



**Agenda**  
**Sustainable Orangeville**

**Thursday, April 3, 2025, 6:00 p.m.**

**In-Person Participation Only**

**The Corporation of the Town of Orangeville**

**Town Hall - 87 Broadway**

**Orangeville, Ontario**

**NOTICE**

Members of the public wishing to attend the Sustainable Orangeville meeting are welcome to attend in-person.

Please note that your full name and comments will be part of the public record and will be included in the minutes of the meeting. Prior to the meeting, written comments may be sent to the Committee Secretary by email at [clerksdept@orangeville.ca](mailto:clerksdept@orangeville.ca). Such written comments will become part of the public record.

**Accessibility Accommodations**

If you require access to information in an alternate format, please contact the Clerk's division by phone at 519-941-0440 x 2219 or via email at [clerksdept@orangeville.ca](mailto:clerksdept@orangeville.ca).

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**Pages**

**1. Call to Order**

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

**3. Land Acknowledgment**

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.

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

Recommendations:

That the minutes of the following meeting, be received for information.

**4.1 2025-02-06 - Sustainable Orangeville - Minutes**

**3**

**5. Presentations**

**5.1 Sara MacRae, Manager of Climate & Energy & Kylie-Anne Grube, Climate Engagement Specialist, County of Dufferin, Follow up to the Community Resilience Hub Project**

**6**

5.2	Emily McAuley, Senior Climate and Sustainability Specialist, Town of Orangeville, Tree Preservation Framework	
6.	Items for Discussion and Reports	
6.1	Community Sustainability Grants Program	19
6.2	Earth Day Tree Planting Event in Conjunction with the CVC <u>Details of the event.</u>	
6.3	Tree Sapling Giveaway - Promotion at Farmers Market	
6.4	Bird Nerdin' Project	37
6.5	Bee City Canada, Renewal Application <u>Bee City Renewal Application</u>	
6.6	Hydroponic Food Tower	38
6.7	Baby Tree Program Ceremony <ul style="list-style-type: none"> <li>Community Services staff to solicit feedback to determine if they are required to host the 2023-2024 Baby Tree Ceremony this spring after last fall's ceremony was cancelled.</li> <li>As of right now, for the 2023-2024 Baby Tree Program Ceremony, there is only one (1) individual registered to attend.</li> </ul>	40
6.8	Active Transportation	
6.9	Urban Harvest Program	41
7.	Correspondence	
7.1	Meeting Minutes Review Procedure	44
8.	Announcements	
9.	Date of Next Meeting <ul style="list-style-type: none"> <li>The Committee to discuss scheduling an additional meeting in April or May.</li> <li>The next meeting is scheduled for Thursday, May 1, 2025, at 6 p.m.</li> </ul>	
10.	Adjournment	



## Minutes of Sustainable Orangeville

February 6, 2025, 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:	M. Rowley, Chair Councillor T. Prendergast, Vice-Chair J. Elchyshyn M. O'Connor J. Pickering M. Smith W. Speirs A. Waugh E. Whitfield
Members Absent:	G. Bryan G. Spence
Staff Present:	G. Brennan, Legislative Assistant, Corporate Services T. Dulisse, Manager, Transportation and Development, Infrastructure Services E. McAuley, Senior Climate and Sustainability Specialist, Infrastructure Services

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### 1. Call to Order

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

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

None.

### 3. Land Acknowledgment

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

### 4. Agenda Amendment

#### Recommendation: 2025-001

Moved by M. O'Connor

That the Sustainable Orangeville Committee amend the 2025-02-06 meeting agenda, and

That "Invasive Species Grant" be added as agenda item for the 2025-02-06 Sustainable Orangeville Committee meeting.

**Carried Unanimously**

**5. Adoption of Minutes of Previous Meeting**

**Recommendation: 2025-002**

Moved by M. O'Connor

That the minutes of the following meeting be approved:

**5.1 2024-12-05 - Sustainable Orangeville - Minutes**

**Carried**

**6. Presentations**

None.

**7. Items for Discussion and Reports**

**7.1 Earth Day Tree Planting Event in Conjunction with the CVC**

W. Spiers informed the Committee that the Earth Day Tree Planting Event has been rescheduled to Saturday, April 26, 2025, from 9:30 a.m. to 12:00 p.m., with the location to be determined. The Committee reviewed the events success in previous years, the volunteer registration process, and the available promotional tools for this year's event.

The Committee discussed participating in the Orangeville Lions Club Home and Garden Show to promote the Earth Day Tree Planting Event and the projects listed on the Committee's 2025 work plan. The Committee agreed to coordinate with Infrastructure Services staff to arrange the booth scheduling. Additionally, the Committee agreed to coordinate with project leads to discuss and plan upcoming events and initiatives.

**7.2 Tree Sapling Giveaway**

G. Brennan, Legislative Assistant, advised the Committee that the Operations Centre will be unable to serve as the location for the Tree Sapling Giveaway. The Committee discussed the availability of various Town facilities that could serve as a new location and highlighted the Train Station as an alternative location. T. Dulisse, Manager, Transportation and Development informed the Committee that he will reach out to staff to determine the availability of the Train Station.

The Committee discussed attending the Orangeville Farmers' Market in May to further promote the Tree Sapling Giveaway Event.

**8. Invasive Species Grant**

Councillor T. Prendergast, Vice-Chair, advised the Committee that the Invasive Phragmites Control Fund is seeking proposals for grants to support groups or organizations to implement phragmites prevention and control activities in Ontario, which is coordinated by the Invasive Species Centre, through the Ontario Phragmites Action (OPA) program. Councillor T. Prendergast, Vice-Chair, spoke to the purpose of the grant and advised the Committee that the deadline to submit is Wednesday, February 12, 2025.



E. McAuley, Senior Climate and Sustainability Specialist, and J. Elchyshyn, provided additional details of the grant and discussed the priority funding activities that may be requested in the grant application, including:

- Phragmites Mapping, Monitoring, and Planning
- Phragmites Control Implementation
- Phragmites Innovation

The Committee asked questions and discussed the management of potential sites, Committee and legislative requirements, and likeminded organizations interested in invasive species. The Committee agreed to not apply for the 2025 Invasive Phragmites Control Fund Grant and will look to invest in an invasive species program in 2026 or when best applicable.

**9. Correspondence**

None.

**10. Announcements**

M. Rowley, Chair, advised the Committee of the East-West Broadway Study and highlighted the opportunity to complete the accompanying survey. Ms. Rowley further advised that the deadline to complete the Town's Transit Route Concept follow-up survey recently passed.

