehicle**, **refreshment stand** or restaurant.
- 3.18. Notwithstanding Sections 3.17 and 3.22, the location of special fundraising events shall be at the discretion of the **Licence Issuer**.
- 3.19. A letter referred to in Section 3.17 (b) is required upon making an application for renewal of a **licence**.
- 3.20. Every **person** applying for a **licence** to permit the operation of a **refreshment vehicle** or **refreshment stand** who intends to operate from private property shall submit with the application a letter of permission with respect to the proposed use from the registered property owner or his authorized agent.
- 3.21. Notwithstanding anything in Section 3, the owner of a **mobile lunch truck**, which has the sole purpose of travelling from place to place to serve a number of private locations is permitted to serve his clients in any zone and shall not be required to provide letters of permission from the property owners.
- 3.22. In the **Central Business District** one **food cart** is permitted to operate from the sidewalk at each of the following locations:
 - Northwest corner of First Street and Broadway
 - South side of Broadway, between 114 and 136 Broadway

- Northwest corner of Second Street and Broadway

4. APPLICATION FOR A LICENCE

- 4.1. A **person** making an application for a **licence** or renewal of a **licence** shall submit to the satisfaction of the **Licence Issuer**:
- a) a complete application in the form provided by the **Town**;
 - b) where the applicant is a corporation, a copy of the articles of incorporation or other incorporating documents issued by the Province of Ontario or the Government of Canada, and the business name registration, when applicable;
 - c) where the applicant, is a sole proprietor, a copy of the business name registration, when applicable;
 - d) where the applicant, is a registered partnership, a copy of the registered declaration of partnership, the names and addresses of each member of the partnership as well as the name under which the partnership intends to carry on business and a copy of the business name registration;
 - e) the applicable **licence** fee;
 - f) any documents, and obtain all required approvals and inspections from the appropriate approval authority having jurisdiction as outlined on Schedule "A" to this By-law;
 - g) any other documents as may be required by the **Licence Issuer**.
- 4.2. A **person** submitting an application for **licence** renewal shall submit:
- a) a complete application (a licensee is not required to submit on renewal of a licence the items listed in sections 4.1 (b), a.1 (c) or 4.1 (d) provided no changes have occurred in the information contained in those documents)
 - b) the applicable licence fee
 - c) all required documents as outlined in Schedule "A" at least fourteen (14) days prior to the expiry of the current licence. Applications for renewal submitted after fourteen (14) days shall be considered a new licence application.

5. FEES

- 5.1. A fee for a **licence** shall be as prescribed in Schedule "C" of this By-law.
- 5.2. Fee payable with an application for a **licence** shall not be pro-rated.
- 5.3. Every fee paid is non-refundable;

- 5.4. Acceptance of the **licence** fee does not constitute approval of the application or oblige the **Town** to issue a **licence**.

6. FEE REDUCTION AND EXEMPTIONS

- 6.1. **Not-for-profit** community associations, **charitable organizations**, service clubs and other organizers of special fund-raising events carried on solely for the benefit of a particular charity or **not-for-profit** organization are required to obtain a **licence** to operate any **refreshment vehicle** or **refreshment stand** and comply with the requirements of this By-law. Provided that the **person**, organization, association or service club is directly responsible for the vending operation, the fee for such **licence** shall be reduced as set out in Schedule "C" to this By-law.
- 6.2. The **Market on Broadway**, the Orangeville Business Improvement Area (BIA) and organizers of **Town** initiated events are required to obtain a **licence** to permit the operation of **refreshment vehicles** and **refreshment stands** from the market location and during outdoor events organized by the BIA or initiated by the **Town**.
- 6.3. The **Market on Broadway**, the BIA and own-initiated events are exempt from the provisions of this By-law limiting the number of vendors permitted to operate in the **Central Business District**.
- 6.4. Participating vendors will not be required to obtain individual **licences** provided they do not operate outside the Market, the BIA or the area specified for a **Town** initiated event. The **licence** fee for the **Market on Broadway**, the BIA and **Town** initiated events shall be waived.
- 6.5. For greater clarification, all **persons** operating any **refreshment vehicle** or **refreshment stand** in areas other than or in addition to the **Market on Broadway**, BIA outdoor events or at a **Town** initiated event are required to obtain a **licence**, pay the prescribed fee and comply with the requirements of this By-law.

7. DELEGATED AUTHORITY

- 7.1. The **Licence Issuer** is hereby delegated authority to administer this By-law and to issue a **licence** in accordance with the provisions of this By-law and the applicable Schedules to this By-law.
- 7.2. The **Licence Issuer** is hereby delegated authority to impose additional terms and conditions on a **licence** that in the opinion of the **Licence Issuer** are reasonable and take into consideration:
- a) the health, safety and well-being of **persons**;
 - b) the past conduct of an applicant or **licensee**.

- 7.3. The **Licence Issuer** is hereby delegated authority to revoke, suspend, refuse to issue, or refuse to renew a **licence**, where the applicant or **licensee** would not be entitled to a **licence**, or to the renewal of a **licence**, on any grounds set out in this By-law.
- 7.4. The **Licence Issuer** may cancel a **licence** at any time upon the written request of the **licensee**.
- 7.5. The **Licence Issuer** shall not issue or renew a **licence** to a **person** if:
- a) the **Town** is aware that the applicant has two or more related convictions within the last year concerning the licensed business or **person**;
 - b) overdue by-law fines, penalties or other monies owing to the **Town**;
- 7.6. The **Appeal Tribunal** shall have the same powers as the **Licence Issuer** pursuant to this By-law for the purpose of authorizing the issuing of a **licence**.

8. LICENCE

- 8.1. A **licence** shall be issued by the **Licence Issuer** upon being satisfied that the requirements of this By-law have been met.
- 8.2. A **licence** shall expire on the 31st day of January of each year unless otherwise suspended or revoked in accordance with the provisions of this By-law.
- 8.3. Every **licence** shall remain at all times the property of the **Town** and no **person** shall enjoy a vested right in a **licence** or the continuance of a **licence**.
- 8.4. The issuing of a **licence** does not relieve a **person** from any responsibility to obtain all other approvals that may be required from any level of government or authority or agencies thereof having jurisdiction.
- 8.5. Upon receipt of each application completed in accordance with the requirements of this By-law, the **Licence Issuer** shall request comments or reports from other **Town** departments as appropriate or make such other inquiries and obtain and review such other information and documents relevant to the application as the **Licence Issuer** considers necessary for the proper processing of the application.
- 8.6. A **licence** is not transferable.

9. LICENCE – TERMS AND CONDITIONS – GENERAL

- 9.1. A **Licensee** shall notify the **Licence Issuer** within seven (7) days:
- a) of any change of name, address or any other change to the information related to the **licence**;

- b) where the **Licensee** is a corporation, of any change in the names and addresses of officers and directors, the location of the corporate head office and change of ownership of shares;
- c) where the **Licensee** is a registered partnership, of any change in the names and addresses of each member of the partnership;

and if necessary, the **licence** shall be returned immediately to the **Licence Issuer** for amendment.

- 9.2. A **Licensee** shall operate in compliance with this By-law, the terms and conditions of a **licence** including the terms and conditions outlined in the applicable Schedule(s) to this By-law and all federal and provincial legislation.
- 9.3. A **Licensee** in carrying out a business licensed under this By-law shall provide services that are free from discrimination and respect all grounds protected by the Ontario Human Rights Code.
- 9.4. A **Licensee** upon the request of the **Licence Issuer** or an **Officer** shall submit documents and records required to be kept in accordance with this By-law.

10. LICENCE – ADMINISTRATIVE SUSPENSIONS

- 10.1. Where required in accordance with this By-law a **Licensee's** policy of liability insurance expires, is cancelled, or is otherwise terminated; then the applicable **licence** shall be automatically suspended effective on the date of such expiration, cancellation, revocation or termination and shall remain so until such insurance has been reinstated.
- 10.2. An administrative suspension of a **licence** without a hearing shall be imposed for fourteen (14) days if the **Licence Issuer** is satisfied that the continuation of the business poses an immediate danger to the health and safety of any **person** or to any **premise** or in accordance with Section 11. Before any suspension is imposed, the **Licence Issuer** shall provide the **licensee** with the reasons for the suspension, either orally or in writing, and an opportunity to respond to them.
- 10.3. An administrative suspension imposed under Section 10.2 may be imposed on such conditions as the **Licence Issuer** considers appropriate.

11. LICENCES – GROUNDS FOR REFUSAL, REVOCATION OR SUSPENSION

- 11.1. An applicant or **licensee** is entitled to a **licence** upon meeting the requirements of this By-law except where:
 - a) the past or present conduct of any **person**, including any partner, the officers, directors, employees or agents of a corporation affords reasonable cause to believe that the **person** will not carry on or engage in the business in respect of which the application is made in accordance with the law or with honesty or integrity; or

- b) the applicant or **licensee** has past breaches or contraventions of any law or any provision of this By-law or any other municipal by-law or Provincial or Federal Statute associated with the carrying on of such business; or
- c) the financial position of the applicant or **licensee** affords reasonable grounds to believe that the activity for which he is licensed or to continue to be licensed in accordance with law will not be carried on in a financially responsible manner; or
- d) the applicant or **licensee** has failed to pay a fine, or fines imposed by a Court for convictions for breach of this or any other municipal by-law; or
- e) the applicant or **licensee** has failed to comply with any term, condition or direction of the **Licence Issuer** or **Officer** or has failed to permit any investigation or inspection by the **Licence Issuer** or **Officer**; or
- f) the applicant or **licensee** has failed to comply with the requirements set out in this By-law or any of the applicable Schedules to this By-law; or
- g) the issuing of a **licence** would be contrary to the public interest with respect to health and safety or consumer protection; or
- h) the applicant or **licensee** has submitted an application or other documents to the **Town** containing false statements, incorrect, incomplete, or misleading information; or
- i) the applicant or **licensee** is carrying on or engaging in activities on or off the **premise** that are, or will be, if the applicant or **licensee** is licensed, in contravention of this By-law, any other applicable law or is unsafe; or
- j) the applicant or **licensee** has exhibited discriminatory behaviour against a **person** on any grounds protected by the Ontario Human Rights Code; or
- k) the applicant or **licensee** has not paid the required **licence** fees.

11.2. The **Licence Issuer** may revoke, suspend, refuse to issue, or refuse to renew a **licence**, where the applicant or **licensee** would not be entitled to a **licence**, or to the renewal of a **licence**, on any grounds set out in this By-law.

11.3. Where the application for a **licence** has been refused, revoked, suspended or cancelled, the fees paid by the applicant or **licensee**, in respect of the **licence**, shall not be refunded.

11.4. Where a **licence** has been revoked, suspended, or cancelled the **licensee** shall return the **licence** to the **Licence Issuer** within two (2) days of service of the notice of the decision.

11.5. When a revoked, suspended or cancelled **licence** has not been returned, an **Officer** may enter upon the **premise** for the purpose of receiving, taking or

removing the said **licence** and no **person** shall refuse to return the **licence** or in any way obstruct or prevent the **Licence Issuer** or **Officer** from obtaining the **licence**.

11.6. No **person** shall re-apply to obtain or renew a **licence** for a minimum of one (1) year from the later of:

- a) the date of the **Licence Issuer's** decision to refuse to issue, renew or revoke a **licence**;
- b) where the decision of the **Licence Issuer** is appealed, the date of the **Appeal Tribunal's** decision if the **Appeal Tribunal** upholds the decision to refuse to issue, renew or revoke the **licence**.

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

12.1. With the exception of Section 10, before a **licence** is refused, revoked, suspended, cancelled or issued with terms or conditions, written notice shall be given by the **Licence Issuer** to the applicant or **licensee**.

12.2. Notice shall be served to the applicant's or **licensee's** last known address or email address filed with the **Town** and shall:

- a) contain sufficient information to specify the nature of or reason for, any recommendation;
- b) inform the applicant or **licensee** of entitlement to a hearing before the **Appeal Tribunal**, if a request in writing for a hearing is returned to the **Clerk** within fourteen (14) days after the date of service of the notice; and
- c) inform the applicant or **licensee** that if no written request is received, the **Appeal Tribunal** may proceed and make any decision with respect to the **licence**.

12.3. On receipt of a written request for a hearing from an applicant or **licensee**, the **Clerk** shall:

- a) schedule a hearing; and
- b) give the applicant or **licensee** notice of the hearing at least twenty (20) days prior to the hearing date; and
- c) post notice of the hearing on the **Town's** website at least twenty (20) days prior to the hearing date.

12.4. Service of any notice on the applicant or **licensee** under this by-law shall be made by personal delivery, ordinary mail or email transmission. The notice shall

be deemed to have been served on the fourth (4th) day after the day of mailing on the date of personal service or the date of the email transmission.

13. ESTABLISHMENT OF APPEAL TRIBUNAL

13.1. The **Appeal Tribunal** shall hear and render decisions regarding the refusal, revocation or suspension of a **licence**, and the imposing of terms and conditions on a **licence**.

13.2. The decision of the **Appeal Tribunal** shall be final and binding.

14. HEARING PROCESS

14.1. The provisions of the *Statutory Powers and Procedures Act, R.S.O. 1990, c. S. 22*, as amended, shall apply to all hearings conducted under this By-law.

14.2. A hearing shall be held in public unless determined otherwise in accordance with the *Statutory Powers and Procedures Act, R.S.O. 1990, c. S. 22*, as amended, and the **Appeal Tribunal** shall hear the applicant or **licensee** and every other **person** who desires to be heard, and the **Appeal Tribunal** may give its decision orally or adjourn the hearing and reserve its decision but in any case, the decision shall be provided in writing.

14.3. The decision of the **Appeal Tribunal**, shall be in writing and shall set out the reasons for the decision, and shall be signed.

14.4. Any authority or permission granted by the **Appeal Tribunal** may be for such time and subject to such terms and conditions as the **Appeal Tribunal** considers advisable and as are set out in the decision.

14.5. When a **person** who has been given written notice of a hearing does not attend at the appointed time and place, the **Appeal Tribunal** may proceed with the hearing in his absence, and the **person** shall not be entitled to any further notice of the proceedings.

14.6. The **Clerk** shall no later than ten (10) days from the making of the decision send one (1) copy of the decision to:

- a) the applicant or **licensee**;
- b) each **person** who appeared in **person** or by Counsel or by Agent at the hearing and who filed with the **Clerk** a written request for notice of the decision.

15. ORDERS

15.1. If an **Officer** has reasonable grounds to believe that a contravention of this By-law or the terms and conditions of a **licence** has occurred, the **Officer** may make

an Order requiring the **person** who contravened this By-law or the terms and conditions of a **licence** or who caused or permitted the contravention to occur to:

- a) discontinue the contravening activity; and/or
- b) do work or take action to correct the contravention.

15.2. An Order under section 15.1 shall set out:

- a) reasonable particulars of the contravention adequate to identify the contravention;
- b) the location of the **premise** on which the contravention occurred; and
- c) either:
 - i. in the case of an Order under section 15.1 (a), the date by which there must be compliance with the Order; or
 - ii. in the case of an Order under section 15.1 (b), the action to be done and the date by which the action must be done.

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

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

15.4. The Order shall be deemed to have been served on the fourth (4th) day after the date of mailing or on the date of personal service or on the date of email transmission.

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

16. ENFORCEMENT AND PENALTY PROVISIONS

16.1. The enforcement of this By-law shall be conducted by an **Officer**.

16.2. An **Officer** may enter on land or a **premise** at any reasonable time for the purpose of carrying out an inspection to determine whether or not:

- a) the By-law is complied with;

- b) the **licence**, or the term or condition of a **licence**, or this By-law is complied with;
- c) a direction or Order made under the *Municipal Act, S.O. 2001, c.25*, as amended, or this By-law is complied with.

16.3. For the purposes of an inspection under this By-law, an **Officer** may:

- a) require the production for inspection of documents or things relevant to the inspection;
- b) inspect and remove documents or things relevant to the inspection for the purpose of making copies or extracts;
- c) require information from any **person** concerning a matter related to the inspection; and
- d) alone or in conjunction with a **person** possessing special or expert knowledge, make examinations or take tests, samples or photographs necessary for the purposes of the inspection.

16.4. All documents and records shall be kept in a good and business-like manner for review by the **Officer** at their request.

16.5. A receipt shall be provided for any document or thing removed under this By-law and the document or thing shall be promptly returned after the copies or extracts are made.

16.6. A sample taken under this By-law shall be divided into two parts, and one part shall be delivered to the **person** from whom the sample is taken, if the **person** so requests at the time the sample is taken and provides the necessary facilities.

16.7. If a sample is taken under this By-law and the sample has not been divided into two parts, a copy of any report on the sample shall be given to the **person** from whom the sample was taken.

16.8. Every **person** who contravenes any provision of this By-law, including failing to comply with an Order issued pursuant to this By-law, is guilty of an offence and is liable to a fine, and such other penalties, as provided for in the Provincial Offences Act, R.S.O. 1990, c. P. 33, as amended, and the Municipal Act, 2001, as amended.

16.9. Every **person** who is charged with an offence under this By-law or an Order issued pursuant to this By-law or every director or officer of a corporation, who knowingly concurs in the contravention, by the laying of an Information under Part III of the Provincial Offences Act, R.S.O. 1990, c. P. 33, as amended and is found guilty of the offence is liable pursuant to the Municipal Act, 2001, as amended to the following:

- a) on a first offence, to a fine of not more than \$50,000.00; and
- b) on a second offence and each subsequent offence, to a fine of not more than \$100,000.00

16.10. Every **person** who is issued a Part 1 offence notice or summons and is convicted is guilty of an offence under this By-law shall be subject to a fine, to a maximum as provided for in the *Provincial Offences Act, R.S.O. 1990, c. P. 33*, as amended.