**11. Date of Next Meeting**

The next meeting is scheduled for Thursday, March 6, 2025, at 6:00 p.m.

**12. Adjournment**

**Recommendation: 2025-003**

Moved by Councillor Prendergast

That the meeting be adjourned at 6:59 p.m.

**Carried**

# Community Resilience Hub

## First Round of Design Options

# Project Overview

The Community Resilience Hub Pilot is a collaborative project between Dufferin County's Emergency Preparedness and Climate & Energy divisions.

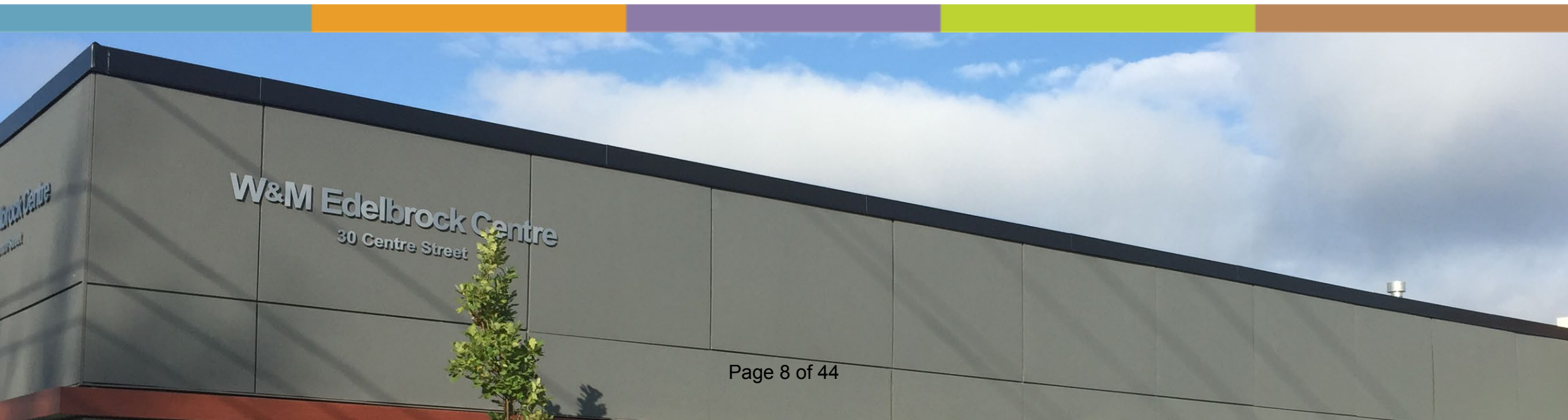


Photo Credit: City of Victoria

# Project Location Update

**The location for the first outdoor hub at the Edelbrock Centre is being transformed into a Health and Human Services Hub**

A hub is a “one-stop shop” that provides access to a broad range of programs and services that includes primary care collocated with community-based programs and services, including social/human services to support the health and wellbeing of the full population.





# Project Phases

## Phase 1 (2024): Community Visioning

Engaged the community to gather ideas and priorities for the hub. Identified key features and elements based on community input.

## Phase 2: Conceptual Design & Refinement

### Round 1: Initial Design Concepts

- Develop first draft conceptual designs based on Phase 1 feedback.
- Share with the community for input to ensure ideas were captured.
- High-level vision board approach—no technical details yet.

### Round 2: Design Refinement & Selection

- Revise designs based on additional community feedback.
- Create two construction-ready design options.
- Community votes to select the final design with Council approval.



# Design Team

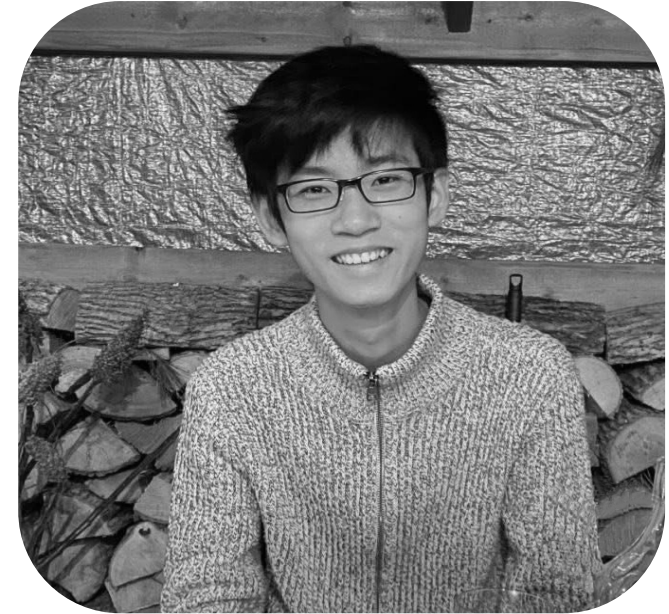
A team from Toronto Metropolitan University is transforming community ideas into design options for the hub.



**Victor Perez-Amado**  
Assistant Professor  
Toronto Metropolitan University  
School of Urban and Regional Planning



**Mohammadhossein Bayati**  
Master of Architecture Candidate  
University of Toronto  
John H. Daniels Faculty of Architecture  
Landscape and Design



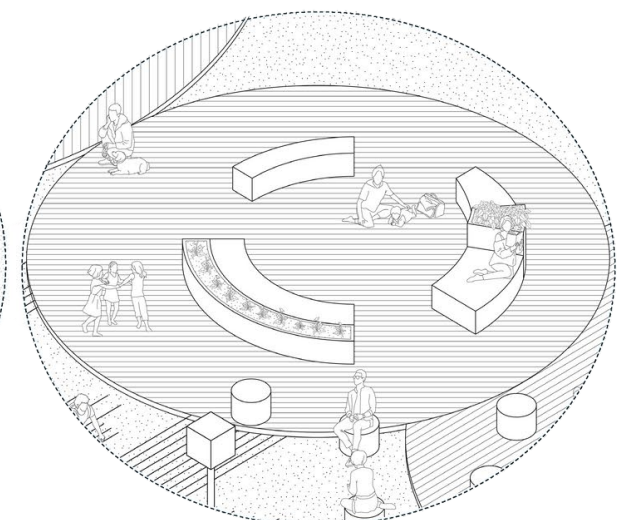
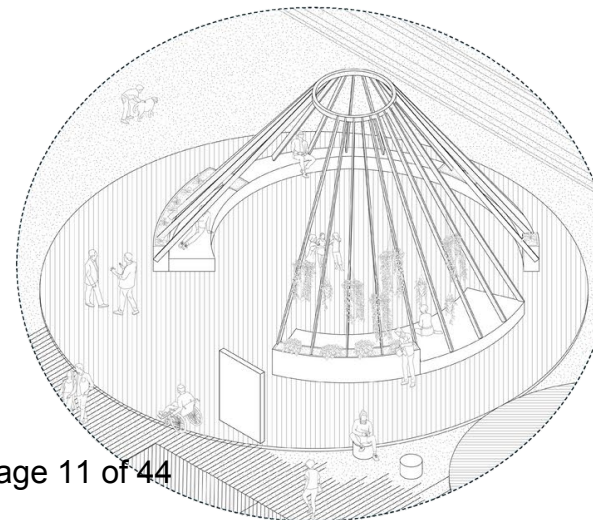
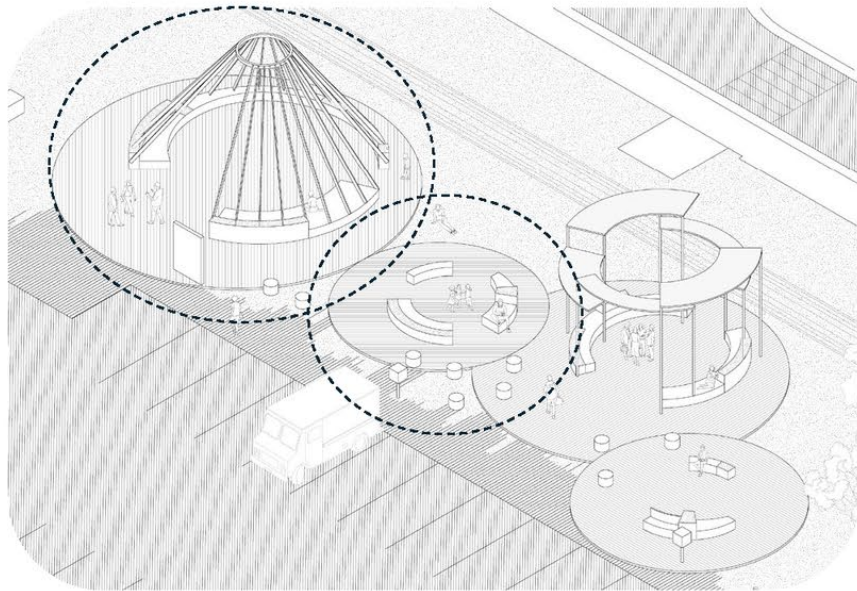
**Zhiyuan Zhu**  
Master of Architecture Candidate  
University of Toronto  
John H. Daniels Faculty of Architecture  
Landscape and Design



## Option 1 Circles for Intergenerational Learning

Circles for Intergenerational Learning features a large cone-shaped gathering space, a middle area for community activities or workshops, and two planting areas for community gardening.

All areas are connected by accessible walking paths, providing a seamless link to the building, street, and bus terminal.



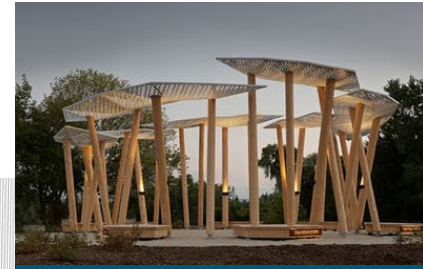




1) Main Gathering Space



2) Circular Benches



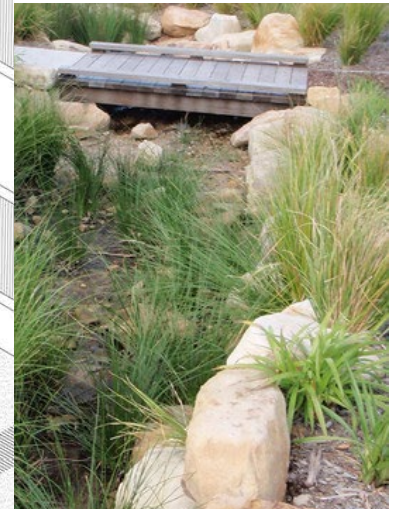
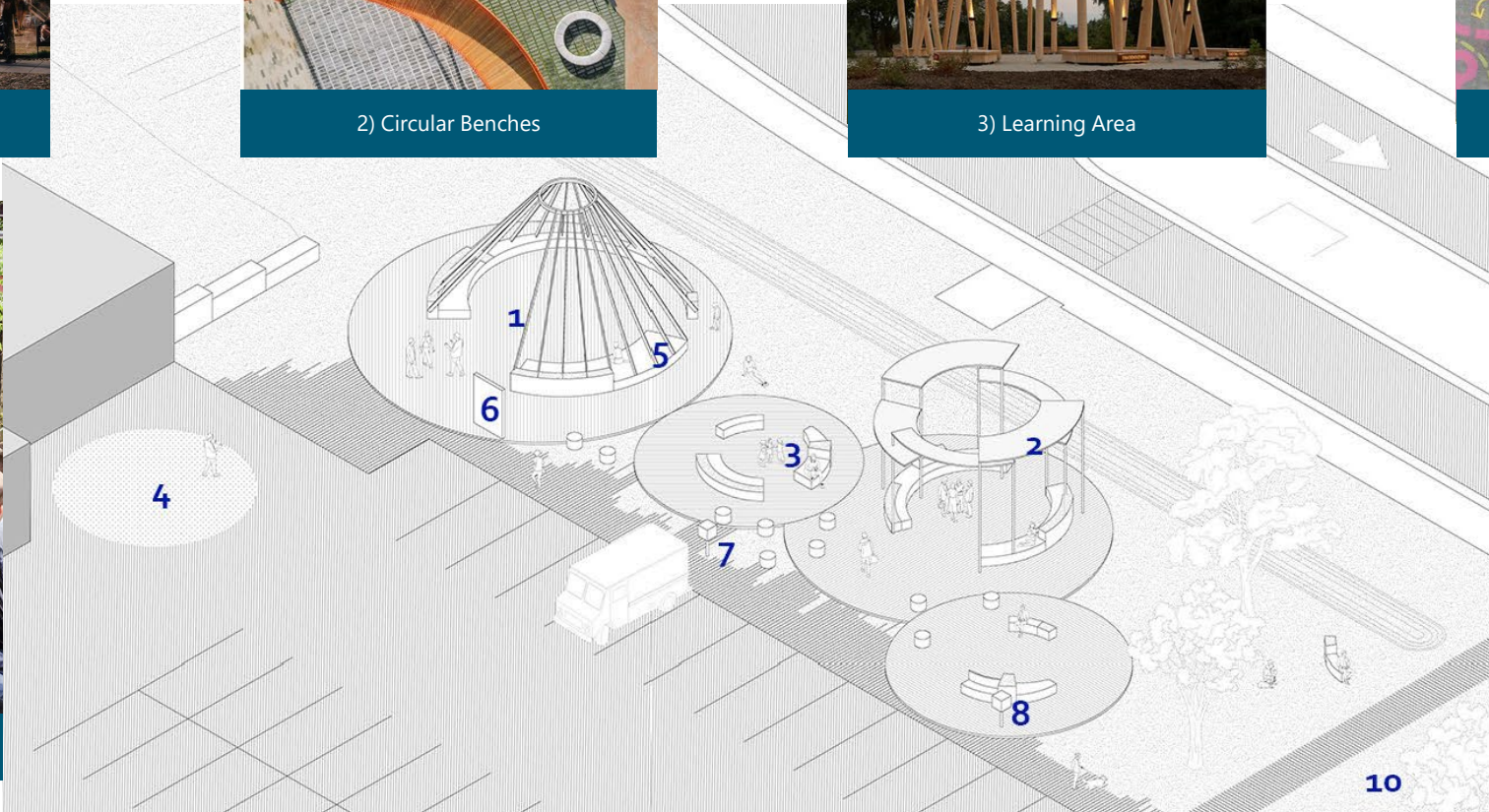
3) Learning Area