16.11. No **person** shall hinder or obstruct, or attempt to hinder or obstruct, any **Officer** exercising a power or performing a duty under this By-law.

16.12. Every **person** who is alleged to have contravened any of the provisions of this By-law shall identify themselves to an **Officer** upon request, failure to do so shall be deemed to have hindered or obstructed an **Officer** in the execution of his or her duties.

16.13. Upon conviction any penalty imposed under this By-law may be collected under the authority of the *Provincial Offences Act, R.S.O. 1990, c. P. 33*, as amended.

16.14. If a **person** is convicted of an offence under this By-law, the court in which the conviction has been entered and any court of competent jurisdiction may, in addition to any other remedy and to any penalty imposed, make an order prohibiting the continuation or repetition of the offence by the **person** convicted.

17. SEVERABILITY

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

18. INTERPRETATION

18.1. References in this By-law to any statute or statutory provision include references to that statute or statutory provision as it may from time to time be amended, extended or re-enacted.

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

18.3. The Schedules appended to this By-law are incorporated into and form part of this By-law.

19. TRANSITIONAL RULES

19.1.By-law 102-2008, as amended, shall continue to apply to any enforcement proceedings commenced prior to the effective date of this By-law.

20.REPEAL

20.1.By-law 102-2008, 120-2009, 2021-047 and 2023-041 are hereby repealed.

21.EFFECTIVE DATE

21.1.This By-law shall come into effect on MONTH XX, 20XX.

READ three times and finally passed this XXth day of Month, 20XX

Lisa Post, Mayor

Raylene Martell, Clerk

DRAFT

SCHEDULE 'A' to BY-LAW 20XX-XX

MOBILE FOOD VENDOR LICENCE REQUIREMENTS

1. APPLICATION REQUIREMENTS

1.1. In addition to the requirements set out in Section 4 of this By-law, every new application will require, prior to issuance of a license:

- a) written confirmation of authorization to issue a **licence** from the Public Health Office, the Orangeville Fire Division, and any other department of the Town as the **Licence Issuer** considers necessary;
- b) confirmation that the **premises** where the **restaurant** operates is in compliance with any applicable **Zoning By-law** and Site Plan Agreement;
- c) proof of valid insurance in an amount not less than two (2) million dollars naming the Town as additional insured;
- d) **Vulnerable Sector Check** from each police service's jurisdiction in Canada in which the applicant has been a resident during the prior three hundred and sixty-five (365) days, dated no more than sixty (60) days prior to the submission of the Application;
- e) a letter of permission with respect to the proposed use from the registered property owner or his authorized agent;
- f) any other documents as may be required by the Licence Issuer.

1.2. Renewal

- a) Every application for renewal of a licence under this By-law shall be made in a form satisfactory to the Licence Issuer and shall include:
 - i. The fully completed application form
 - ii. The applicable renewal fee as set out in Schedule C of this By-law
 - iii. Proof of valid insurance in an amount not less than two (2) million dollars naming the Town as additional insured.
- b) A renewal application must be approved by all of the approval bodies set out in section 1.1 (a) in the event the conditions of the original application have changed.
- c) Where a **person** fails to renew the **licence** within fourteen (14) days after the expiry of such **licence**, the **person** shall no longer be entitled to renew but must apply for a new **licence**.

- d) The holder of a **licence** for the operation of a **food cart** in the **Central Business District** in the previous year shall have the right of first refusal before the said licence is offered to a new applicant, provided that the holder of the **licence** has made an application for renewal no later than January 15th of the following year in which the **licence** was first issued.

DRAFT

SCHEDULE 'B' to BY-LAW 20XX-XX

MOBILE FOOD VENDOR'S LICENCE TERMS AND CONDITIONS

1. DUTIES AND RESPONSIBILITIES

1.1 A licensee shall:

- 1.2 Every licensee shall ensure that where a vehicle is powered by propane, or where propane is utilized for food preparations, a minimum five (5) pound ABC dry chemical fire extinguisher or other such extinguisher as required by the Fire Chief or his designate, is attached to the vehicle at all times and the operator of such vehicle at all times and the operator of such vehicle shall be knowledgeable in the proper use of such fire extinguisher. In all cases, where a licensee requires any food heating capability, he shall be adequately equipped with a fire extinguisher in accordance with the provisions of the Fire Code, O. Reg. 388/97.
- 1.3 No **person** shall fail to keep his **refreshment vehicle** or **refreshment stand** in a clean and sanitary condition.
- 1.4 No **person** shall offer for sale or sell from a **refreshment vehicle** or **refreshment stand**, any goods, wares, merchandise or other item other than refreshments, food stuffs and confections.
- 1.5 No **person** operating a **refreshment vehicle** or **refreshment stand** shall be under the influence, or consume, or have in his possession, any alcohol or drugs other than any drugs prescribed by a duly qualified medical practitioner which do not and may not impair his ability to operate the vehicle/stand while in charge of the same.
- 1.6 No **person** shall operate a **refreshment vehicle** or **refreshment stand** between the hours of 12:00 midnight and 6:00 a.m. on any day.
- 1.7 No licensee shall permit any individual other than a bona fide employee to operate the **refreshment vehicle** or **refreshment stand**.
- 1.8 No **person** shall operate a **mobile lunch truck**, **chip truck** or **ice cream truck** unless it has been equipped with an audible reversing alarm to alert the public when the vehicle is backing up.
- 1.9 No **refreshment vehicle** or **refreshment stand** shall be equipped with any flashing lights or sounding device for attracting attention.
- 1.10 No **person** shall operate a **refreshment vehicle** or **refreshment stand** at the **Market on Broadway** without the approval of the Market Manager.

1.11 Any **person** operating a **refreshment vehicle** or **refreshment stand** shall:

- a) Provide a waste receptacle of an adequate size to contain all waste generated from the operation of the **refreshment vehicle** or **refreshment stand**.
- b) Ensure that all waste in the vicinity of the **refreshment vehicle** or **refreshment stand** is placed in such container before leaving the area.
- c) Remove such receptacle and its contents before leaving the area.
- d) Ensure that no waste generated by the operator or contained in his waste receptacle is deposited in any **Town**-owned waste containers; and
- e) Maintain the designated area and the pavement, sidewalk and boulevard adjacent thereto in a clean and sanitary condition free from grease, papers, rubbish and debris.

2. Provisions Applicable to Ice Cream Trucks and Ice Cream Bicycles

1.2. Despite Section 1.4, no **person** shall operate an **ice cream truck** or an **ice cream bicycle** from which is sold:

- a) heated or cooked food
- b) milk or any beverages
- c) any goods, wares or merchandise or other item other than ice cream, and frozen refreshments.

3. Provisions Applicable to Refreshment Stands

3.1. A **refreshment stand** may be permitted to operate in a park where a municipally owned refreshment facility is located, only during the hours when said refreshment facility is not in operation, in accordance with the provisions of this By-law and subject to the following:

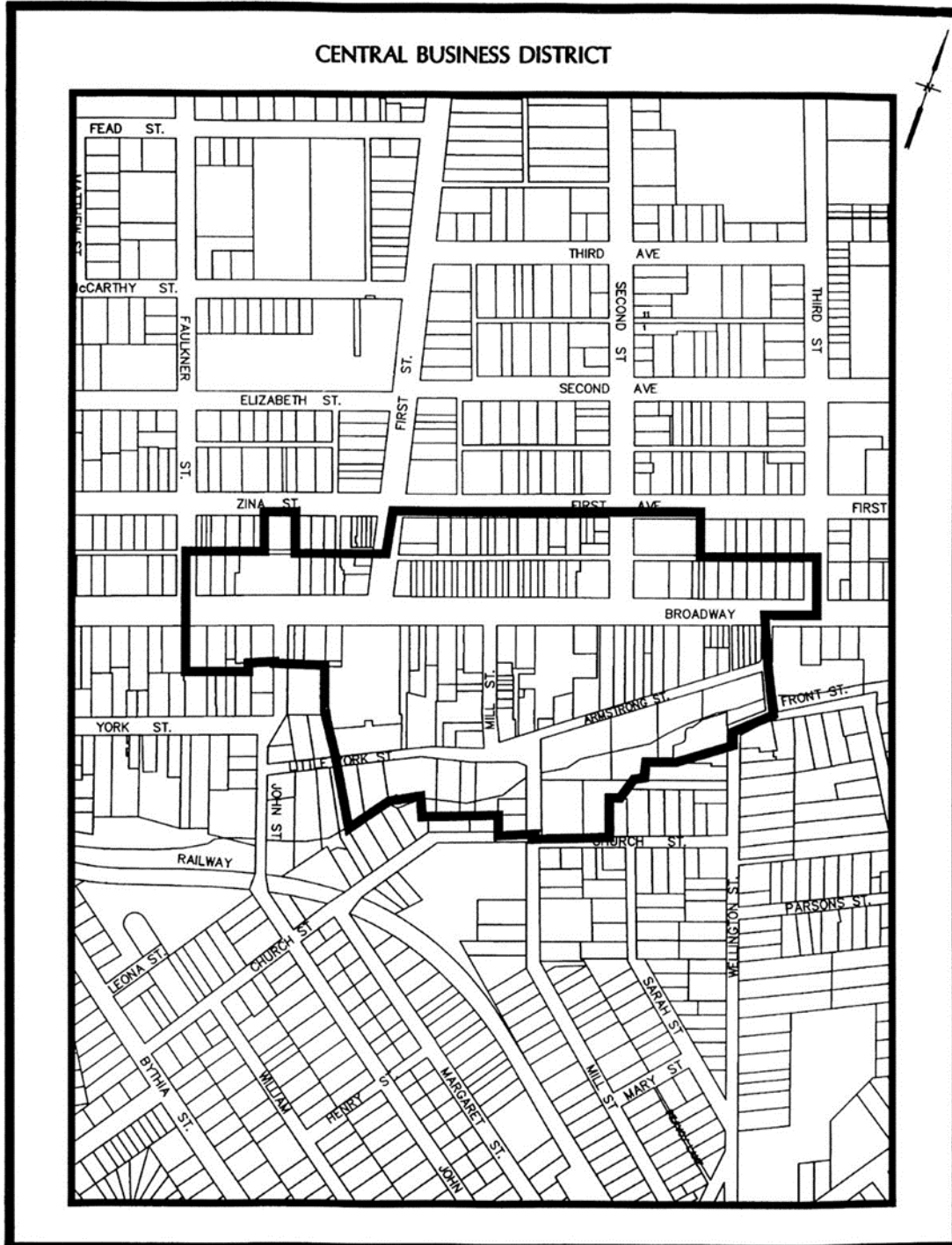
3.2. The operator of the **refreshment stand** must submit a drawing indicating the proposed location of the **refreshment stand** and a schedule of operating hours to the General Manager of Community Services. who shall determine the suitability of the proposed location of the **refreshment stand** and the hours of operation.

SCHEDULE 'C' to BY-LAW 20XX-XX

FEES

Type of Mobile	Resident	Non Resident
	Fee per Food Vending	Fee per Cart/Vehicle
Chip truck per year	\$500.00	\$600.00
Food cart per year	\$500.00	\$600.00
Ice cream bicycle per year	\$100.00	\$120.00
Ice cream truck per year	\$500.00	\$600.00
Mobile lunch truck per year	\$500.00	\$600.00
Refreshment stand per year	\$500.00	\$600.00
 Food vendor selling at a special function only		
per event	\$120.00	\$144.00
 Administration Fee (special fund-raising events only)		
per event	\$25.00	\$25.00

SCHEDULE 'D' to BY-LAW 20XX-XX



Subject: OSPCA Kennel and Lease Agreement

Department: Corporate Services

Division: Clerks

Report #: CPS-2024-092

Meeting Date: 2024-12-16

Recommendations

That report CPS-2024-092, OSPCA Kennel and Lease Agreement be received; and

That Council approve entering into a 10-year lease for service agreement with the OSPCA.

Overview

On January 1, 2025, the Orangeville branch of the Ontario Society for the Prevention and Cruelty of Animals (OSPCA) will cease canine control operations for the Town of Orangeville as they will be focussing efforts on community support and animal welfare. The Town of Orangeville issued an RFP for canine control services and the evaluation of the RFP occurred in early December.

The current agreements with the OSPCA for the lease of the lands, provision of kennel services and animal control expire on December 31, 2024. A new lease agreement was drafted with OSPCA indicating that kennel services would be provided to the Town in exchange for rent. Animal control services will not be included.

This report is recommending that Council authorize staff to enter into a 10-year lease for service agreement with the OSPCA.

Background

In 2019 the OSPCA announced to the province that they will no longer be providing animal control services or enforcing animal cruelty laws anywhere in Ontario to focus more on community support and animal welfare, including animal adoption, humane education, animal advocacy and food distribution. The Orangeville branch of the OSPCA is one of the last locations that has remained operating with animal control services and the term of that agreement is ending on December 31, 2024. As of

December 31, 2024, the OSPCA in Orangeville will no longer be providing animal control services to the Town of Orangeville. The OSPCA has provided ample notice, and the Town pursued a request for proposals (RFP) to seek a new provider. There were 2 respondents at the closing of the RFP which underwent evaluation in the first 2 weeks of December to have a contract in place for January 1, 2025.

The current lease between the Town and the OSPCA expires on the same date as the animal control agreement, December 31, 2024. The Town recognizes the strong role that the OSPCA holds in Orangeville and negotiations between the Town and the OSPCA have resulted in a new lease for service agreement being drafted for a 10-year term that will provide the lease of the building to the Orangeville branch of the OSPCA in exchange for the provision of shelter/kennel services for the Town. Through this agreement, the OSPCA will continue providing shelter/kennel services for the Town. The OSPCA is currently completing their review to provide their comments/ amendments.

Analysis/Current Situation

Due to the timing of the report approval process for the final Council meeting of 2024, as of the date of writing this report, the final consensus of the agreement had not yet been reached between Town staff and the OSPCA. Staff are confident that it will be finalized prior to the date of the meeting as most of the terms were agreed upon during a number of meetings held between the OSPCA and Town staff over the summer.

Corporate Implications

The 2025 budget for the kennel facility is approximately \$31,200 and under this lease renewal agreement, these costs will continue to be borne by the Town in exchange for shelter/kennel services.

The 2025 budget for animal control services is \$80,000. The costs for canine control through the RFP have not yet been realized as we are currently going through the RFP evaluation process. There was no increase to this line item for 2025 as staff anticipate being able to continue to provide the service within this budgeted amount.

Conclusion

The Town and OSPCA have been working collaboratively to reach an agreement that is beneficial to both parties while maintaining the service level that the residents have come to expect. Staff recommend authorizing the Mayor and Clerk to sign the agreement once it is finalized. A communications plan has been developed and is ready to be deployed once the arrangements are finalized.

Strategic Alignment

Strategic Plan

Strategic Goal: Corporate Capacity

Objective: Collaboration - Explore opportunities to cooperate across organizations to solve problems and improve community benefits.

Notice Provisions

This will be a major service change for residents who are used to the OSPCA providing all animal-related services for control and shelter service in Orangeville, as such, OSPCA communications and Orangeville Communications have been working collectively on the preparation of information to the community related to this change.

Respectfully submitted,

Antonietta Minichillo
GM, Corporate Services

Reviewed and prepared by:

Raylene Martell
Town Clerk, Corporate Services



Subject: 2024 Third Quarter Capital Progress Report

Department: Corporate Services

Division: Finance

Report #: CPS-2024-094

Meeting Date: 2024-12-16

Recommendations

That report CPS-2024-094 regarding the 2024 Third Quarter Capital Progress be received.

Overview

The purpose of this report is to provide Council with a summary of the status of capital projects as of September 30, 2024 and to report on variances that have been identified for each project to the end of the third quarter.

Background

This report provides a snapshot in time that compares actual expenditures to date with the approved budget per project. As many capital projects span more than one year, all outstanding projects have been organized into three categories: Completed, In Progress or To Be Initiated.

The Tables within the Attachment to this report, list the current outstanding capital projects. In addition, comments in the last column have been provided by the project managers.

Analysis/Current Situation

As of the third quarter of 2024, 22% of all approved capital projects were completed, 74% are in progress and 4% have yet to be initiated. In comparison, by the third quarter of 2023, 14% of approved capital projects were completed, 80% were in progress and 6% had yet to be initiated.

Table 1: Capital Projects Completed as of September 30, 2024

Table 1 provides the actual capital spending by project, for those projects that were completed during the third quarter, compared to the approved budget. Overall, the financial performance of these projects was favourable with projects being completed under budget by 13% or \$921,830. This favourable variance is driven largely by the Water division underspend of \$424K and the Facilities division underspend of \$255K. Other favourable variances are in the Public Works division which is under budget by \$60K, the Transit division which is under budget by \$69K and Library budget which is under budget by \$60K.

Figure 1 below shows the aggregate variance by Division for the completed projects in the third quarter of 2024.

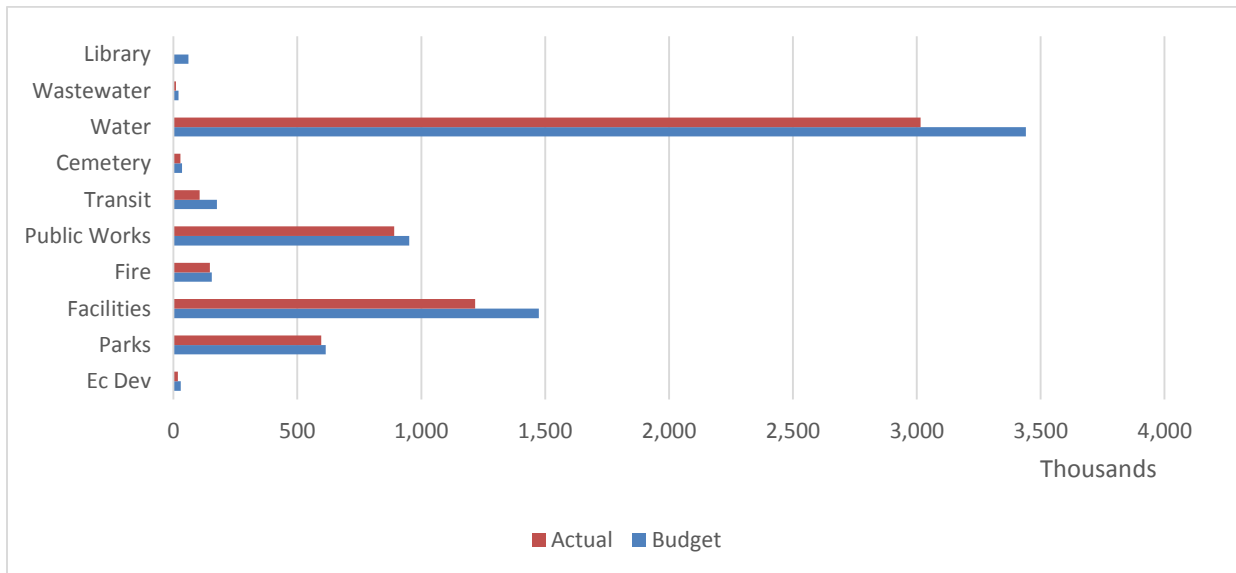


Figure 1: Aggregate Variance by Division of Completed Projects as of September 30, 2024

Table 2: Capital Projects in Progress as of September 30, 2024

Table 2 compares actual expenditures to budget for on-going projects as of the third quarter 2024. As at September 30, 2024, approximately 31% of the approved budget for on-going projects has been utilized. There are five (5) divisions driving this, Facilities (utilized 72% of division budget, and 3% of total town budget), Fire (25% division and 5% Town), Public Works (34% division and 8% Town), Water (22% division and 6% Town), and Wastewater (46% division and 5% of Town). Lower spending in remaining divisions, which account for approximately 3% utilization of the total Town budget.

It is worth noting that, while some divisions appear to be significantly under their budget allocation, much of this allocation has already been committed. For example, the Water Meter and Billing Upgrade project has \$4.63M remaining, but \$4.29M of this has been committed through contracts for construction and consulting. Due to our current

reporting systems, it is difficult to determine how much of the total Town budget has been committed, and as a result, staff cannot provide the committed amount for each project.

Figure 2 below shows the year-to-date budget utilized, by division for on going projects as of September 30, 2024.

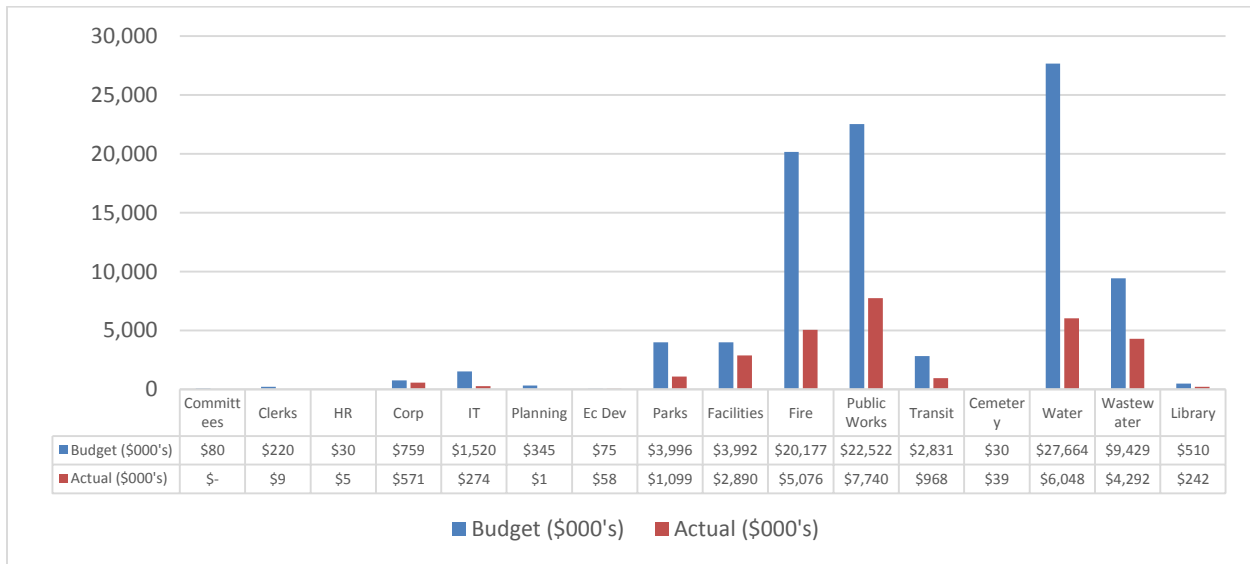


Figure 2: Budget Utilized by Division for Projects in Progress as of September 30, 2024

Table 3: Capital Projects To Be Initiated as of September 30, 2024

Table 3 shows the capital projects that are to be initiated as of September 30, 2024. In total, there were \$5.26 million dollars of capital projects approved but not yet started as of the third quarter of 2024.

The attachment to this report outlines the plan for each to be initiated project. Many of these projects are on hold or deferred until related projects are completed.

Figure 3 below shows the amount to be initiated by Division.

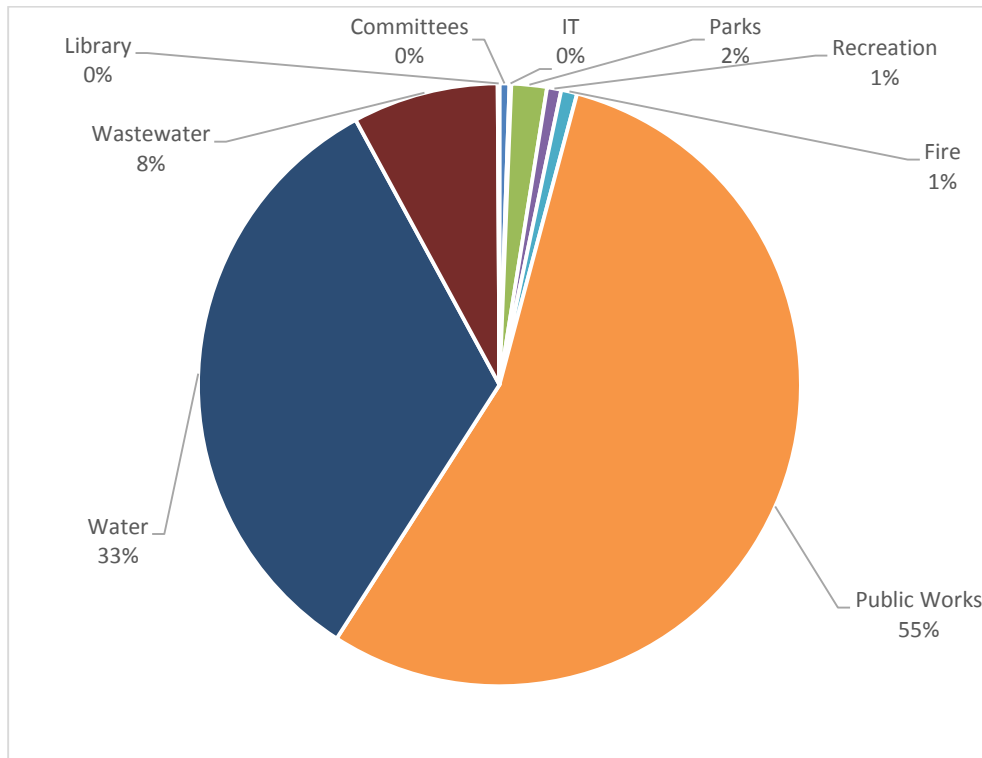


Figure 3: Projects to be initiated as of September 30, 2024 by Division

The third quarter progress report is subject to timing issues and inflationary impacts. The progress of capital projects may be affected by factors such as, but not limited to, the impacts of inflation, supply chain and weather conditions.

Corporate Implications

Projects not completed by the end of the year will be carried forward into the 2025 Capital Budget, and will continue to utilize approved funding until completion of the project. Projects that require additional funding in order to be completed will be addressed through a report to Council or a budget request through the 2025 Capital Budget.

Conclusion

It is recommended that Council receive this report. Staff will continue to report back to Council on 2025 Capital Progress throughout the year.

Strategic Alignment

Strategic Plan

Strategic Goal: Future-Readiness

Objective: SUSTAINABILITY – Secure the financial viability of the municipality

Sustainable Neighbourhood Action Plan

Theme: Corporate and Fiscal

Strategy: Encourage and support inter-departmental collaboration and communication to facilitate the adoption of sustainable practices in the municipality

Notice Provisions

None

Respectfully submitted

Cheryl Braan, CPA, CMA
CFO/Treasurer, Corporate Services

Prepared by

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

Reviewed by

Shane Fedy, CPA, CMA
Deputy Treasurer, Corporate Services

Attachment(s): 1. Capital Progress

Table 1: Capital Projects Completed as of September 30, 2024

Division	Project Name	Total Capital Budget	Actual Expenditures as of September 30, 2024	Budget Remaining/ (Overspend)	Project Manager Comments
Ec Dev	Way Finding Signage	\$ 29,186	\$ 17,635	\$ 11,551	Project Complete
Parks	Bravery Park Monument	\$ 163,789	\$ 162,383	\$ 1,406	Project Complete
Parks	Consulting & Redesign of Rebecca Hills Park	\$ 380,000	\$ 364,081	\$ 15,919	Project Complete
Parks	Play Structure Replacement - Walsh Crescent Park	\$ 70,000	\$ 69,956	\$ 44	Project Complete
Facilities	Feasibility / Business Plan for Regional Recreation Facility	\$ 120,000	\$ -	\$ 120,000	Internal Assessment being completed rather than hiring a consultant, funds no longer required
Facilities	Roof Top Unit Replacement	\$ 1,115,000	\$ 987,061	\$ 127,939	Project Complete
Facilities	Town Hall Evaporator/Chiller	\$ 189,000	\$ 186,588	\$ 2,412	Project Complete
Facilities	Alder Excess Soils Removal	\$ 50,000	\$ 44,442	\$ 5,558	Project Complete
Fire	Replacement of Deputy Chief's Command SUV	\$ 85,000	\$ 77,864	\$ 7,136	Project Complete
Fire	Fire UTV and Trailer	\$ 70,000	\$ 69,444	\$ 556	Project Complete
Public Works	C Line Box Culvert Rehabilitaiton	\$ 446,000	\$ 406,342	\$ 39,658	Project Complete
Public Works	Rustic Crescent Rehabilitation	\$ 400,000	\$ 404,653	\$ (4,653)	Project Complete - currently in warranty period
Public Works	Rehabilitation of Parking Lots	\$ 25,000	\$ -	\$ 25,000	Project removed during 2025 budget process
Public Works	Sidewalk repairs	\$ 80,000	\$ 80,268	\$ (268)	Project Complete
Transit	Feasibility Study and Fleet Transition Plan	\$ 104,100	\$ 105,932	\$ (1,832)	Project Complete
Transit	On-Demand Transit	\$ 71,000	\$ -	\$ 71,000	Paused while Fare Free Transit is in place, will revisit needs in 2027
Cemetery	Columbarium Greenwood Cemetery	\$ 30,000	\$ 24,678	\$ 5,322	Project Complete
Cemetery	New Benches	\$ 5,000	\$ 3,946	\$ 1,054	Project Complete
Water	Standpipe Cleaning & Painting	\$ 2,830,113	\$ 2,441,615	\$ 388,498	Project Complete - currently in warranty period
Water	Portable Generator	\$ 169,494	\$ 157,329	\$ 12,165	Project Complete
Water	Supply and Installation of Replacement NTU and CL2 Analyzers	\$ 440,000	\$ 416,616	\$ 23,384	Project Complete
Wastewater	Purchase of Sewage Sampler & Associated Works	\$ 20,000	\$ 10,019	\$ 9,981	Project Complete
Library	Library Alder Expansion Feasibility Study	\$ 60,000	\$ -	\$ 60,000	Internal Assessment being completed rather than hiring a consultant, funds no longer required
Total Projects Complete as of September 30, 2024		\$ 6,952,682	\$ 6,030,852	\$ 921,830	

Table 2: Capital Projects in Progress as of September 30, 2024

Division	Project Name	Total Capital Budget	Actual Expenditures as of September 30, 2024	Budget Remaining/ (Overspend)	Project Manager Comments
Committees	Community Diversity and Inclusion Strategy	\$ 80,000	\$ -	\$ 80,000	Iterative planning and strategy execution to continue following Q4 Council report.
Clerks	RIM Software Application	\$ 220,289	\$ 8,669	\$ 211,620	Phase 1 in progress, working on determining future phases of the project. RIM Strategy needed to address policies & procedures.
HR	Job Competencies Review	\$ 30,000	\$ 4,670	\$ 25,330	Project is on hold; to be re-initiated in Q1 2025
Corp	Development Charge Study	\$ 100,000	\$ 78,114	\$ 21,886	Presented to Council September & By-Law passage Oct 2024.
Corp	Asset Management Plan Study	\$ 200,000	\$ 111,736	\$ 88,264	2024 AMP on non-core assets presented & approved July 8 2024. Working on continuous improvements. The next AM Plan, to be presented July 2025, will develop proposed levels of service and state of infrastructure.
Corp	HRIS/Payroll Information Systems	\$ 405,884	\$ 380,896	\$ 24,988	Optimization analysis has been complete. Staff are prioritizing requirements as input into 2025 project request. Current project will close in Q4 2024.
Corp	Workforce Planning	\$ 53,060	\$ -	\$ 53,060	Salary Market Review presentation to Council Q4 2024. Expected roll out of in Q1 2025
IT	GIS Strategy	\$ 125,000	\$ 79,067	\$ 45,933	Project is nearing completion. Strategy will be delivered in Q4 2024
IT	Computer Hardware	\$ 436,060	\$ 115,720	\$ 320,340	On going project
IT	Parking Management System	\$ 150,000	\$ 10,694	\$ 139,306	Project is in the Execution Phase - hardware has been received and system is being configured and tested. Expected completion in Q1 2025
IT	CRM System Upgrade	\$ 100,000	\$ -	\$ 100,000	Customer Service policy and standards work has begun. The process to identify a right sized CRM Solution will begin once requirements are documented
IT	Tax & Financial Accounting System	\$ 208,551	\$ -	\$ 208,551	Requirements gathering has begun and will continue into 2025
IT	Enterprise Asset Management System	\$ 177,743	\$ -	\$ 177,743	Re-chartering project, additional funding to be secured, services procurement will begin in Q4 2024 - project expected to be complete by Q4 2025
IT	Security and Data Integrity	\$ 322,400	\$ 68,066	\$ 254,334	On going project
Planning	Official Plan Review	\$ 195,221	\$ 595	\$ 194,626	Work ongoing. OPA's 132, 133 and 135 in process, further amendments and review underway, no completion date set.
Planning	East and West Broadway Precinct Planning Study	\$ 150,000	\$ -	\$ 150,000	Phase 1 underway, expected completion end of 2024. Full project completion by Q2 2025.
Ec Dev	Economic Development Strategy	\$ 75,000	\$ 57,689	\$ 17,311	Expected completion November 2024

Table 2: Capital Projects in Progress as of September 30, 2024

Division	Project Name	Total Capital Budget	Actual Expenditures as of September 30, 2024	Budget Remaining/ (Overspend)	Project Manager Comments
Parks	Trail Development Plan -- Phase 2	\$ 2,190,000	\$ 831,667	\$ 1,358,333	The final scope is being developed, received comment back from CVC. Tender is currently being completed. Will carry to 2025
Parks	Parks 1-17 Truck	\$ 159,000	\$ -	\$ 159,000	Truck specs complete, to be posted for RFP. Out for tender in Q4
Parks	Alexandra Park Developement Plan	\$ 10,000	\$ -	\$ 10,000	Plan is complete and the Orangeville Legion is in support, pending invoice
Parks	Kin Family Park Tennis / Basketball Courts	\$ 155,000	\$ 132,623	\$ 22,377	Complete, pending invoice
Parks	Play Structure Replacement - Rotary Park	\$ 75,000	\$ -	\$ 75,000	Watermain line part of the project through IS has been complete, play structure to be complete in 2025
Parks	Rotary Park Redevelopment	\$ 1,000,000	\$ 37,159	\$ 962,841	RFP is being finalized. Project will carry to 2025
Parks	Dog Park	\$ 50,000	\$ -	\$ 50,000	Community meeting has been held. Additional funding has been requested in the 2025 budget for Humber Lands to develop
Parks	BMX Park Consultant	\$ 30,000	\$ -	\$ 30,000	A draft design has been completed, construction to begin in 2025. Additional funding has been requested in the 2025 Budget
Parks	Shade Shelters	\$ 70,000	\$ -	\$ 70,000	Going through the RFQ process. Closes in Q4
Parks	Rotary Park Washroom Upgrades	\$ 30,000	\$ 15,197	\$ 14,803	Some items have been replaced but since have had vandalised. Still on going, Q1 2025 completion
Parks	Jean Hamlyn Parking Lot	\$ 140,000	\$ -	\$ 140,000	Complete, pending invoice
Parks	Park Fencing	\$ 87,000	\$ 81,962	\$ 5,038	On going project
Facilities	Alder Structural Assessment	\$ 300,000	\$ 102,100	\$ 197,900	Reporting complete. 2025 work will be addressing the recommendations
Facilities	AV System for Meeting Rooms -- Alder Rec Ctr	\$ 10,000	\$ -	\$ 10,000	Quote signed, install date in January 2025
Facilities	Police Building Upgrades Design	\$ 1,333,000	\$ 1,154,335	\$ 178,665	Consultant has been hired and waiting on OPP security clearance to complete the design and tender. Architect on board this will carry in to 2025
Facilities	HVAC System -- Town Hall	\$ 342,000	\$ 328,751	\$ 13,249	Waiting for substantial sign off by consultant. The unit is operating, still managing deficiencies.
Facilities	Security Cameras -- Alder Rec Ctr	\$ 60,000	\$ 48,183	\$ 11,817	Policy changes to support public and staff privacy. Project to support upgrade of technology, replace damages and removal of various cameras
Facilities	Digital Flat Screen TV & software	\$ 60,000	\$ 42,693	\$ 17,307	Ongoing project, as required
Facilities	Exterior Door & Frame Replacement - Alder	\$ 20,000	\$ -	\$ 20,000	Scope of work written, Q4 completion.
Facilities	Red and Green Sprinkler Pipe replacement	\$ 75,000	\$ 7,169	\$ 67,831	Awaiting annual report and seeing the recommendations to sprinkler system before completing repairs.