4) Ground Artwork



5) Wide Benches



10) Native Plants



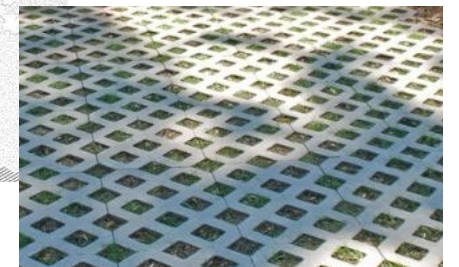
6) Community Board



7) Mini Library



8) Drinking Water



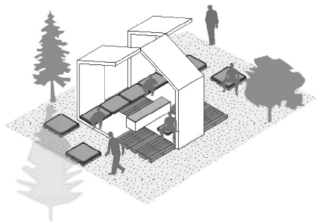
9) Permeable Pavement



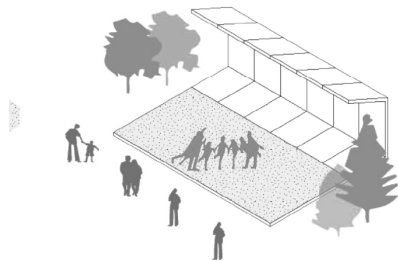
## Option 2 Kit of Parts

Kit of Parts features a series of modular pavilions to create a versatile community space. The pavilions include a flexible gathering space for meetings and social events, a dedicated area for learning and intergenerational activities, and spaces focused on community gardening, and recreational activities.

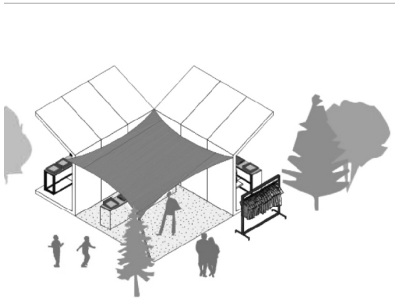
All areas are connected by accessible walking paths, providing a seamless link to the building, street, and bus terminal.



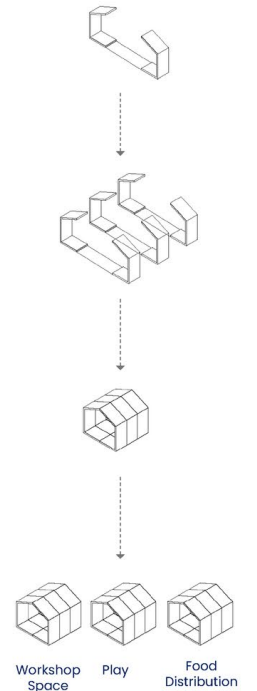
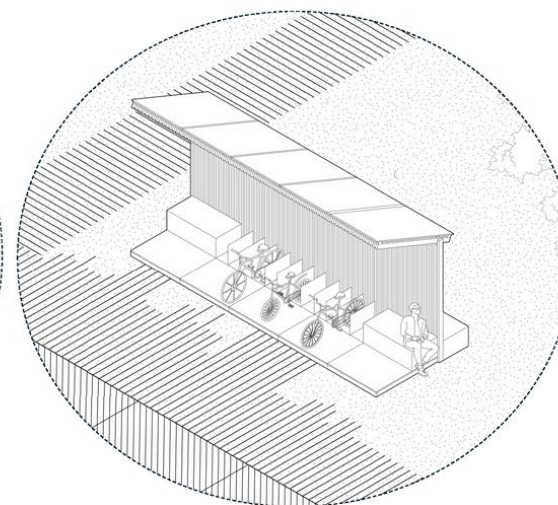
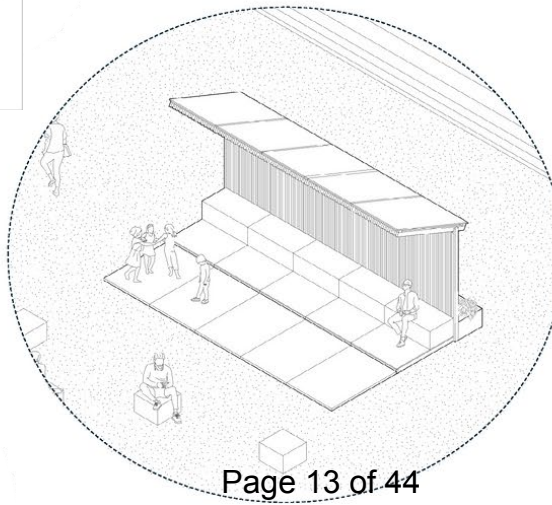
Outdoor meeting area