Table 2: Capital Projects in Progress as of September 30, 2024

Division	Project Name	Total Capital Budget	Actual Expenditures as of September 30, 2024	Budget Remaining/ (Overspend)	Project Manager Comments
Facilities	Fan Coil Units	\$ 150,000	\$ 61,319	\$ 88,681	Investigation completed and found that not all need to be replaced, necessary repairs being completed. Anticipated to be \$60K under budget
Facilities	Evaporative Condenser Alder	\$ 525,000	\$ 493,952	\$ 31,048	Major install completed, working on the controller install, scheduled for November
Facilities	WPCP Roof Projects	\$ 404,076	\$ 343,954	\$ 60,122	Ongoing annual replacement project, estimated completion in 2029. Current year replacements have been completed.
Facilities	LED Lighting for Wells, Reservoirs, Dungeons.	\$ 48,500	\$ -	\$ 48,500	Site visit have occurred, waiting on the reviews to then proceed with installation dates
Facilities	Town Hall Elevator	\$ 255,000	\$ 113,123	\$ 141,877	Project to be complete in Q4
Facilities	Exterior Painting Steel Structures	\$ 83,000	\$ 35,879	\$ 47,121	Project to be complete in Q4
Facilities	Patio Furniture Alder	\$ 40,000	\$ 13,236	\$ 26,764	Some items have been purchased, waiting on delivery of more items before being invoiced. Assessing how public utilize the fixtures before ordering more or closing out project. Project completion in Q4.
Facilities	Workforce Accomodation Plan	\$ 50,000	\$ 1,836	\$ 48,164	Design and layouts have been signed off, deliverables to arrive in Q4 with install planned.
Facilities	Project Manager - Facilities	\$ 150,000	\$ 119,913	\$ 30,087	Colliers has been hired. They are currently working on the Fire Hall and OPP projects to completion
Facilities	Train Station Tables and Chairs	\$ 10,000	\$ 8,629	\$ 1,371	Some Tables and chairs are in place there may be a need for extra. Working internally on change of use of the facility. Estimated completion Q4
Facilities	Tony Rose Repairs to Roof	\$ 60,000	\$ 3,011	\$ 56,989	Project to be complete in Q4
Facilities	Wayfinding Signage -- Town Hall	\$ 7,500	\$ 2,856	\$ 4,644	Project to be complete in Q4
Facilities	Wayfinding Signage -- Alder Rec Ctr	\$ 9,000	\$ 8,618	\$ 382	Looking to add a couple extra signs before closing out. Project to be complete in Q4
Fire	Community Risk Assessment	\$ 60,000	\$ -	\$ 60,000	Complete, pending invoice.
Fire	Land Mobile Radio	\$ 400,000	\$ -	\$ 400,000	Fire Services is looking at upgrading as opposed to rebuilding of entire system.
Fire	Fire Radio Replacement Program	\$ 425,000	\$ 60,941	\$ 364,059	Awaiting direction as to the LMR project.
Fire	Bunker Gear	\$ 36,000	\$ 4,061	\$ 31,939	Awaiting final invoices.
Fire	Replace Rescue/Stabiliz Equip	\$ 95,000	\$ 83,885	\$ 11,116	Finalizing equipment inventory. Moving to next stage with completion in Q4.
Fire	PFAS Foam Removal	\$ 12,500	\$ -	\$ 12,500	Research being done for alternative foams, anticipated completion in 2025.
Fire	Replacement of Fire Department Ladder Truck	\$ 2,635,632	\$ 1,424,640	\$ 1,210,992	Expected delivery in 2026.
Fire	Fire Station	\$ 16,512,440	\$ 3,502,856	\$ 13,009,584	Fire Station Committee looking at cost saving measures and will report back to council.

Table 2: Capital Projects in Progress as of September 30, 2024

Division	Project Name	Total Capital Budget	Actual Expenditures as of September 30, 2024	Budget Remaining/ (Overspend)	Project Manager Comments
Public Works	Transportation Study	\$ 75,000	\$ 7,186	\$ 67,814	Consultant engaged, study has begun, completions expected in 2025
Public Works	Transit Study	\$ 25,000	\$ -	\$ 25,000	Consultant engaged, study has begun, completions expected in 2025
Public Works	Engineering Standards Update	\$ 75,000	\$ 12,154	\$ 62,846	Consultant engaged, study has begun, completions expected in 2025
Public Works	Road Network Study	\$ 55,000	\$ 41,713	\$ 13,287	Survey is completed. Balance of funds required to pay for software in 2025/2026
Public Works	Holistic Condition Survey	\$ 225,000	\$ 80,083	\$ 144,917	Project ongoing. Estimated completion Q4 2024.
Public Works	Truck 1 Replacement - Aerial Bucket	\$ 315,000	\$ -	\$ 315,000	On order. Delivery expected Q4 2025 or Q1 2026.
Public Works	Replacement of Truck 2-Snow Plow	\$ 310,000	\$ -	\$ 310,000	On order. Delivery expected by Q4 2025.
Public Works	Replacement of Truck 5-Snow Plow	\$ 400,000	\$ -	\$ 400,000	On order. Delivery expected by Q4 2025.
Public Works	3 Bay Expansion - Operations Ctr	\$ 1,680,000	\$ 128,338	\$ 1,551,662	Project is underfunded. 2025 Budget request for work in 2025
Public Works	Streetlights	\$ 120,000	\$ 75,274	\$ 44,726	On going programme
Public Works	Traffic Signal Upgrades	\$ 184,000	\$ -	\$ 184,000	2024 programme to be initiated, Contractor in place, completion Q4 2024 or Q1 2025
Public Works	John St at Townline Upgrades	\$ 615,000	\$ 8,178	\$ 606,822	Work to be deferred
Public Works	Emerald Ash Borer	\$ 681,600	\$ 241,257	\$ 440,343	On going programme
Public Works	Noise Fence	\$ 180,000	\$ -	\$ 180,000	2024 construction completed some minor deficiencies to address, pending invoice
Public Works	Planting of additional trees	\$ 90,000	\$ 34,111	\$ 55,889	On going programme, Fall planting has begun
Public Works	Flood Mitigation at the WPCP	\$ 500,000	\$ 29,621	\$ 470,379	Phase 1 work, installation of culverts under Townline is complete. Phase 2, berming along the west side of the WPCP to be completed in 2025
Public Works	Assessment of Existing Snow Dump	\$ 75,000	\$ 13,228	\$ 61,772	Study continues and is expected to be completed in Q1 2025
Public Works	PXO Cross Broadway Wellington	\$ 205,000	\$ 16,850	\$ 188,150	95% complete, awaiting LED lighting
Public Works	Road Resurfacing Program	\$ 1,000,000	\$ 750,747	\$ 249,254	2024 Project has been completed, currently in warranty period, carryforward unspent into 2025
Public Works	Mill Creek Stabilization	\$ 1,779,000	\$ 26,027	\$ 1,752,973	Design and discussion with CVC continues, work expected in 2025, tendering late 2024
Public Works	Rehab - Dawson, Centre to Hillside	\$ 143,000	\$ -	\$ 143,000	Work to be deferred to 2025 and combined with Road Resurfacing project
Public Works	Recon - Church St.	\$ 2,727,000	\$ 2,310,316	\$ 416,684	Some minor work remains, project close out is expected in 2025
Public Works	Townline widening at Broadway	\$ 750,000	\$ 37,946	\$ 712,054	Project has been completed - substantial completion to be issued, with warranty period to start, pending invoice
Public Works	Recon - Victoria St. - Ontario to John	\$ 3,024,814	\$ 609,579	\$ 2,415,235	Work has started in 2024, completed in 2025

Table 2: Capital Projects in Progress as of September 30, 2024

Division	Project Name	Total Capital Budget	Actual Expenditures as of September 30, 2024	Budget Remaining/ (Overspend)	Project Manager Comments
Public Works	Recon - Ontario St. Victoria to Princess	\$ 1,062,400	\$ 27,836	\$ 1,034,564	Work has started in 2024, completed in 2025
Public Works	Recon Cardwell St, Princess to Townline	\$ 1,295,910	\$ 38,769	\$ 1,257,141	Project has been completed - substantial completion to be issued, with warranty period to start, pending invoice
Public Works	Recon Cardwell St, Princess to Dufferin	\$ 66,090	\$ 2,035	\$ 64,055	Remainder of work to be deferred until 2027
Public Works	Recon - Dufferin St, John to Ontario	\$ 90,000	\$ 9,061	\$ 80,939	Engineering/Contract Admin work to be completed in 2025 - Construction planned for 2025
Public Works	Recon - Third Ave, 1st St to 2nd St	\$ 123,893	\$ 7,338	\$ 116,555	Engineering/Contract Admin work to be completed in 2025 - Construction planned for 2025
Public Works	Recon - Third Ave, 2nd St to 3rd St.	\$ 123,893	\$ -	\$ 123,893	Engineering/Contract Admin work to be completed in 2025 - Construction planned for 2025
Public Works	Recon - Steven Street	\$ 90,000	\$ 36,343	\$ 53,657	Engineering/Contract Admin work to be completed in 2025 - Construction planned for 2025
Public Works	Recon - Andrew St	\$ 90,000	\$ 6,605	\$ 83,395	Engineering/Contract Admin work to be completed in 2025 - Construction planned for 2025
Public Works	Bythia Street (Court) Reconstruction	\$ 75,000	\$ 4,325	\$ 70,675	Engineering/Contract Admin work to be completed in 2025 - Construction planned for 2025
Public Works	Recon - Bythia St - Dufferin to Victoria	\$ 800,000	\$ -	\$ 800,000	Engineering/Contract Admin work to be completed in 2025 - Construction planned for 2025
Public Works	Hansen Blvd Bridge-Lower Monora Creek	\$ 3,132,000	\$ 3,034,701	\$ 97,299	Discussions with contractors ongoing
Public Works	Rehab John Street Bridge	\$ 338,000	\$ 150,756	\$ 187,244	Completion expected in fall 2024
Transit	Meter Low Floor Buses and Route Expansion	\$ 1,598,294	\$ -	\$ 1,598,294	2 Buses ordered, delivery expected Q3/Q4 2025
Transit	Transit Transfer Station	\$ 971,068	\$ 881,254	\$ 89,814	Project completed, however, several deficiencies being worked out
Transit	Transit Shelters and Bus Stop	\$ 156,171	\$ 51,262	\$ 104,909	Ongoing, dependent on route established through the Route Expansion
Transit	Transit Security Camera	\$ 40,000	\$ 35,214	\$ 4,786	Cameras purchased and installed. Activation and memory storage to be initiated.
Transit	Bus Stop Equipment and Kiosks	\$ 30,000	\$ -	\$ 30,000	Ongoing, dependent on route established through the Route Expansion- Expected implementation 2026
Transit	Purchase of Rest Room Facilities for Operators at New Transfer Point	\$ 35,000	\$ -	\$ 35,000	Concrete pad installed, awaiting facilities
Cemetery	Archaeological Study and Disinterment	\$ 30,000	\$ 38,605	\$ (8,605)	Continuously on going project, additional funds requested in 2025 budget
Water	Water Optimization Strategy	\$ 350,000	\$ -	\$ 350,000	RFP to be issued Q1 2025
Water	SCADA Master Plan	\$ 150,000	\$ 46,583	\$ 103,417	Draft plan going to council December 2, 2024.
Water	Rehabilitation & Optimization of Existing Sources of Supply Study	\$ 281,000	\$ 45,466	\$ 235,534	RFP to be issued Q1 2025
Water	Water and Wastewater Rate Study	\$ 90,000	\$ -	\$ 90,000	Completion and presentation to Council Q4 2024

Table 2: Capital Projects in Progress as of September 30, 2024

Division	Project Name	Total Capital Budget	Actual Expenditures as of September 30, 2024	Budget Remaining/ (Overspend)	Project Manager Comments
Water	Pullen Well	\$ 3,150,000	\$ 1,436,538	\$ 1,713,462	Consultant hired and work underway for Tier 3 update, current step to be completed Q2 2025, full project to be complete in 2027
Water	Water Meter and Billing Upgrade	\$ 6,375,000	\$ 1,740,109	\$ 4,634,891	Project on track for completion in Q2 2025
Water	SCADA Systems	\$ 1,110,146	\$ 528,178	\$ 581,968	Ongoing, proposal to Council for 2025 budget based on Master Plan Results
Water	Well 5/5A Variable Frequency Drive	\$ 40,000	\$ 13,033	\$ 26,967	Tied in with GUDI Well Treatment Upgrades
Water	Electrical & Mechanical Upgrades	\$ 579,000	\$ -	\$ 579,000	Deferred to 2030 as part of the 2025 Budget Process
Water	Generator -- Reservoirs	\$ 396,000	\$ 97,365	\$ 298,635	Project on hold, add'l funding requested in 2025-2034 Capital Plan budget
Water	Dawson Rd watermain extension from existing to Broadway	\$ 686,400	\$ 64,690	\$ 621,710	Construction has been completed. Substantial to be issued, warranty period to begin, pending invoice
Water	High Lift Pump Rehabilitation/Replacement	\$ 785,000	\$ 20,789	\$ 764,211	Engineering/consultant hired, design work underway for MECP permit application for upgrades, estimated completion Q4 2025
Water	Watermain and Valve Replacement - Rotary Park	\$ 325,700	\$ 11,044	\$ 314,656	Construction has been completed. Substantial to be issued, warranty period to begin, pending invoice
Water	Disinfection - UV Replacements	\$ 312,000	\$ 8,150	\$ 303,850	Part of the High Lift Pump Replacement project
Water	Filter Media Rehabilitation	\$ 214,000	\$ 56,833	\$ 157,167	Tender posted, contract award January 2025, estimated completion Q3 2025
Water	Well Rehab and Pump Replacement Program	\$ 150,000	\$ -	\$ 150,000	2024 Rehabilitation and inspections started in July 2024, Well 10 and 11 rehabilitation work completed.
Water	Well 10 WTP Clear Baff Curtain	\$ 198,000	\$ 21,052	\$ 176,948	Tender posted, contract award January 2025, estimated completion Q3 2025
Water	GUDI Well Treatment Upgrades (Well 5/5A)	\$ 8,244,000	\$ 1,721,234	\$ 6,522,766	Construction underway, anticipated completion Q3 2025 (based on equipment delivery timelines)
Water	West Sector Reservoir	\$ 4,115,000	\$ 220,931	\$ 3,894,069	Work cannot commence until the Well 5/5A water storage and pumping facility is operating
Water	Dudgeon Generator Replacement	\$ 113,000	\$ 15,525	\$ 97,475	Part of the High Lift Pump Replacement project
Wastewater	Inflow and Infiltration Study - WPCP	\$ 332,000	\$ 244,445	\$ 87,555	Waiting for final report from consultant. Expected completion Q4 2024.
Wastewater	SCADA Master Plan	\$ 150,000	\$ -	\$ 150,000	Draft plan going to council December 2, 2024.
Wastewater	SCADA Server Replacement	\$ 566,346	\$ 164,183	\$ 402,163	Ongoing, proposal to Council for 2025 budget based on Master Plan Results
Wastewater	Detritor Centre Unit Replacement	\$ 945,000	\$ 49,356	\$ 895,644	Construction ongoing, estimated completion Q4 2024
Wastewater	Digester No. 2 Refurbishment	\$ 5,230,000	\$ 3,545,204	\$ 1,684,796	Construction ongoing, estimated completion Q2 2025
Wastewater	Clarifier 3 Centre Unit Replacement	\$ 1,420,000	\$ 77,261	\$ 1,342,739	Construction ongoing, estimated completion Q4, 2025

Table 2: Capital Projects in Progress as of September 30, 2024

Division	Project Name	Total Capital Budget	Actual Expenditures as of September 30, 2024	Budget Remaining/ (Overspend)	Project Manager Comments
Wastewater	Digester Heat Exchanger Pump Replacements	\$ 112,000	\$ 112,000	\$ -	Units delivered and installed, not operational until Digester No. 2 is complete
Wastewater	Headworks - Pumping Equipment	\$ 16,000	\$ -	\$ 16,000	Looking to purchase in Q4
Wastewater	MLR Pump Replacement Program	\$ 20,000	\$ -	\$ 20,000	Unable to purchase these any longer, buying replacement parts and looking for an alternate solution.
Wastewater	New Plant - Mixers #1, #2 & #3 - Replacements	\$ 54,000	\$ -	\$ 54,000	Looking to purchase in 2024
Wastewater	Sewage Pumping Station - Pumping Equipment - Replacement	\$ 284,000	\$ 33,703	\$ 250,297	Purchased a pump and equipment, to purchase add'l equipment in Q4
Wastewater	Sanitary Sewer Rehabilitation Program	\$ 300,000	\$ 66,048	\$ 233,952	Waiting for final I&I report that will provide a 10 year Capital expenditure forecast - work to begin in 2025
Library	Library Collections	\$ 281,092	\$ 156,613	\$ 124,479	Annual Replacement Program. Progression as expected
Library	Furniture & Equip -- Public Library	\$ 66,469	\$ 6,444	\$ 60,025	Annual Replacement Program. Funds for Makerspace Furniture Q1 2025
Library	Computer Hardware	\$ 72,160	\$ 27,750	\$ 44,410	Some Equip Purchased. Estimated Completion Q4 2024
Library	Library Creation Lab	\$ 30,400	\$ 12,035	\$ 18,365	Some Equip Purchased. Estimated Completion Q1 2025
Library	Security Inventory System Library RFID	\$ 40,000	\$ 38,150	\$ 1,850	Some Equip Purchased. Estimated Completion Q4 2024
Library	Library Modernization	\$ 20,000	\$ 1,217	\$ 18,783	Modernization of spaces. Estimated Completion Q1 2025

Total Projects in Progress as of September 30, 2024 \$ 94,179,702 \$ 29,309,105 \$ 64,870,598

Table 3: Capital Projects to be Initiated as of September 30, 2024

Division	Project Name	Total Capital Budget	Actual Expenditures as of September 30, 2024	Budget Remaining/ (Overspend)	Project Manager Comments
Committees	Municipal Heritage Registration Review	\$ 28,000	\$ -	\$ 28,000	Working with staff and Heritage Committee members to shortlist listed Registry properties for further review
IT	Phone System Upgrades	\$ 5,000	\$ -	\$ 5,000	Project deferred to 2025
Parks	Play Structure Replacement - Lion's Park	\$ 100,000	\$ -	\$ 100,000	Project has not yet begun. Old structure being removed and is currently going through the RFQ process.
Recreation	Projector and drop-down screen - Saputo Ctr (Computer Hardware)	\$ 15,000	\$ -	\$ 15,000	Equipment has been ordered and should be delivered by Q4 2025. Room renovations underway
Recreation	Lions Sports Park - Multi-Court Improvements	\$ 25,000	\$ -	\$ 25,000	Staff looking into work, to be completed in 2025
Fire	Mini Pumper	\$ 45,000	\$ -	\$ 45,000	Project deferred until new station is built due to size constraints.
Public Works	Flood Hazard ID & Mapping Project - CVC	\$ 75,000	\$ -	\$ 75,000	Funding has been applied for and if successful, project will launch
Public Works	Climate Change Risk Assessment	\$ 50,000	\$ -	\$ 50,000	Anticipated to begin Q1 2025
Public Works	County Rd 16 & Hansen Blvd Traffic Signals	\$ 200,000	\$ -	\$ 200,000	To be initiated when Hansen Blvd is extended.
Public Works	SWM2 - Pond Retrofits	\$ 880,531	\$ -	\$ 880,531	Study in progress, work plan developed after study completion
Public Works	Public Works Shed	\$ 100,000	\$ -	\$ 100,000	Additional funding required and deferred to 2028
Public Works	Flood Mitigation Implementation Project	\$ 500,000	\$ -	\$ 500,000	To be used towards Mill Creek realignment. Q1 2025 start, completion Q3 2025
Public Works	SWM6 - Oversized SWM Pond Mono Developments, Built Capacity	\$ 136,200	\$ -	\$ 136,200	Aligned with Holistic Condition Survey, pending results of the survey
Public Works	Green Street Rehabilitation	\$ 154,000	\$ -	\$ 154,000	Project is underfunded. 2025 budget request for work in 2025/26
Public Works	Centre Street Culvert Rehabilitation	\$ 791,000	\$ -	\$ 791,000	Work to be deferred to 2025 as part of Mill Creek Works
Water	South Sector Generator Replacement	\$ 98,000	\$ -	\$ 98,000	Project on hold, moved to 2028 to align with other work at SSR
Water	Well 5 Building & Drainage	\$ 455,000	\$ -	\$ 455,000	Work on hold until Well 5/5A storage and pumping facility are operating
Water	Well 10 Pump House Generator Replacement	\$ 134,000	\$ -	\$ 134,000	Project on hold, tied in with Reservoir Generators
Water	Well 6 and 11 Treatment Analysis	\$ 235,000	\$ -	\$ 235,000	On hold. Scope to be determined after rehab & optimization of supply project complete
Water	South Sector Reservoir Inspection and Upgrades	\$ 80,000	\$ -	\$ 80,000	Deferred to 2028, part of a larger project.
Water	United Lands Well Decommissioning Study	\$ 50,000	\$ -	\$ 50,000	On hold, to be tied in with the optimization study
Water	Filter PLC Project	\$ 375,000	\$ -	\$ 375,000	To be included in the SCADA Master Plan work plan recommendations
Water	PRV Replacement Program	\$ 90,000	\$ -	\$ 90,000	On hold until 2029.
Water	Watermain Rehabilitation Program	\$ 217,500	\$ -	\$ 217,500	Deferred to 2025
Wastewater	Elevated Walkway	\$ 77,000	\$ -	\$ 77,000	On hold.

Table 3: Capital Projects to be Initiated as of September 30, 2024

Division	Project Name	Total Capital Budget	Actual Expenditures as of September 30, 2024	Budget Remaining/ (Overspend)	Project Manager Comments
Wastewater	Thickening Tank Centre Unit	\$ 72,000	\$ -	\$ 72,000	On hold. Construction with Digester has to be complete prior to this work getting underway
Wastewater	Sludge Storage Tank Rehabilitation	\$ 250,000	\$ -	\$ 250,000	On hold. RFP to be issued Q1 2025
Wastewater	Sludge Transfer Well Rehabilitation	\$ 12,000	\$ -	\$ 12,000	On hold for the Digester No. 2 project to be done
Library	Makerspace Upgrades	\$ 5,000	\$ -	\$ 5,000	Estimated Completion Q1 2025
Total Projects to be Initiated as of September 30, 2024		\$ 5,255,231	\$ -	\$ 5,227,231	



Report

Subject:	Equity, Diversity, and Inclusion (EDI) Committee Annual Report
Department:	Corporate Services
Division:	Clerks
Report #:	CPS-2024-095
Meeting Date:	2024-12-16

Recommendations

That report CPS-2024-095 Equity, Diversity, and Inclusion (EDI) Annual Report be received;

That the EDI Strategy be approved;

That staff continue with implementation of the strategy;

That Staff offer transition opportunities for existing EDI Committee members that ensures members can remain meaningfully involved in advancing the goals of the EDI Strategy through various channels;

That after a meeting is held to facilitate transition, the EDI Committee be dissolved; and

That Council thank the Committee members for their contributions in fulfilling the workplan mandate of the EDI committee.

Overview

- **Historical Commitment to EDI:**
 - The Town of Orangeville has consistently fostered inclusivity, pride, and community connections through various EDI initiatives, even before the establishment of a formal EDI Committee.
- **Key Accomplishments:**
 - The EDI Committee has successfully completed their workplan, including:
 - Creation of a Community Supports & Well-Being webpage.
 - Development of an EDI Strategy, which redirected consulting dollars into impactful community investments.
- **Next Phase – Action & Implementation:**
 - With the workplan complete, the focus now shifts to action and implementation.
- **Transition & Growth:**
 - Plans are underway to transition the current EDI Committee to avenues where they can continue to advance various EDI initiatives, if they so choose.
- **Acknowledgement & Gratitude:**

- The Town is appreciative of the Committees volunteerism and work on the EDI file and looks forward to continuing to collaborate with them in other meaningful ways moving forward.

Background

The Town of Orangeville actively fosters inclusivity, pride, and community connections through a variety of EDI initiatives, reinforcing a welcoming community for all. Below are a few examples:

- **Medicine Wheel Garden at Bravery Park:** This sacred space is rooted in Indigenous teachings, featuring interpretive elements that invite reflection and a connection to nature.
- **Public Art:** Through collaborations with local organizations like Dufferin Community and Family Services (DCAFS), projects such as the Crystal Queer utility box and the mural display – featuring art created by participants of the GLOW Youth Group, a support group for LGBTQ2S+ youth – aim to promote understanding and celebrate diverse gender and sexual identities within the community.
- **Celebrate Your Awesome:** This annual festival honors diversity and LGBTQ2S+ pride, creating a vibrant, inclusive atmosphere for all to enjoy.
- **Theatre Orangeville:** The theater actively engages in EDI themed storytelling, with productions like *The Darktown Strutters' Ball* highlighting the significant contributions of Black artists and the lasting impact of their work on the music industry.
- **Love Orangeville:** As a visible symbol of community pride, the "Love Orangeville" initiative invites residents and visitors alike to engage with the Town's welcoming spirit.
- **Orangeville Public Library:** Through its strategic plan, which emphasizes inclusivity and lifelong learning, the library positions itself as a champion of cultural expression and a vital partner in promoting community dialogue and social engagement.
- **Proclamations:** The Town's established community-led proclamation process honors and recognizes key dates of significance.

Additionally, the Town established an EDI Committee, comprising one Council member, one staff lead, and eight community members. Each Town committee develops a workplan, and the EDI Committee Workplan outlined key initiatives focused on strengthening community engagement, promoting wellness, and developing an EDI strategy.

This report provides an update on the EDI Committee Workplan achievements and outlines proposed next steps for continued implementation.

Analysis/Current Situation

EDI Committee Workplan Initiatives:

Strengthening Community Engagement & Fostering Community Wellness:

Two (2) initiatives from the EDI Committee Workplan were geared towards strengthening community engagement and fostering community wellness. These initiatives aim to build allyship

among community organizations with an EDI focus, create a centralized database, and expand access to mental health support.

Committee members began by compiling a comprehensive list of EDI organizations within the Town and County. Recognizing the challenges of maintaining this list, staff reached out to Dufferin County to explore collaboration opportunities. The County informed us about the "My Dufferin Service Directory" and connected the Committee with the Dufferin County Equity Collaborative (DC Moves), a platform where residents and agencies can access local programs and services. The County cross referenced their list with what the community prepared to ensure a comprehensive database.

As a result, staff created a "Community Supports and Well-Being" page on the Town of Orangeville's website, featuring direct links to the My Dufferin Service Directory, the DC Moves organization list, and the new Dufferin/Caledon community helpline (see Appendix A).

These efforts completed the task of creating a centralized, up-to-date database for all of Dufferin County and integrates mental health support through the community helpline. Additionally, these initiatives enhanced the Town of Orangeville's website by establishing a "Community Supports and Well-Being" landing page, a resource that did not exist prior to this initiative. Together, these efforts strengthen community engagement and foster greater community wellness.

Developing an EDI Strategy:

History:

- 2022:
 - The EDI Committee conducted a community survey. However, the survey did not yield pertinent results as 72% of respondents were female, 76% identified as "white," and 87% did not identify as LGBTQ2S+.
- 2023:
 - In Q4 2023, Council approved \$80K for an external EDI strategy as part of the EDI Committee Workplan.
- 2024:
 - Staff began benchmarking against best practices for strategy development which confirmed the critical need for meticulous data collection, deep community engagement, dedication, transparency, and continued investment.
 - Town staff have provided periodic updates to the EDI Committee regarding the progress made and sought their input.
- Municipal Context:
 - The Association of Municipalities of Ontario (AMO), under their Social and Economic Property Review, supports that the existing property tax system is a regressive tax system that does not align with funding of systemic social issues.
 - Therefore, funding for EDI and other social impact programs should be sourced from the upper tier governments.

Ultimately, without valuable data from the 2022 survey, limited capacity, and uncertainty around the appropriateness of continued municipal investment year over year (as per AMO), it was concluded that we may experience limited success and that the funding required may be more significant than originally anticipated.

Present Date:

Staff took on the challenge of exploring whether the \$80,000 earmarked for a consultant-driven strategy could be more effectively used to support community initiatives, potentially achieving equal or greater impact.

At present date, a new strategy approach has been developed that builds a framework to advance EDI, re-directs consultant funding into community investments and involves strategic community engagement (See Appendix B). Key focus areas include:

Key Focus Areas	\$
Partnering With Agencies and Relevant Stakeholders to Implement Best Practices	\$10,000
Communications Enhancements	\$30,000
Community Conversations	\$30,000
Potential Landscape Investments	\$10,000
TOTAL	\$80,000
<i>Town of Orangeville EDI Committee 80K Allocation 2024-2026</i>	

Partnering with Agencies and Relevant Stakeholders to Implement Best Practices:

A wealth of documentation is available that highlights the impactful work accomplished by EDI professionals, offering valuable insights and best practices that extend beyond any single initiative or project. This focus area aims to leverage these resources to conduct comprehensive research and municipal benchmarking. The goal is to inform the development of inclusive policies, identify potential data collection tools, and explore innovative approaches that support the advancement of EDI across various aspects of municipal operations.

Communication Enhancements:

This focus area seeks to integrate an EDI perspective into all Town initiatives and explore focussed training opportunities for staff. Investing in communications ensures broad community reach and impact.

Community Conversations:

We are developing plans to host and co-host community forums and events, enhance existing library initiatives, and pursue partnerships with ongoing efforts led by Dufferin County.

The Library and EDI Strategy share a strong commitment to inclusivity, making collaboration a natural fit. A proposed plan for 2025 programming has already been developed, emphasizing opportunities for shared learning and growth.

This focus area includes exploring speaker series, expert panel discussions, and other events designed to engage both Orangeville and the broader County community.

Potential Landscape Investments:

Landscape investments, defined as physical additions to the environment that honor EDI principles, can take various forms, such as plaques, benches, and wrap-around decals etc. To

support these efforts, the EDI Strategy has allocated funds for exploring meaningful landscape investments in collaboration with our community partners. These initiatives seek to enhance public spaces while promoting inclusivity and diversity within the community. By engaging with local stakeholders, we can create impactful changes that reflect our commitment to EDI values.

To date, local community groups have endorsed initiatives such as the installation of a community recognition bench and an Indigenous plaque. However, ongoing community engagement is vital to ensure these investments are meaningful and resonate with the broader community. As discussions advance, the specifics of future landscape investments will be community-led, with details such as size, location, and messaging evolving through a collaborative process. Ultimately, our approach remains rooted in the principle of “*nothing for them without them*,” ensuring that proposed ideas involve the input and participation of community groups.

Next Steps:

Staff are implementing the 2024–2026 EDI Strategy in collaboration with agencies, relevant stakeholders, and community partners. Maintaining a continuous learning mindset and flexibility will be essential as we focus on raising awareness and building capacity.

Given that the EDI Committee Workplan is fulfilled and that the EDI strategy, if approved, is complete, the purpose of the EDI Committee is concluded. The focus shifts to further action and implementation which is best achieved through various channels; therefore, staff are proposing transition opportunities for willing committee members.

Future of the EDI Committee:

Staff will host a final meeting with the EDI Committee in Q1 2025 to present a transition plan. This plan will outline various options for current EDI Committee members to consider as they decide how they might like to continue contributing to EDI initiatives, should they wish to do so. Following this meeting, the EDI Committee will be dissolved. The options may include:

Economic Development, Culture & Events Committee: Current EDI Committee members who have an interest in supporting local cultural initiatives may find opportunities through the Economic Development and Culture Committee, such as volunteering at community events and promoting public art opportunities.

Library Collaboration: Engaging with the library, which is actively seeking more diverse voices to inform its programs and services.

Ongoing Stakeholder Groups: Involvement in stakeholder groups that will continue to provide input as we progress toward full implementation of the EDI Strategy.

Partnership Opportunities: Exploring potential collaborations with Dufferin County and surrounding municipalities to further strengthen EDI initiatives.

Taskforce and County-Wide Initiatives: As highlighted in the AMO Social and Economic Prosperity Review, funding for EDI initiatives is most effectively managed at the upper-tier level of government. This presents potential opportunities for assembling a dedicated taskforce or supporting broader county-wide efforts in the future.

This transition plan will ensure that EDI Committee members can remain meaningfully involved in advancing the goals of the EDI Strategy through various channels.

Corporate Implications

This report will not generate direct implications. If future actions related to this report will have a corporate impact, a report will be presented to Council for approval, if required.

Conclusion

The 2024 EDI Committee workplan has been successfully completed, marking significant progress in community engagement, wellness initiatives, and the development of a comprehensive, community-focused EDI strategy. Early implementation of this strategy is already underway, with key achievements including the 2025 programming partnership with the Library and collaborative consultations with community groups on landscape investments.

This approach not only builds on the Town of Orangeville's strong foundation of EDI, it elevates and aligns related initiatives to maximize their community impact.

The completion of the EDI Committee workplan highlights the readiness to transition into full implementation mode.