Performance stage



Market - 04







1) Modular Design



2) Nature Themed Learning Area



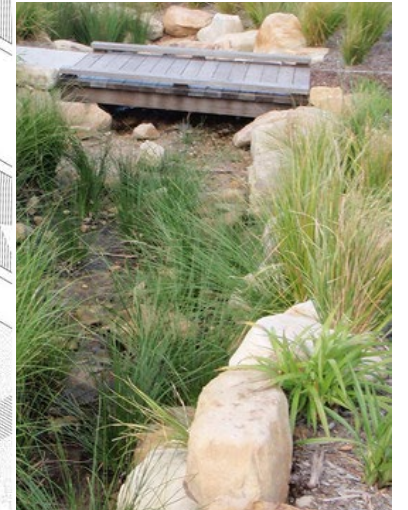
3) Spaces for Children



4) Ground Artwork



5) Wide Benches



10) Native Plants



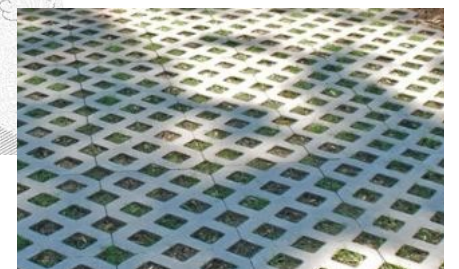
6) Community Board



7) Mini Library



8) Drinking Water



9) Permeable Pavement

# What We've Heard So Far



# Modifications

## Structure

- Additional protection from the elements needed
- Integrated lighting to reduce light pollution
- Community grow boxes already offered by the Town

## Accessibility

- Latticed permeable pavement could be a tripping hazard or impediment to assistive devices
- Railings need to be added
- Need seating options with arm and backrests
- Features such as water fountain need to be set at maximum height
- Noise-reduction areas for sound sensitivities

## Features

- Addition of digital board
- Plants should be native and low maintenance, and perhaps edible
- Addition of dog bowl
- Maintenance of ground artwork potentially an issue

# Next Steps

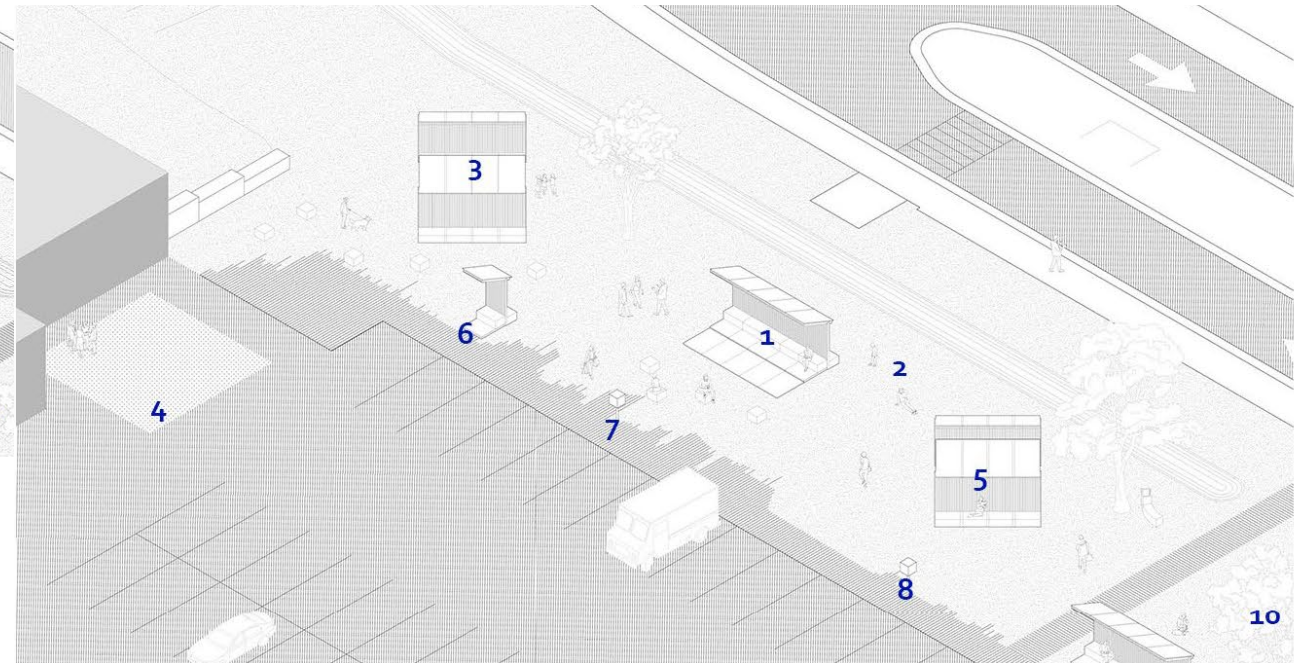
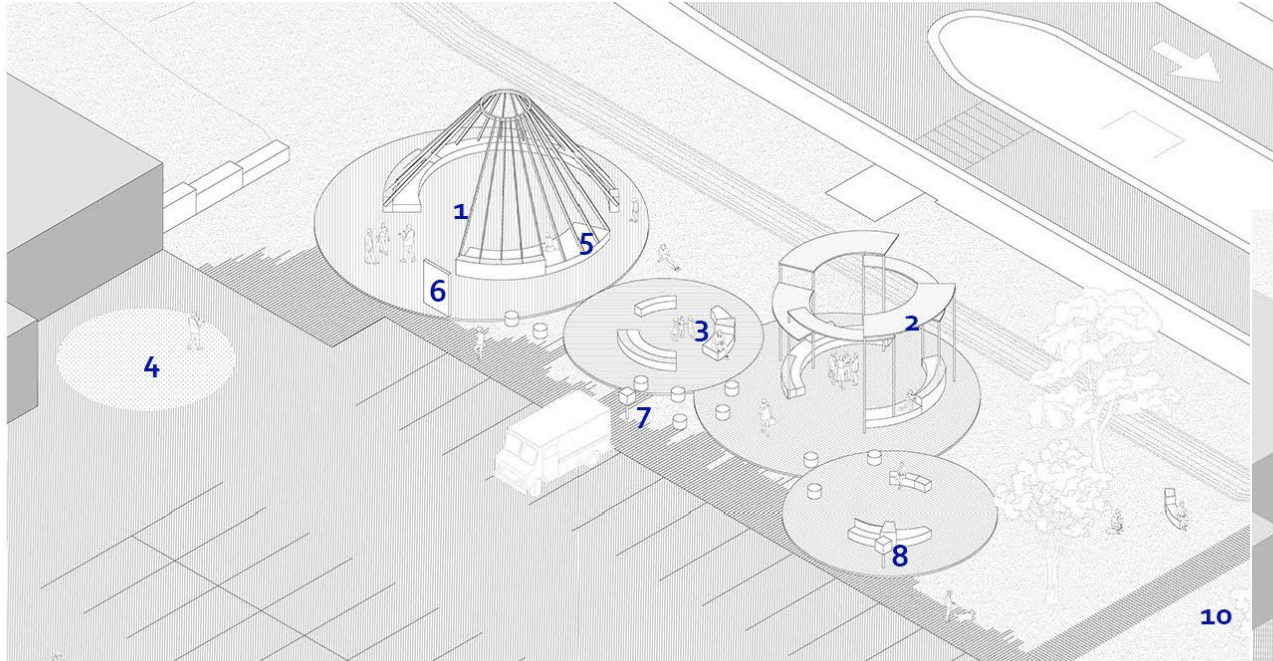