To facilitate this transition, staff will host a final meeting with the EDI Committee in Q1 2025. During this session, a transition plan will be presented, outlining various opportunities for current committee members to continue contributing to EDI initiatives should they choose to remain involved.

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.

Notice Provisions:

Not applicable.

Respectfully submitted,

David Smith
Chief Administrative Officer

Reviewed by:


Antonietta Minichillo
General Manager, Corporate Services

Prepared by:

Natalie Leece
Project Coordinator, Corporate Services

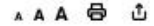
Attachment(s):

1. Community Supports & Well-Being Landing Page
2. Executive Summary: Equity, Diversity and Inclusion (EDI) Strategy
3. Equity, Diversity and Inclusion (EDI) Strategy


[I Want To](#) 

Community Supports and Well-Being

Home / Living Here / Community Supports and Well-Being



Here you'll find direct links to community supports and resources that prioritize the well-being of our residents and provide a wide range of supports within Dufferin County.

COMMUNITY MEMBER:

The following directories and resource sites provide links and contact information for community services and resources available to residents in Dufferin County.

1. [My Dufferin Service Directory](#)
2. [Dufferin/Caledon Community Help Line](#)

SERVICE PROVIDER:

The Dufferin County Equity Collaborative connects service providers in Dufferin County with initiatives focused on community well-being, poverty reduction, and resource sharing.


1. [Dufferin County Equity Collaborative](#)

Community Supports and Well-Being

[View Full Living Here Menu](#) 

Contact Us

Town of Orangeville
 87 Broadway
 Orangeville, ON, L9W 1K1
 T. 519-941-0440
 Fax: 519-941-9569
[Contact Us](#)

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Executive Summary: Equity, Diversity, & Inclusion (EDI) Strategy

An EDI strategy has been developed that builds a framework to advance EDI and redirects consultant funding into community investments. Key focus areas include Implementing Best Practices, Communication Enhancements, Community Conversations and Landscape Investments. These integrated efforts will continue to support a more inclusive environment while engaging residents and community groups in meaningful dialogue and collaboration.

Implement Best Practices: A wealth of documentation is available that highlights impactful work accomplished by EDI professionals, offering valuable insights and best practices that extend beyond any single initiative or project.

Budget: \$10,000

Key references include:

- Canada's Anti-Racism Strategy 2024-2028: Addressing systemic racism with evidence-based actions and community involvement.
- Truth & Reconciliation Calls to Action: Promoting reconciliation and addressing the legacy of residential schools.
- Federation of Canadian Municipalities' Anti-Racism, Equity, Inclusion & Reconciliation Resource Hub: Supporting municipalities in fostering inclusive communities.

Communications Enhancements: Investing in communications ensures broad community reach and impact. This focus area seeks to integrate an EDI perspective into all our initiatives and explore training opportunities for staff.

Budget: \$30,000

Examples include website and social media enhancements, staff training and policy development, promoting inclusivity through messaging such as *"Holding space for the humanity in all of us."*

Community Conversations: Host and support community forums, enhance library initiatives, and partner with Dufferin County efforts. This includes speaker series, expert panels, and events to engage Orangeville and the broader County community to foster learning and growth.

Budget: \$30,000

The Library and EDI Strategy objectives – related to a commitment to inclusivity – are closely aligned and a proposed plan for 2025 programming has already been developed including: Cultural Heritage Celebrations, LGBTQ2S+ Support/PRIDE Programming and Truth & Reconciliation Initiatives.

Landscape Investments: The EDI Strategy allocates funds for landscape investments that promote inclusivity and diversity. Collaborating with community partners, these efforts aim to enhance public spaces and reflect our commitment to EDI values.

Budget: \$10,000

To date, local community groups have endorsed ideas such as the installation of community recognition benches and an Indigenous plaque. The specifics of future landscape investments will be community-led, rooted in the principle of *"nothing for them without them"*, ensuring that proposed ideas involve the input and participation of community groups.

In addition: The Town already promotes inclusivity, pride, and community connections through a variety EDI initiatives – the Medicine Wheel Garden, Public Art, Celebrate Your Awesome etc. – and recognizing key dates of significance will remain a priority in the EDI strategy, supported by existing initiatives and the established community-led proclamation process.

Equity, Diversity and Inclusion (EDI) Strategy

The Town approved \$80K for an EDI Strategy. After consulting EDI experts & best practices, we determined that success requires sustained, long-term funding and an iterative approach. Our focus will be raising awareness and building capacity to deliver EDI initiatives.

Community Engagement Opportunities	Key Focus Areas	2024			2025								2026				Estimated Spend												
		Q4			Q1		Q2		Q3		Q4		Q1		Q2			Q3		Q4									
		October	November	December	January	February	March	April	May	June	July	August	September	October	November	December		January	February	March	April	May	June	July	August	September	October	November	December
PARTNER WITH AGENCIES AND RELEVANT STAKEHOLDERS TO IMPLEMENT BEST PRACTICES		A wealth of documentation is available that highlights impactful work accomplished by EDI professionals, offering valuable insights & best practices that extend beyond any single initiative or project.																									\$ 10,000.00		
<input checked="" type="checkbox"/>	Research & municipal benchmarking for policy development* and other initiatives.	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	\$ 10,000.00
<input checked="" type="checkbox"/>	Research & explore implementation of data collection tools**				X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	\$ -
COMMUNICATIONS ENHANCEMENTS		Investing in communications ensures broad community reach and impact. This focus area seeks to integrate an EDI perspective into all our initiatives and explore training opportunities for staff.																									\$ 30,000.00		
	EDI training for All Staff				X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	\$ 15,000.00
<input checked="" type="checkbox"/>	Apply an EDI lens to everything we do (Ex. enhancements to Town collateral & external communications)										X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	\$ 15,000.00
COMMUNITY CONVERSATIONS		Host and support community forums, enhance library initiatives, and partner with Dufferin County efforts. This includes speaker series, expert panels, and events to engage Orangeville and the broader County community to foster learning and growth.																									\$ 30,000.00		
<input checked="" type="checkbox"/>	Research & support co-curated events with community partners	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	\$ 10,000.00
<input checked="" type="checkbox"/>	Research, support and promote Library initiatives	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	\$ 10,000.00
<input checked="" type="checkbox"/>	Opportunities for engagement will be built into everything we do	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	\$ 10,000.00
POTENTIAL LANDSCAPE INVESTMENTS		The EDI Strategy allocates funds for landscape investments that promote inclusivity and diversity. Collaborating with community partners, these efforts aim to enhance public spaces and reflect our commitment to EDI values.																									\$ 10,000.00		
<input checked="" type="checkbox"/>	Community Consultation	X	X	X	X	X																							\$ -
<input checked="" type="checkbox"/>	Implementation						X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	\$ 10,000.00
KEY DATES OF SIGNIFICANCE***		Defined as notable historical or cultural events that hold substantial importance. Key dates of significance will remain a priority throughout the EDI strategy, with many already supported through existing library programming and proclamations.																									\$ -		
<input checked="" type="checkbox"/>	National Day for Truth & Reconciliation																												\$ -
<input checked="" type="checkbox"/>	Black History Month - February				X																								\$ -
<input checked="" type="checkbox"/>	International Women's Day					X																							\$ -
<input checked="" type="checkbox"/>	National Indigenous History Month / Peoples Day									X																			\$ -
<input checked="" type="checkbox"/>	Celebrate Your Awesome / PRIDE Season									X																			\$ -
		Total																									\$ 80,000.00		
		Funds Available:																									\$ 80,000.00		
		Variance:																									\$ -		

NOTES:
 *Examples of potential Policies to be developed: EDI Policy for Staff & Volunteers, Accessibility Standards, More Inclusive Benefits Provisions, Observances of Religious Holidays etc.
 **Data collection tools could include the collection of socio-demographic data (such as race, gender & disability) on a voluntary basis, and/or internal/external surveys.
 ***These dates are **not** an exhaustive list of all dates of significance supported by the Town. This section emphasizes ongoing commitment to recognizing dates of significance and identifying meaningful ways to honor them.



Subject: Heritage Orangeville 2024 Annual Report & Proposed 2025 Work Plan

Department: Infrastructure Services

Division: Planning

Report #: INS-2024-060

Meeting Date: 2024-12-16

Recommendations

That report INS-2024-060, Heritage Orangeville 2024 Annual Report & Proposed 2025 Work Plan, be received; and

That the 2025 Work Plan for the Heritage Orangeville Committee, be approved.

Background and Analysis

The Heritage Orangeville Committee (the “Committee”) is comprised of one (1) member of Council, one (1) representative from the Orangeville Business Improvement Area, and up to six (6) members of the public who demonstrate an interest in the complexities, benefits, and challenges of heritage preservation and or have knowledge in architecture, urban design, restoration, conservation, or construction practices related to heritage resources.

In order to recognize, protect and enhance the Town’s architectural, cultural and historical heritage resources, the Committee provides advice and recommendations to Council on matters relating to the identification or designation of properties of cultural heritage value, as well as the designation of heritage conservation districts pursuant to the Ontario Heritage Act. The Committee also promotes awareness and education about heritage, establishes partnerships with relevant organizations, and encourages excellence within the heritage community. Key activities include evaluating applications for alterations and demolitions, making recommendations on heritage designations and conservation easements, and maintaining an inventory of listed properties of cultural heritage value or interest.

Terms of Reference

The Terms of Reference outline the meeting frequency for the Committee. The Committee meets monthly or as required and in 2024, the Committee has met a total of eight (8) times with the exclusion of meetings in July and August.

2024 Achievements

Council approved the Committees 2024 work plan on November 13, 2023. The Terms of Reference outlines that the Committee is to provide an annual report to Council. Listed below are the Committees projects and initiatives that been achieved from the 2024 work plan.

- Heritage Week
 - Six (6) new banners were produced and displayed on Broadway.
 - Display boards erected at the Orangeville Public Library, Alder Street Recreation Centre, and the Orangeville Visitor Information Centre.
- Conference
 - Two (2) Committee members attended the 2024 Ontario Heritage Conference in Gravenhurst.
- Annual Heritage Calendar
 - Printed 1,500 copies.
- Heritage Awareness Plaque Program
 - Issued one (1) Awareness Plaque.

2025 Work Plan

The Heritage Orangeville Committee has prepared a 2025 Work Plan (Attachment 1), which outlines the various projects that will be focused on during this term.

At their meeting on November 21st, the Committee passed a motion recommending approval of their 2025 work plan.

Resolution Number: 2024-028

Moved by: T. Brett

That the proposed 2025 Committee Work Plan be approved.

Carried

Corporate Implications

The Committee is provided with an annual budget of \$16,650. The proposed 2025 Heritage Orangeville Work Plan (Attachment 1) outlines the projected expenses for 2025.

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.

Notice Provisions

Not Applicable

Respectfully submitted,
Tim Kocialek
General Manager, Infrastructure Services

Reviewed by:
Brandon Ward
Manager of Planning, Infrastructure Services

Prepared by:
Grady Brennan
Legislative Assistant, Corporate Services

Prepared by:
Mary Adams
Legislative Co-ordinator, Corporate Services

Attachment(s): 1. Proposed 2025 Heritage Orangeville Work Plan

2025 Heritage Orangeville Work Plan

If the Committee requires assistance from the Town’s Communications Division for a program or initiative identified in this workplan, a minimum of eight (8) weeks' notice is required.

Deliverable / Project	Description	Frequency	Scheduled Date	Location	Lead	Budget/Comments
Membership/Subscriptions – Community Heritage Ontario	Membership Renewal: Community Heritage Ontario is an advisory body for Municipal Heritage Committees and helps identify and preserve community Heritage.	Annual	Q1 2025	N/A	Committee Secretary	\$150 Chair to work with staff on renewing subscription in January 2025
Conferences & Mileage – Ontario Heritage Conference	To allow up to two (2) Committee members the opportunity to attend heritage related education events	Annual	Usually April, May, or June	TBD	Committee Secretary	Conference \$2000 Mileage \$1000 Committee required to pass a motion prior to the conference nominating up to two (2) members to attend
Advertising & Promotion – Outreach/Promotion, Heritage Week, Heritage Newsletters	To allow Committee members the opportunity to promote and educate ongoing heritage initiatives through various outreach/promotion, heritage week, and heritage newsletters.	Ongoing	TBD	TBD	Committee to nominate a member to lead this project	\$1000

Deliverable / Project	Description	Frequency	Scheduled Date	Location	Lead	Budget/Comments
Special Project – Annual Heritage Calendar	Annual heritage calendar created and distributed by the Committee for Town residents.	Annual	Fall 2025	N/A	Committee to nominate a member to lead this project	\$4000
Special Project - Designations	Under s. 4 of the Ontario Heritage Act, the Town can designate individual properties that the Town considers having significant cultural heritage value.	Ongoing	As required	TBD		\$8000 Budgeted to designate up to five (5) listed properties
Plaquing Costs – Awareness Plaque & Engraving	Buildings/Dwellings built before 1920 are eligible for an awareness plaque.	As required	As required	N/A	Committee Secretary	\$500 Applications are submitted through the Town website



Subject:	Update on the York Street Heritage Conservation District Request
Department:	Infrastructure Services
Division:	Planning
Report #:	INS-2024-062
Meeting Date:	2024-12-16

Recommendations

That report INS-2024-062, Update on the York Street Heritage Conservation District Request, be received; and

That staff continue with the York Street Heritage Conservation District (HCD) process and report back with a project work plan and budget for an HCD Study and Plan in February 2025; and

That staff identify a preferred approach to reviewing the Municipal Non-Designated Heritage Registry properties in February 2025.

Overview

In response to requests from residents in the York Street area to pursue a Heritage Conservation District (HCD) designation of this neighbourhood, and in receipt of a staff report in consideration of such, Council directed staff (via Resolution No. 2024-093) to retain a heritage consultant to review the York Street portion of the 2016-2018 Merchants and Prince of Whales HCD proposal to: i) determine if the area meets prescribed HCD criteria; and ii) recommend a preferred approach for designation.

Staff retained consultants SGL Planning and Design Inc. (SGL) and Stantec Consulting Ltd. (Stantec) to provide planning and heritage consulting support services respectively on an as-needed basis. One of the first assignments for the Consulting team was to evaluate the York Street neighbourhood per Council’s resolution. Stantec has conducted a high-level review of the 2016-2018 HCD as it relates to the York Street area and determined the following:

- i) To meet the threshold for an HCD under the Ontario Heritage Act (OHA) and Ontario Regulation 9/06, 25% of the properties, or 7 of the 25 properties with

- structures fronting onto York Street, would need to meet two or more prescribed criteria for HCD designation
- ii) Much of the previous work can be used as a basis for the HCD study of York Street, but will need to be scoped and updated based on changes in the study area and recent legislative changes.
 - iii) The policies and guidelines for managing change within the broader 2016-2018 study area may no longer be applicable to the York Street area, but can be adapted based on the current planning policy context and consultation through the HCD process.

In considering the designation options for the area, i.e. individual property designations or an HCD, Stantec determined the following:

- i) Individual property designations may not be as cost-effective due to more detailed property-specific research needed for each property.
- iv) Individual designation governs alterations on the specific property, tying back to its identified heritage value, while an HCD provides a framework for managing change within the overall area, with a focus on attributes of the district, or features that contribute to the character of the district, rather than each individual property.
- v) Multiple individual property designations are eligible for individual/separate appeals, while an HCD has only one appeal period, but any appeal could affect the entire HCD coming into effect.

To move forward with the HCD process, Stantec will prepare a detailed work plan and budget to undertake an HCD Study and Plan for Council consideration in January 2025.

Council's resolution also directed staff to hire a heritage planning student to review the Municipal non-designated Heritage Registry for individual property designation. Staff have worked with Heritage Orangeville members to update and correct property information on the Registry. Staff and the Consulting team will meet in Q1 2025 to determine a preferred approach and recommended research methodology for having a heritage student review the Registry.

Background

Following direction from Council in (report INS-2024-032, *York Street Heritage Conservation District Request*) staff retained SGL Planning and Design Inc. (SGL) and Stantec Consulting Ltd. (Stantec) to provide planning and heritage consulting support services on an as-needed, standing offer basis. Staff met with members of SGL and Stantec in October 2024 to discuss the York Street Heritage Conservation District (HCD) Request and provide background information to the consultant team. Based on these discussions, SGL and Stantec have reviewed the available background information to consider the York Street HCD Study.

Analysis/Current Situation

York Street HCD Review

The York Street area under HCD consideration contains approximately 25 properties with structures fronting on York Street, including one property designated under Part IV of the OHA. To meet the threshold for an HCD under the OHA, an area is required to contain 25% of properties that meet two or more criteria of *Ontario Regulation (O. Reg.) 9/06*. For the York Street area to meet this threshold, seven or more properties would need to meet two or more criteria.

Stantec conducted a high-level review of the Merchants and Prince of Wales HCD Study prepared in 2017/2018 which includes the York Street area. It was determined that this subsection of the potential district demonstrates a high potential to meet the required threshold of 25% of properties that meet two or more criteria of O. Reg. 9/06. The street contains a residential streetscape with structures predominantly one and one half to two and one half storeys in height, clad with red brick, and representative of a variety of late-19th and early 20th century architectural styles or influences.

Stantec's review to date notes that the previous HCD Study provided a comprehensive review of the policy framework, history, and development of the previous Study Areas alongside review of the existing conditions including urban form, streetscape, and built environment. Much of the material from the previous HCD Study can be used as a foundation for an HCD Study for York Street, but will need to be scoped to the specific area and adapted or updated based on the change in Study Area. In addition, changes to the legislative framework that have occurred with changes to the OHA would be required.