## Accessibility Report

Will include analysis of how accessibility was incorporated into the designs:

- Surfaces, stairs, ramps
- Handrails, grips, and handles
- Seating
- Walkways
- Wayfinding
- Lighting
- Noise and sounds
- Signage

# Discussion



## Sustainable Orangeville Grant Application

The Sustainable Orangeville Committee is pleased to offer eligible applicants the opportunity to apply for funding to support the development, implementation, and promotion of environmentally sustainable practices within the Town of Orangeville.

### **Application Instructions**

Please complete Sections A to D of the Application Form. Refer to the Application Checklist on page 8 to ensure all required documentation has been submitted.

To learn more about the Sustainable Orangeville Grant Program, please refer to the Sustainable Orangeville Grant Application Guide on the Town's website.

### **Section A: Contact Information**

<b>Name:</b>	
<b>Organization: (if applicable)</b>	
<b>Street Address:</b>	
<b>City/Town:</b>	
<b>Postal Code:</b>	
<b>Phone #:</b>	
<b>Email:</b>	

**I am applying as a:**

- ☐ Resident of Orangeville  
☐ Local stakeholder group (e.g., non-profit organization, committee, school)  
☐ Other, please specify:

### **Section B: Project Description**

<b>Project Name:</b>	
<b>Project Address:</b>	

☐ I certify that I have not applied to the Sustainable Orangeville Grant Program for this project and/or similar projects in previous years.

**Project Start Date:**

**Project End Date:**

- 1. Does the project require permission from a landowner?  
(e.g., private property, school, business, etc.)**

*Note: For projects that require permission from a landowner, a signed letter of support from the landowner must be submitted with the application.*

☐ Yes

☐ No

- 2. Indicate the eligible project type the project most aligns with. Please refer to the Sustainable Orangeville Grant Application Guide for a list of the eligible project types. Select all that apply:**

- ☐ Urban food systems
- ☐ Active transportation
- ☐ Waste reduction
- ☐ Water conservation
- ☐ Air quality
- ☐ Energy conservation
- ☐ Urban forestry
- ☐ Other, please specify:

- 3. Will the project occur in the Town of Orangeville's geographic boundaries and directly benefit the community?**

☐ Yes

☐ No, please specify:



**4. Briefly describe the project and its objectives. (Max. 150 words).**

*Note: This question is scored out of 5 and worth 10% of your final score.*

**5. Provide a timeline for the project tasks in the table below. Please base the project start date on the program schedule outlined in Appendix A of the Sustainable Orangeville Grant Application Guide.**

*Note: This question is scored out of 5 and worth 15% of your final score.*

Date	Key Project Stage	Action/Activities	List Participants Involved

**6. Describe how your project meets the eligibility criteria? (Max. 250 words)**



*Note: This question is scored out of 5 and worth 20% of your final score.*

**7. State the main outcome of the project. The outcome is what the project aims to achieve. Identify the project outputs that support the outcome of the project. The outputs are the actions or items that contribute to achieving an outcome. (Max. 250 words)**



*Note: This question is scored out of 5 and worth 20% of your final score.*

8. Describe how you will evaluate the success of the project. What is the lifespan of your project and what maintenance plan do you have in place?  
(Max. 250 words)

*Note: This question is scored out of 5 and worth 20% of your final score.*

### **Section C: Project Budget**

**Funding Levels** - Applicants can apply for:

- **\$500** - Small scale projects (e.g. community clean-ups, workshops)
- **\$1000** - Mid-sized projects (e.g. tree planting, rain gardens)
- **\$2,500** - Large scale projects with a measurable impact (e.g. sustainability programs, community infrastructure improvements, bios wales)

### Section C: Project Budget

Complete the table below outlining the project budget. Please ensure that the total cost covered by the Sustainable Orangeville Grant amount is equal to or less than the available funds offered. Applicants are encouraged to review the eligible expenses in the Sustainable Orangeville Grant Application Guide that is available on the Town's website.

*Note: This question is scored out of 5 and worth 15% of your final score.*

Expenditure Item	Quantity	Unit Cost	Total Cost	Costs Covered by Grant
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$

<b>Total Cost of the Project (including all funding sources):</b>	\$
<b>Total Requested Amount (from Sustainable Orangeville Grant):</b>	\$

## Section D: Terms and Conditions

**By submitting this application, all applicants, including those submitting their application electronically (i.e., online or via email) are deemed to have read, understood, and agreed to abide by the terms and conditions of the Sustainable Orangeville Grant Program as set out in the application.**

I acknowledge and agree that if this application is approved for funding by the Sustainable Orangeville Committee, the applicant organization will be required to enter into a Sustainable Orangeville Grant Agreement with the Committee prior to the release of any funds to the applicant organization.

I further acknowledge and agree that the applicant organization will be required to comply with all the terms of the Agreement, including but not limited to the following:

1. The Applicant must use the funding only for the purposes specified in this Application and shall not dispose of any surplus Sustainable Orangeville Grant funds, nor direct funding towards other programs. All unused funds must be returned to the Sustainable Orangeville Committee upon completion of the project.
2. The Applicant will maintain and keep proper records of expenditures and provide copies of receipts/invoices, relating to the Project, and make it available for audit by the Sustainable Orangeville Committee.
3. The project will be represented as the responsibility of the Applicant. The Applicant may not represent itself as an agency of the Town of Orangeville or Sustainable Orangeville in any way, the only relationship being that the Sustainable Orangeville Committee has approved and granted financial assistance to the Applicant.
4. The Applicant will comply with all applicable statutes, regulations, policies, and shall obtain all required approvals and permits for this project, where applicable.
5. Applicants receiving a Sustainable Orangeville Grant are required to submit a Final Report one month prior to agreement expiry.
6. The Applicant will allow the Sustainable Orangeville Committee to use the project name and any images associated with the project to promote the Sustainable Orangeville Grant Program by signing a Photo & Video Consent Release Form.
7. The Applicant agrees and acknowledges that the Sustainable Orangeville Committee and the Town of Orangeville bears no responsibility for and has no liability with respect to the project. The Applicant agrees to indemnify, defend and hold harmless the Sustainable Orangeville Committee and the Town of Orangeville from any and all liability, loss, damages, claims, demands, costs, and expenses arising in connection with the project.