Stantec notes that the HCD Plan previously prepared contained policies and guidelines for a broader area and building types that may no longer be applicable to the York Street Area, should an HCD Plan proceed. However, many of the existing policies and guidelines for alterations or additions to residential properties, new construction, demolition, landscape/streetscaping, and public realm could be adapted for the York Street Area with subsequent update or revision based on public consultation and review of the current planning policy context.

The following tasks would be beneficial to undertake an HCD Study and Plan for York Street:

HCD Study Phase

- Detailed review of the existing Study Report, including property inventory and associated historical research (where available)
- Update and refinement of historical background information from the Previous HCD so that it is relevant to York Street, expanding where necessary
- Update of inventory for York Street properties to include:

- Current photography
 - High level description of property to identify building type, height, dominant materials, architectural style
 - High level historical review based on known historical ownership from previous Study or Heritage Register information
 - Evaluation of property according to O. Reg. 9/06 Criteria
 - Identification of “Contributing” or “Non-contributing” Status based on evaluation results
- Refinement of HCD objectives and recommended planning policy changes
 - Consultation with the public and Heritage Committee
 - Presentation of findings and recommendations to Council

HCD Plan Phase

- Review existing HCD Plan document
- Update and refine policies and guidelines based on residential context
- Update mapping, photographs, and graphics
- Consultation with the public and Heritage Orangeville, including one Statutory Public Meeting
- Presentation to Council

Consideration could also be given to individual Part IV designation, but it may not be as cost effective as an HCD, as more detailed historical research, evaluation, and statements of Cultural Heritage Value or Interest would need to be prepared for each individual property. Each individual property designation would have its own independent appeal period, rather than a single appeal period that is part of the HCD process. Although there could be multiple appeals for separate individual property designations, there is only one appeal period for the HCD, but any appeal could affect the entire HCD coming into effect. An HCD would require less research, though at a higher level and would focus more on the relationship of the properties on York Street to each other and their broader context within Orangeville.

Individual designation would govern the specific alteration of heritage attributes within each individual property, which relate back to its identified cultural heritage value or interest. This would typically be elements such as form, massing, building materials, and architectural details.

An HCD would provide a framework for managing change in the area with a focus on the attributes of the HCD rather than each individual property. Attributes of an HCD usually include physical features of the built form that contribute to the character of an

area, such as the general height and massing, historic building types, and materials or decorative details characteristic of the contributing architectural styles. HCD attributes also often include landscape and streetscape elements that contribute to the character of an area, and as such policies and guidelines in an HCD can manage change both to built form and other attributes such as mature tree canopy, landscaping, and public realm.

To move forward with the HCD process, Stantec will prepare a work plan and budget for the January 27th Council meeting.

Heritage Register Review

Council directed staff to hire a Heritage Planning Student to review the Municipal Non-Designated Registry properties to identify priority properties for Part IV designation under the Ontario Heritage Act (OHA). Staff have worked with Heritage Orangeville members to update and consolidate property information on the Town's Municipal Heritage Register to ensure that a further review of properties is efficient and accurate. Staff are also developing format for screening and identifying properties that may meet eligibility criteria for designation.

Staff and Stantec will meet in Q1 of 2025 to determine the preferred approach to the Town's hire of a Heritage Planning Student to review the Municipal Register of Non-Designated Registry properties. The consultant team suggests completing a review and "triage" strategy in consultation with Staff and the Heritage committee early in Q1 2025 to provide a framework for and timeline for prioritization. Stantec will also work with Staff and the Heritage Committee to provide a sample template for research, evaluation, statement of significance and heritage attributes on which to form a designating by-law for properties that meet two or more criteria and are eligible for designation.

Corporate Implications

Council Resolution No. 2024-093 directed staff to retain the expertise of a Heritage expert to conduct a review of the York Street portion of the 2017-2018 HCD study area to determine if York Street warrants an HCD designation and recommend a preferred designation approach. Council also directed staff to hire a planning student to review the Municipal Non-Designated Heritage Registry properties to determine which should be pursued for designation.

Should Council direct Staff to continue to pursue an HCD Study and Plan for York Street, staff will put together detailed cost estimates following preparation of a Work Plan and discussion between Staff and the Consulting team, targeting January 2025. The Town's 2025 operating budget includes a provision of \$28,000 in the Heritage

Orangeville committee budget and there is an additional \$30,000 consulting budget in the Planning division that could be used for this work, if required.

Conclusion

Based on the cursory review undertaken by the Consulting team, the York Street neighbourhood is an appropriate candidate for an HCD designation. Staff and the Consulting team will report back to Council in January 2025 with a detailed work plan and anticipated budget to undertake an HCD Study and Plan to establish an HCD for the York Street neighbourhood.

Strategic Alignment

Strategic Plan

Strategic Goal: Future-Readiness

Objective: Confirm applicable governance and policy regimes

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.

Notice Provisions

There are no public notification provisions applicable to this report.

Respectfully submitted,

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

Reviewed by:

Brandon Ward, MCIP, RPP
Manager of Planning,

Prepared by:

Lashia Jones MA, CAHP
Senior Cultural Heritage Specialist
Stantec Consulting Ltd.

Attachment(s): None



November 13, 2024

Right Honourable Justin Trudeau
Prime Minister of Canada
Office of the Prime Minister
80 Wellington Street
Ottawa, ON K1A 0A2

Dear Right Honourable Justin Trudeau:

On October 22, 2024, Council for the Town of Mono passed the following resolution, supporting the **Big City Mayors Solve the Crisis Campaign**, calling on the federal government and the Province of Ontario to commit to immediate action to solve the humanitarian crisis that Ontario is facing as the numbers of unhoused individuals and those suffering with mental health and addictions grows exponentially.

Resolution #8-17-2024

Moved by Fred Nix, Seconded by Elaine Capes

WHEREAS, the Western Ontario Wardens' Caucus, Eastern Ontario Wardens' Caucus, and Eastern Ontario Mayors' Caucus joined the call to action around the 'Solve the Crisis' Campaign, led by the Ontario Big City Mayors;

AND WHEREAS, Council for the Town of Mono recognizes the need for the provincial and federal governments to take immediate and targeted action to help solve the crisis around homelessness and mental health.

THEREFORE BE IT RESOLVED that Council for the Town of Mono calls on the provincial and federal governments to commit to immediate action to solve the humanitarian crisis that Ontario is facing as the numbers of unhoused individuals and those suffering with mental health and addictions grows exponentially;

AND THAT the province officially makes homelessness a health priority;

AND THAT the Premier of Ontario appoint a responsible minister and ministry with appropriate funding and powers to act as a single point of contact to address the full spectrum of housing needs as well as mental health, addictions and wrap around supports;

AND THAT the provincial government strike a task force with broad sector representatives including municipalities, regions, healthcare, first responders, community services, the business

community and the tourism industry to develop a made in Ontario action plan to ensure that solutions can be implemented quickly and effectively to tackle this crisis;

AND THAT the provincial government provide the adequate, sufficient and sustainable funding to ensure that municipalities have the tools and resources to support individuals suffering with mental health and addictions, including unhoused people and those from vulnerable populations that may be disproportionately impacted.

"Carried"

Respectfully,

Fred Simpson
Clerk

Copy: Hon. Sean Fraser, Minister of Housing, Infrastructure and Communities of Canada
Hon. Kyle Seeback, MP Dufferin-Caledon
Hon. Doug Ford, Premier of Ontario
Hon. Sylvia Jones, Deputy Premier and Minister of Health
Hon. Paul Calandra, Minister of Municipal Affairs and Housing
Hon. Michael Parsa, Minister of Children, Community and Social Services
Hon. Michael Tibollo, Associate Minister of Mental Health and Addictions
Dufferin Municipalities
Association of Municipalities of Ontario



TOWNSHIP OF EAST GARAFRAXA
065371 DUFFERIN COUNTY ROAD 3 • UNIT 2
EAST GARAFRAXA • ON • L9W 7J8
T: 226-259-9400 • TOLL FREE: 877-868-5967 • F: 1-226-212-9812
www.eastgarafraxa.ca

December 3, 2024

Via Email: premier@ontario.ca

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

Via Email: Prabmeet.Sarkaria@pc.ola.org

Honourable Prabmeet Singh Sarkaria
Minister of Transportation
777 Bay Street, 5th Floor
Toronto, ON M7A 1Z8

Dear Hon. Doug Ford, Premier of Ontario and Hon. Prabmeet Singh Sarkaria, Minister of Transportation:

Re: Township of East Garafraxa Resolution of Support for the Establishment of an Ontario Rural Roads Safety Program – Ontario Good Roads Association

Please be advised that, at its meeting of Council held on November 13, 2024, the Council of the Corporation of the Township of East Garafraxa supported the following motion received from the Ontario Good Roads Association:

**MOVED BY BANFIELD, SECONDED BY HALLS
BE IT RESOLVED THAT:**

WHEREAS official statistics from the Government of Ontario confirm that rural roads are inherently more dangerous than other roads;

AND WHEREAS, despite only having 17% of the population, 55% of the road fatalities occur on rural roads;

AND WHEREAS, rural, northern, and remote municipalities are fiscally strained by maintaining extensive road networks on a smaller tax base;

AND WHEREAS, preventing crashes reduces the burden on Ontario's already strained rural strained health care system;

AND WHEREAS, roadway collisions and associated lawsuits are significant factors in runaway municipal insurance premiums. Preventing crashes can have a significant impact in improving municipal risk profiles;

THEREFORE, BE IT RESOLVED THAT the Township of East Garafraxa requests that the Government of Ontario take action to implement the rural road safety program that Good Roads has committed to lead. It will allow Ontario's rural municipalities to make the critical


investments needed to reduce the high number of people being killed and seriously injured on Ontario's rural roads; and

FURTHER THAT a copy of this resolution be forwarded to Premier Doug Ford, Hon. Prabmeet Sarkaria, Minister of Transportation, Hon. King Surma, Minister of Infrastructure, Hon. Rob Flack, Minister of Agriculture, Hon. Lisa Thompson, Minister of Rural Affairs, Hon. Trevor Jones, Associate Minister of Emergency Preparedness and Response, and Hon. Sylvia Jones, Minister of Health, and Good Roads; and

FURTHER THAT this resolution be circulated to all municipalities in Ontario requesting their support.

CARRIED

Sincerely,



Shannon Peart
Administrative Assistant/ Clerk's Department
Corporation of the Township of East Garafraxa

cc: Hon. King Surma, Minister of Infrastructure
Hon. Rob Flack, Minister of Agriculture
Hon. Lisa Thompson, Minister of Rural Affairs
Hon. Trevor Jones, Associate Minister of Emergency Preparedness
Hon. Sylvia Jones, Minister of Health
Ontario Good Roads Association
All Ontario Municipalities



The Corporation of

THE TOWNSHIP OF MELANCTHON

157101 Highway 10, Melancthon, Ontario, L9V 2E6

Telephone - (519) 925-5525

Fax No. - (519) 925-1110

Website: www.melancthontownship.ca

Email: info@melancthontownship.ca

November 12, 2024

County of Dufferin
30 Centre Street
Orangeville, Ontario
L9W 2Z1

Attention: Michelle Dunne, Clerk

Dear Michelle,

At the meeting of Council held on November 7, 2024, the following motion was introduced and passed:

Moved by Plowright, Seconded by Neilson

Be it resolved that:

“Whereas Melancthon Township has experienced a series of tragic motor vehicle collisions at the corner of Highway 10 and County Road 17; and
Whereas traffic volume is increasing through Melancthon, making collisions more frequent in the Township; and
Whereas the existing two way stop sign is insufficient in addressing the challenge of impatient and distracted motorists; and
Whereas the province is responsible for the intersection in question; and
Whereas Dufferin County has a moral duty to advance road safety on all of its roads, regardless of whether specific intersections are under the control of the County or not.
Now Therefore Be It Resolved that Melancthon Council requests the County of Dufferin to identify suitable temporary traffic calming measures on County Road 17 to make the road safer; and
Further that the County invite a senior representative from the Ministry of Transportation to appear at the Infrastructure and Environmental Services Committee to discuss the hazardous intersection in question, including the possibility of erecting a set of traffic lights or building a roundabout.

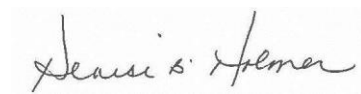
... 2

And further that this motion be sent to the Dufferin OPP Detachment Board – Melancthon, Mono, Mulmur; Dufferin OPP Detachment Board – Orangeville; Dufferin OPP Detachment Board – Shelburne; Dufferin OPP Detachment Board – Amaranth, Grand Valley, East Garafraxa; All municipalities in Dufferin County; Township of Southgate; Municipality of Grey Highlands; Sylvia Jones, MPP – Dufferin-Caledon.”

Carried.

Thank you.

Yours truly,

A handwritten signature in cursive script that reads "Denise B. Holmes". The signature is written in black ink on a white background.

Denise B. Holmes, AMCT
CAO/Clerk

- c. Dufferin OPP Detachment Board – Melancthon, Mono, Mulmur
Dufferin OPP Detachment Board – Orangeville
Dufferin OPP Detachment Board – Shelburne
Dufferin OPP Detachment Board – Amaranth, Grand Valley, East Garafraxa
All municipalities in Dufferin County
Township of Southgate
Municipality of Grey Highlands
Sylvia Jones, MPP – Dufferin-Caledon



Minutes of Mayor's Youth Advisory Council

September 10, 2024, 4:30 p.m.

Electronic and In-Person Participation - Mayor's Youth Advisory Council

The Corporation of the Town of Orangeville

(Chair and Secretary at Town Hall - 87 Broadway)

Orangeville, Ontario

Members Present: A. Main, Chair
Mayor L. Post
A. Al-Shalchi
J. Barry
H. Robb
V. Servos

Members Absent: J. Bracken
L. Robinson
I. Singla

Staff Present: G. Brennan, Legislative Assistant, Corporate Services
A. Dukovski, Supervisor, Recreation Programs and Events,
Community Services
J. Lavecchia-Smith, Deputy Clerk, Corporate Services

1. Call to Order

Aislinn Main, Chair, called the meeting to order at: 4:34 p.m.

2. Disclosures of (Direct or Indirect) Pecuniary Interest

None.

3. Land Acknowledgement

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

4. Adoption of Minutes of Previous Meeting

2024-005

Moved By A. Al-Shalchi

That the minutes of the following meeting are approved:

4.1 2024-06-12 - Mayor's Youth Advisory Council - Minutes

Carried

5. Presentations

5.1 Jordyn Lavecchia-Smith, Deputy Clerk, Corporate Services, Town of Orangeville - Governance Refresher

Jordyn Lavecchia-Smith, Deputy Clerk, Corporate Services, provided the Committee with a Committee Governance Refresher presentation. Mrs. Lavecchia-Smith discussed the various Boards, Committees, and Task Forces that advise Council on important matters. She shared details on the roles and responsibilities for Committee Members, the Chair, the Staff Liaison, and the Committee Secretary. She advised the Committee on the effectiveness of having an agenda, and how that contributes to the efficiency of a meeting. Mrs. Lavecchia-Smith clarified the decision-making process for when a motion is up for consideration, and the various outcomes when a motion is being voted on. Mrs. Lavecchia-Smith advised the Committee on next steps and plans for 2025. The Committee will consult with staff on the development of their 2025 Work Plan that will outline various projects and initiatives, including the necessary budgets to be allocated.

5.2 Delegate, Grant Peters, Fare Free Transit Program

Grant Peters discussed the importance of having a Fare-Free Transit program operating in the Town of Orangeville. Mr. Peters shared details around the Town of Orangeville becoming one of the first municipalities to pilot a Fare-Free Transit program, and the blueprint it sets for surrounding municipalities. He discussed why transit needs to become more accessible – and affordable – for residents with the removal of the

financial barrier. The committee discussed the positive impact the Fare-Free Transit program has had on youth in Orangeville, and stressed the importance of having user groups that participated in the program have their feedback heard.

2024-006

Moved By J. Barry

That the correspondence regarding the Fare Free Transit Program be received, and

That the Mayor's Youth Advisory Committee express their support of the Fare Free Transit Program through a letter, and

That the letter of support be included in the September 23rd Council Agenda.

Carried

5.3 Ishika Singla - Youth Orangeville Proposal

Ms. Singla was not in attendance, therefore this matter was deferred to the next meeting.

6. Items for Discussion and Reports

6.1 Council Updates

Mayor Post shared that the Staff Report relating to the Fare Free Transit Program will be listed on the September 23rd Council Meeting agenda for consideration. Mayor Post shared details on the Town Hall taking place at the Tony Rose Memorial Sport Centre on Wednesday October 9th at 6:30 p.m. The Committee discussed future Town Hall opportunities at both Orangeville District Secondary School and Westside Secondary School. Alislinn Main, Chair, discussed reaching out to respective staff at both schools regarding planning future Town Halls.

6.1.1 Fare-Free Transit Update

None.

6.2 Sub-Committee Updates

6.2.1 Committee Communication Forum - Confirm Next Steps

The Committee discussed the various platforms that would be best to form a Committee discussion forum. The Committee agreed that

the social media platform Snapchat, would be the most effective platform to use.

7. Correspondence

None.

8. Announcements

Allison Dukovski, Supervisor, Recreation Programs and Events, Community Services, announced the following:

- There is a new room at the Tony Rose Memorial Sports Centre called the Dufferin Room,
- There is a new Respect your Rec Campaign in the works with potential opportunities for Committee members to get involved,
- The Santa Claus parade is scheduled for Saturday, November 16, 2024 at 5:00 p.m. throughout downtown Orangeville.