APPLICANT'S AGREEMENT I hereby make an application for funding from the Sustainable Orangeville Grant Program, declaring that all information contained in this application, including all attachments are true and correct and acknowledge that the Sustainable Orangeville Committee will assess this Application based upon the information contained in this Application. By signing below, I confirm that I have read, understand, and agree to the above Terms and Conditions.

---

Name (Printed)

---

Signature

---

Date

Thank you for your Sustainable Orangeville Grant application, please ensure your submission package is complete. Submission of this application form does not guarantee approval of your application.

### **Appendix A: Application Checklist**

Section A: Contact Information

Section B: Project Description

Section C: Project Budget

Section D: Terms and Conditions

Signed letter of support from the property owner (if not owned by the applicant)

DRAFT



**Sustainable Orangeville  
Grant Application Guide**

DRAFT

## Table of Contents

ABOUT .....	3
Sustainable Orangeville Grant .....	3
ELIGIBILITY .....	3
Eligible Applicants .....	3
Project Eligibility .....	3
EXPENSES .....	4
Funding and Eligible Expenses .....	4
Hold Back Funds .....	4
Eligible Expenses .....	4
Ineligible Expenses .....	4
APPLICATION .....	5
REPORTING .....	6
Reporting Requirements .....	6
APPENDIX .....	7
Appendix A. Grant Program Timelines .....	7
Appendix B. Tips For A Successful Application .....	8
Appendix C. Project Ideas .....	9



## ABOUT

### Sustainable Orangeville Grant

Town of Orangeville is offering eligible residents of Orangeville, local stakeholder groups, or other individuals the opportunity to apply for a grant to implement projects that assist in the development, implementation, and promotion of environmentally sustainable practices within the Town of Orangeville to reduce the Town's environmental impact.

## ELIGIBILITY

Applicants must meet the eligibility requirements as described below:

- Residents of Orangeville, Local stakeholder groups, or other individuals.
- Projects must be Orangeville based and directly benefit the community at large and not for personal gain.
- Applicants cannot apply for the same project in consecutive years.
- The grant must be used in the year it was approved, or within one year of the date of approval.
- Any excess funds must be returned back to the Town of Orangeville.

### Eligible Applicants

Residents of Orangeville, Local stakeholder groups, or other individuals

### Project Eligibility

1. Urban food systems (e.g., backyard food growing/sharing)
2. Active transportation awareness and infrastructure (e.g., cycling)
3. Waste reduction initiatives (e.g., garbage, recycling, and composting)
4. Water conservation and stewardship
5. Air quality
6. Energy conservation
7. Urban forestry improvements and initiatives (e.g., tree planting/canopy)

# EXPENSES

## Funding and Eligible Expenses

Applicants can apply for up to \$1000.00, through the Sustainable Orangeville Grant Application Process. All project funds must be spent in the year it was approved, or within one year of the date of approval, unless otherwise stipulated. Any unused portion must be returned to the Town of Orangeville.

**Funding Levels** - Applicants can apply for:

**\$500** - Small scale projects (e.g. community clean-ups, workshops) - 9 grants available

**\$1000** - Mid-sized initiatives (e.g., tree planting, rain gardens) – 5 grants available

**\$2,500** – Larger projects with a measurable impact (e.g., sustainability programs, community infrastructure improvements e.g., bioswales) – up to 2 grants available.

## Hold Back Funds

The Town of Orangeville will hold back 20% of the successful applicants grant until the final report and invoices have been submitted and approved by the Sustainable Orangeville Committee.

## Eligible Expenses

1. Project supplies, materials and services directly related to the project.
2. Rentals or small equipment purchases.
3. Other expenses on a case-by-case basis.

## Ineligible Expenses

1. Expenses not related to the project.
2. Beautification or landscape repairs such as pathways and ornamental structures.
3. Travel, personal use of vehicle, parking, fuel.
4. Activities related to political or religious purposes.
5. Projects outside of Orangeville.
6. HST if registered.
7. Other expenses on a case-by-case basis.

## APPLICATION

For projects that will require permission from a landowner (e.g., private property, school, business etc.), a signed letter of support from the property owner is required as part of the application.

The Sustainable Orangeville Committee will evaluate the application using a point-based matrix (table 1). The applicants will receive a score out of five (5) and are weighted as described.

**Table 1: Evaluation Matrix**

Criteria	Question	Description	Weight %
Project Description	Briefly describe your project	Project description clear and comprehensive; evaluator has a clear understanding of what the applicant has requested.	10%
Timetable	Provide a timetable of the proposed project	Describe key project stages, any stakeholders that maybe involved, demonstrate ability to keep within the grant funding deadlines, timelines seem reasonable.	15%
Project Eligibility	Describe how your project meets the eligibility criteria?	Clearly describes how the project meets the eligibility criteria and how it aligns with Sustainable Orangeville Mandate.	20%
Project Outputs	State the main outcome of your project, what the project needs to achieve. (e.g., how many trees/shrubs to be planted)	Applicant has provided a clear picture of the anticipated outcome; the outcomes are meaningful and align with the grant eligibility.	20%
Evaluation Plan	Describe how you will evaluate the success of your project, what is the lifespan of your project, and what maintenance plan do you have in place?	The evaluation plan contains maintenance plans, and the applicant has demonstrated how the project will continue beyond the grant, any maintenance plans have been clearly described.	20%
Project Budget	Provide an itemized breakdown of the project costs with the grant request. Applicants are encouraged to review the eligible expenses.	Applicant has provided a complete project budget and the evaluators have a clear understanding of how grant funds will be used.	15%

The applicant's response to each of the questions will be scored as follows:

**Table 2: Applicants Scoring and Definition**

Score	Rating	Description
5	Excellent	Exceeds all or some evaluated criteria
4	Satisfactory	Meets all evaluated criteria
3	Below Average	Meets most evaluated criteria
2	Unsatisfactory	Meets some of the evaluated criteria
1	Substandard	Minimal, addresses some but not all criteria
0	Incomplete	No response, did not meet any of the evaluated criteria

The committee will reach a consensus score on each evaluation criteria. The score will be calculated using a weighted average. The sum of the scores will determine the funding allotment (table 3)

**Table 3: Evaluation Score and Funding Threshold**

Point Score	Funding Amount
25 to 30 points	100% of requested amount
20 to 24 points	75% of requested amount
19 points or less	No funding

If the requested funding amount from all eligible projects exceeds budget availability, grant funds will be awarded to projects based on the highest score until available funds have been depleted.