Aislinn Main, Chair, invited Committee members to the Pink Day Community Breakfast at Westside Secondary School on Friday, October 25 at 7:30 a.m.

8.1 October Meeting Date

2024-007

Moved By J. Barry

That the Mayor's Youth Advisory Council schedule a meeting for a date to be determined in October 2024.

Carried

9. Date of Next Meeting

The next meeting is scheduled for Tuesday, December 3 at 4:30 p.m.

10. Adjournment

2024-008

Moved By J. Barry

That the meeting being adjourned at 5:17 p.m.

Carried

MINUTES – OBIA Board of Management Meeting

Thursday, October 17th, 2024, at 0700

21 Mill Street, Orangeville, ON, L9W1M1 | Hybrid format via Teams with notice.
Accessibility information and how to attend meetings can be found at:

<https://downtownorangeville.ca/wp-content/uploads/2023/01/Public-Meeting-Info.pdf> or
call 519 942-0087.

Members: M. Beattie, T. Brett, J. Emanuele, R. Hough, S. Koroscil, D. Nairn, J. Patterson, T. Taylor

Absent: B. Luhar

1. Call to Order – 7:01 am
2. Approval of Agenda
Moved by R. Hough, S. Koroscil **Carried.**
That the agenda and any addendums for the OBIA Board of Management’s October 17th meeting be approved.
3. Declaration of Pecuniary Interest – None.
4. Attendance – As listed above
5. Land Acknowledgement – We acknowledge the treaty lands and territory of the Williams Treaty Nations and Mississaugas of the Credit First Nation. We recognize that Dufferin County is the traditional territory of the Wendat and Haudenosaunee and home to Indigenous people today.
6. Minutes
Moved by S. Koroscil, J. Patterson **Carried.**
That the OBIA Board Meeting Minutes of September 19th, 2024, be approved.
7. Winter Light Displays Update – Royal Canadian Legion, Orangeville Branch has no objections to the pre-Remembrance Day installation of the winter light displays as per J. Patterson. This should be confirmed annually if lights need to be installed before November 11th.
8. Grant Update – Contract has been signed and marketing materials have been submitted for approval.
9. Staff Remuneration Plan – Provided for advance consideration as requested. Discussion deferred to December budget meeting.
10. Orangeville Blues & Jazz 2025 Contribution Correspondance
Moved by D. Nairn, T. Taylor **Carried.**
That the OBJF correspondence be received and that a decision about the 2024 OBJF contribution be deferred to December’s 2025 Budget Meeting.
11. 2025 Event Dates (OBJF, Taste Weekend, Joy & Lights Weekend) – Staff to set dates as required to manage events effectively.
12. Parking
Moved by R. Hough, T. Taylor **Carried.**
That the draft letter to Council be approved with required changes and that staff be directed to submit the letter to Council for its consideration.
13. 82 & 86-90 Broadway parking lot agreements – Deferred to winter 2025
14. 82 & 86-90 parking lot development – Deferred to winter 2025
15. Staff Reports
 - 16.1. Better Together Task Force Report
 - 16.2. Executive Director’s Report
 - 16.3. Event Report – Holiday Market Build - call for volunteers
 - 16.4. Farmers’ Market Report
 - 16.5. Ambassador Report
 - 16.6. Marketing Report
 - 16.7. Financial Report**Moved by D. Nairn, J. Emanuele**
That the staff reports be received.
16. New Business – Rotary Club’s Taste of Autumn is coming up soon. Tip of the Iceburg at Theatre

Orangeville opens this week.

17. Adjournment

Moved by R. Hough, J. Emanuele

That the October 17th, 2024, OBIA Board meeting be adjourned. Next meeting is scheduled for 7 am, Thursday, November 21st at 21 Mill Street, Orangeville or other location TBA.



Minutes of Sustainable Orangeville

November 7, 2024, 6:00 p.m.

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

Members Present: G. Bryan
J. Elchyshyn
J. Pickering
M. Smith
W. Speirs
G. Spence
A. Waugh
E. Whitfield

Members Absent: M. Rowley, Chair
M. O'Connor
Councillor T. Prendergast, Vice-Chair

Staff Present: G. Brennan, Legislative Assistant, Corporate Services
T. Dulisse, Manager, Transportation and Development,
Infrastructure Services
J. Lavecchia-Smith, Deputy Clerk, Corporate Services

1. Call to Order

The meeting was called to order at 6:03 p.m.

2. Disclosures of (Direct or Indirect) Pecuniary Interest

None.

3. Land Acknowledgement

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

Recommendation: 2024-025

Moved by J. Pickering

That A. Waugh be appointed acting Chair for the November 7, 2024, Sustainable Orangeville Committee meeting.

Carried

4. Adoption of Minutes of Previous Meeting

Recommendation: 2024-026

Moved by J. Pickering

That the minutes of the following meeting are approved:

4.1 2024-10-03 - Sustainable Orangeville Meeting Minutes

Carried

5. Presentations

None.

6. Items for Discussion and Reports

6.1 Proposed 2025 Work Plan

The Committee discussed their proposed 2025 work plan and the initiatives and programs that will assist in the development, implementation, and promotion of environmentally sustainable practices within the Town of Orangeville. The Committee discussed the scope of the various projects, desired budget requirements, strategies for effective public communication, assigned project leads, and discussed key timelines and dates. The Committee emphasized the need for education campaigns in order to raise public awareness surrounding the environmentally friendly options being made available in the Town of Orangeville.

Recommendation: 2024-027

Moved by W. Speirs

That the proposed 2025 Sustainable Orangeville Committee workplan, be approved.

Carried

6.2 TD Friends of the Environment Grant

The Committee discussed a grant opportunity through TD Bank. The Committee discussed opportunities of how the potential funds could be used and identified overlap in projects related to their 2025 work plan.

Recommendation: 2024-028

Moved by M. Smith

That the Committee defer this item to the December 5, 2024 meeting.

Carried

7. Correspondence

None.

8. Announcements

J. Pickering shared details surrounding the Birds Canada Community Grant that will be closing November 15, 2024, and suggested that the Committee consider applying for the grant in 2025.

Mr. Pickering also provided details regarding Dufferin County's Youth Activation Circle Climate Solutions Fair that will be taking place in the New Horizons Room, at the Mel Lloyd Centre, in the Town of Shelburne, on Monday, November 18, 2024 at 6 p.m. The intention of the Climate Solutions Fair is to share climate solution resources and environmental career advice with members of the Youth Climate Activation Circle.

9. Date of Next Meeting

The next meeting is scheduled for Thursday, December 5, 2024.

10. Adjournment

Recommendation: 2024-029

Moved by E. Whitfield

That the meeting be adjourned at 7:19 p.m.

Carried



The Corporation of the Town of Orangeville

By-law Number 2024-

A by-law to appoint John Snider as Fire Chief for the Town of Orangeville and to repeal By-law 2023-042

Whereas Section 5 of the Fire Protection and Prevention Act, 1997, S.O. 1997, c.4, as amended, provides the Council of a municipality to establish, maintain and operate a Fire Department for all or any part of the municipality; and

Whereas Section 6(1) of the Fire Protection and Prevention Act, 1997, S.O. 1997, c.4, as amended, provides if a Fire Department is established for the whole or a part of a municipality or for more than one municipality, the council of the municipality or the councils of the municipalities, as the case may be, shall appoint a Fire Chief for the Fire Department; and

Whereas Section 2 of By-law 2001-092, being a by-law to establish and regulate the Orangeville Fire Department, provides that the head of the Fire Department shall be known as the Fire Chief;

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

1. That John Snider is hereby appointed as Fire Chief for the Town of Orangeville effective January 7, 2025.
2. That By-law 2023-042, a by-law to appoint Michael Richardson as Acting Fire Chief for the Town of Orangeville, be repealed effective January 7, 2025.

Read three times and finally passed this 16th day of December 2024.

Lisa Post, Mayor

Raylene Martell, Town Clerk



The Corporation of the Town of Orangeville

By-law Number 2024-

A by-law to provide for the levy and collection of rates or levies for the Town of Orangeville for the interim levy for the year 2025

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

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

1. That the interim tax levy for 2025 shall equal but not exceed 50% of the total amount of taxes levied on each property in the Town of Orangeville for municipal and school purposes for the previous year (2024).
2. That for purposes of the preceding calculation, if any taxes for municipal and school purposes were levied on a property for only part of the previous year because assessment was added to the collector's roll during the year, an amount shall be added equal to the additional taxes that would have been levied on the property if the taxes for municipal and school purposes had been levied for the entire year.
3. That the taxes shall be payable in two installments, and the dates for payment shall be authorized by the CFO/Treasurer.
4. That a penalty charge of one and one quarter (1.25) per cent of the amount of taxes due and unpaid be added on the first day of default and on the first day of each calendar month thereafter in which default continues, as set out in the Municipal Act.
5. That the Treasurer for the Town of Orangeville is hereby authorized to mail or cause to be mailed, the notice specifying the amount of taxes payable by any person liable for taxes, to the address of the person or persons to whom such notice is required.
6. That taxes are payable at the Municipal Office, 87 Broadway, Orangeville, Ontario, L9W 1K1.

Read three times and finally passed this 16th day of December, 2024.

Lisa Post, Mayor

Raylene Martell, Town Clerk



The Corporation of the Town of Orangeville

By-law Number 2024-

A by-law to amend By-law 2017-064 being a by-law to govern the proceedings of Council and its Committees

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

Whereas Council passed By-law 2017-064 on the 17th day of July, 2017 to govern the proceedings of Council and its Committees; and

Whereas Council deems it expedient to amend By-law 2017-064 as amended, in relation to the needs of Council and the community;

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

1. That By-law 2017-064 as amended, is hereby further amended by adding the following definitions to Section 2:

“Delegations/Delegates” Members of the public who register to speak to Council in advance of a meeting – maximum time 5 minutes.

“Open Forum” means a time set aside on the agenda for members of the public to ask a question of Council or comment on an item on the current agenda without registering – maximum time 3 minutes.

“Presentations” means staff, consultants or organizations presenting on behalf of or on the request of the Town.

2. That By-law 2017-064 as amended, is hereby further amended by deleting and replacing the various Sub-Sections below with the following:

3.8.2.1 Notice of all Council and standing committee meeting agendas shall be posted in the notice case outside the Second Street entrance to the municipal offices and on the Town website at least twenty-four (24) hours in advance of the meeting. Whenever possible, agendas for Council meetings shall be published at least 3 business days prior to the meeting. Any addendums to the agenda shall be updated and posted to the website by 1 pm on the day of the Council meeting.

3.10.4 The method and technology used to facilitate electronic participation in a meeting shall be determined by the Clerk, in consultation with the Information Technology division. If at any time the stream for a meeting that is held electronically goes down, the meeting shall recess as soon as it is noticed for a minimum of 15 minutes to allow any participants watching the stream to either connect through telephone at the number listed on the current agenda for connectivity or attend the meeting location.

3.10.5 Members wishing to participate electronically for a Council meeting, must provide the Clerk (or designate) as much notice as possible prior to the scheduled meeting. The request may be facilitated if technology permits.

3.10.6 Members wishing to participate electronically for a committee meeting must provide the Secretary as much notice as possible prior to the scheduled meeting. The request may be facilitated if technology permits

3.10.7 The Mayor (or designate Chair) is to be physically present in Council Chambers for a meeting. The Clerk and all other members of Council shall be present in Council Chambers whenever possible.

6.2.1 When preparing the agenda for Council and Committee of the Whole meetings, the Clerk shall place all staff reports, committee minutes and relevant correspondence under the heading "Consent Agenda", which matters may be considered by Council and Committee of the Whole as a summary matter in one motion rather than as separate items, unless a member of Council otherwise requests.

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

1. Call to Order
2. Approval of Agenda
3. Disclosures of (Direct or Indirect) Pecuniary Interest
4. Closed Meeting
5. Open Meeting – 7:00 p.m.

6. Singing of National Anthem
7. Land Acknowledgement
8. Announcement by Chair
9. Rise and Report
10. Adoption of Minutes of Previous Council Meetings
11. Open Forum
12. Presentations, Petitions and/or Delegations
 - 12.1 Public Delegations/Petitions
 - 12.2 Staff/Consultant Presentations
13. Consent Agenda
 - 13.1 Staff Reports
 - 13.2 Correspondence
 - 13.3 Committee Minutes
14. Notice of Motion Prior to Meeting
15. Notice of Motion at Meeting
16. Announcements
17. By-laws
18. Adjournment

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

7.11.1 A written copy of a proposed motion along with supporting background information submitted to the Clerk by a member of Council at least seven (7) days in advance of and included in the agenda for the next regular meeting of Council shall be considered at that meeting of Council.

3. That By-law 2017-064 as amended, is hereby further amended by deleting and replacing Section 7.6 with the following:

7.6 Presentations, Petitions and Delegations

7.6.1 Except as provided in this by-law, no person shall address Council without the permission of Council.

7.6.2 Delegations: Any person desiring to be heard by Council as a delegate shall submit a request in writing to the Clerk at least seven (7) days before a Council/Committee meeting. The request shall include the requester's name, mailing address and phone number, and state the nature of the business to be discussed, the requested course of action, the previous staff consultation information, supporting documents and the reasons for the request. Verbal remarks to Council at a meeting shall be confined to the stated business.

7.6.2.1 No member of the public shall be permitted to delegate to Council

for the purposes of solicitation of services or other such endeavors.

7.6.2.2 No delegations will be approved for any member of the public who has previously spoken to the matter at a public meeting held for the same topic with the same information.

7.6.2.3 No delegations shall be permitted on any item that is deemed to be outside of the jurisdiction of Council.

7.6.2.4 Delegates requesting to speak shall be required to consult with relevant staff prior to submitting a request to delegate.

7.6.2.5 Only residents, taxpayers, service providers or members speaking on behalf of an association or organization that serves the Town of Orangeville are permitted to delegate to Council. Exceptions to this sub-section may be permitted with approval from the CAO or Council.

7.6.2.6 No person shall speak to a repeat topic that they had previously spoken to during either a delegation or open forum in the previous 3 months.

7.6.2.7 The Clerk shall acknowledge receipt of the request and place the matter on the next appropriate Council Agenda.

7.6.2.8 A person addressing Council shall only be allocated five (5) minutes to present their information, except with the leave of Council.

7.6.3 Petitions: An organizer of a public petition may submit the text of the petition for inclusion on the Council agenda. That person shall provide his or her name, address and telephone number along with the petition. Any communication with respect to the petition will be with the organizer of the petition only.

7.6.3.1 Presentation of petitions shall follow the same process and rules as that for delegations. Presentations: Staff, consultants or organizations presenting on behalf of, or upon request from the Town will be considered a presentation.

7.6.3.2 Presenters or the relevant staff member shall notify the Clerks office of the intent to present and provide all supporting documents at least 7 days in advance of the meeting.

7.6.3.3 Presenters shall provide the Clerks Office with the time needed for the presentation, which shall not exceed 30 minutes except with the

leave of Council.

7.6.4 All information presented in public session become part of a public record and shall be made available for public viewing by way of print and/or electronic means.

7.6.5 Anyone wishing to use Town technology (computer, projector, screen, etc.) for presentation purposes must provide the entire presentation to the Clerk's Office no later than 3:00 p.m. on the Friday immediately preceding the relevant Council meeting. Staff will upload the presentation to ensure it is compatible with Town technology and does not contain any unsafe content. Copies of presentations shall be added to the addendum agenda.

7.6.6 To encourage thoughtful and respectful conversations and comments, first and last names must appear with each submission. Emails or comments from an anonymous source or pseudonym will not be included in an Agenda. Authors will be given the opportunity to provide their name and address. If there is no reply by 10 am on the morning of the meeting, the Clerk shall remove the delegation request from the agenda.

4. That By-law 2017-064 as amended, is hereby further amended by deleting and replacing Section 7.8 with the following:

7.8 Open Forum

7.8.1A person on his/her own behalf, or as a spokesperson for a group, may ask questions of Council during open forum.

7.8.2 A person addressing Council with a question or comment shall be allocated three (3) minutes of time at the delegate stand after which time the microphone shall be turned off.

7.8.3 No person shall be permitted to speak at the same meeting for which they are a registered delegate on that topic.

7.8.4 No person shall speak to a repeat topic that they had previously spoken to during either a delegation or open forum in the previous 3 months.

7.8.5 Only residents, taxpayers, service providers or members speaking on behalf of an association or organization that serves the Town of Orangeville are permitted to speak during open forum.

7.8.5.1 Notwithstanding section 7.8.5, any member of the public may

provide their comments at a statutory public meeting held pursuant to regulations included in the legislation requiring such meeting.

5. That By-law 2017-064 as amended, is hereby further amended by deleting the following Sub-Sections:

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

6.12.1 A motion to amend a motion properly before Council shall be presented in writing.

6. That By-law 2017-064 as amended, is hereby further amended by adding the following Sub-Sections:

7.7.3 Statutory public meeting dates may include both statutory and non-statutory topics on the agenda.

7.12.4.1 The member who presented the notice for future consideration shall provide the Clerk with a written copy of the proposed motion along with supporting background information at least seven (7) days prior to the meeting they wish to have the motion considered.

Read three times and finally passed this 16th day of December, 2024.

Lisa Post, Mayor

Raylene Martell, Town Clerk



The Corporation of the Town of Orangeville

By-law Number 2024-

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 December 16, 2024

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; and

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 December 16, 2024, 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 16th day of December, 2024.

Lisa Post, Mayor

Raylene Martell, Town Clerk