## REPORTING

### Reporting Requirements

The successful applicants will be required to complete the following:

Final Report: Update the committee on the project outcomes and budget. Once it has been reviewed and approved by the committee the holdback funds will be released. Grant recipients will be required to provide the following information:

- Summary of project results/achievements.
- Provide a report if you are unable to achieve all the expected results.
- Completion of a final budget and copies of all invoices for eligible expenses.
- Photos of the completed project.

## APPENDIX

### Appendix A. Grant Program Timelines

Step	Description	Approximate Timeline
1. Accepting Applications	Open call for applications	TBD
2. Submission Deadline	Applicants submit their applications by the deadline as set by the Committee	TBD
3. Screening and Evaluation	Completed applications will be screened to ensure eligibility requirements are met. The Committee will score the applications as per Tables 1 to 3 of this document.	TBD
4. Notification	All applicants will be notified as to the status of their application.	TBD
5. Agreement	Successful applicants will be required to sign a funding contribution agreement with the Town.	TBD
6. Transfer of Funds	The Town will transfer funds to the successful applicants.	Upon Agreement Execution
7. Project Implementation	Grant recipients will complete projects in the year it was approved, or within one year of the date of approval.	Within the calendar year or within one year of the date of project approval
8. Reporting and Holdback	Applicants will submit a final report, copies of receipts, and photos of their project. Once approved by the Committee, the holdback funds will be released to the grant recipients.	Final Report Due: One month prior to agreement expiry

## Appendix B. Tips For A Successful Application

### ☐ Review the Application Guide

This document provides important information about the grant program.

### ☐ Project Outcomes

What will your project achieve?

### ☐ Local action

How will your project assist in the development, implementation, and promotion of environmentally sustainable practices within the Town of Orangeville?

### ☐ Collaboration

Before applying, consider what organizations or individuals you may need to work with.

### ☐ Consent

If you do not own the property and/or building in which your project is taking place, you will need their approval. A letter of support is required as part of the application.

### ☐ Budget

Unsure about the cost of your project? Research and inquire with the applicable parties to build a budget for your project.

### ☐ Project Objectives

Create an evaluation plan early-on to help measure your projects success. This can help track whether the projects objectives were being met.

### ☐ Schedule

Consider creating a project schedule that includes key milestones and deliverables. It can help keep your project on time, on budget, and not miss any key dates and/or deadlines.

## Appendix C. Project Ideas

### Urban food systems

- Compost boxes
- Building greenhouses
- Neighbourhood group projects (community garden not on residential or Town land)

### Active transportation awareness and infrastructure

- Bike rack installation
- Bike repair workshops
- Awareness and education campaigns

### Waste reduction initiatives

- Eliminating single use plastics
- Education campaigns
- Promoting reuse of products
- Garbage pickup events

### Water conservation and stewardship

- Rainwater collection and reuse
- Education campaigns

### Air quality

- Education and awareness regarding zero emission vehicles
- Parking spots dedicated to carpooling and zero emission vehicles

### Energy conservation

- Energy monitoring campaigns
- Renewable energy projects
- Community energy saving and improvement projects

### Urban forestry improvements and initiatives

- Host a community or neighbourhood tree planting event
- Education campaigns
- Tree planting and maintenance workshops

## **Community Sustainability Grants Program – Proposed Edits**

### **Sustainable Orangeville Grant Application**

#### **Page 6 Proposed Edits**

##### **Section C: Project Budget**

Complete the table below outlining the project budget. Please ensure that the total cost covered by the Sustainable Orangeville Grant amount is equal to or less than the available funds offered. Applicants are encouraged to review the eligible expenses in the Sustainable Orangeville Grant Application Guide that is available on the Town's website.

**Funding Levels & Scope** – Applicants can apply for:

- **\$500** – Small-scale projects (e.g., community clean-ups, workshops)
- **\$1,000** – Mid-sized initiatives (e.g., tree planting, rain gardens)
- **\$2,500** – Larger projects with a measurable impact (e.g., sustainability programs, community infrastructure improvements e.g., bioswales)

### **Sustainable Orangeville Grant Application Guide**

#### **Page 4 Proposed Edits**

##### **Funding and Eligibility**

Applicants can apply for a one of the 16 grants available through the Sustainable Orangeville Grant Application Process. All project funds must be spent in the year it was approved, or within one year of the date of approval, unless otherwise stipulated. Any unused portion must be returned to the Town of Orangeville.

**Funding Levels & Scope** – Applicants can apply for:

- **\$500** – Small-scale projects (e.g., community clean-ups, workshops) -up to 9 grants available.
- **\$1,000** – Mid-sized initiatives (e.g., tree planting, rain gardens) – up to 5 grants available.
- **\$2,500** – Larger projects with a measurable impact (e.g., sustainability programs, community infrastructure improvements e.g., bioswales) – up to 2 grants available.



Birdwatching in Orangeville Kit Composition (3 Total): \$1,000 budget for 2025

Description	Cost	No. of Units	Total Cost / Replacement	Recommended Source
Vortex Triumph HD 10x 42 mm Binoculars	\$169	3	~\$573 with tax	SAIL, Ontario (Online, or In-person) *Canadian-owned company  <a href="https://www.sail.ca/en/vortex-triumph-hd-10x-42-mm-binoculars-1278848-23-035030001">https://www.sail.ca/en/vortex-triumph-hd-10x-42-mm-binoculars-1278848-23-035030001</a>
Vortex Binocular Harness	\$50	3	~\$179.5 with tax	SAIL, Ontario (Online, or In-person) *Canadian-owned company  <a href="https://www.sail.ca/en/vortex-binocular-harness-835994-21-081150001">https://www.sail.ca/en/vortex-binocular-harness-835994-21-081150001</a>
Ontario Birds: A Folding Pocket Guide to Familiar Species	\$11.50	3	~\$40 with tax	Booklore, Orangeville, Ontario (Online or In-person) *Canadian-owned company  <a href="https://booklore.ca/item/RqPhrRKHgyjYb3wICHys-g">https://booklore.ca/item/RqPhrRKHgyjYb3wICHys-g</a>
Anishinaabe Bird Names Pamphlet (UV coated)	\$5	3	\$15 to replace, to be donated by Joshua Pickering.	Donated by Joshua Pickering, if replacements are needed, product can be ordered from Creators Garden. *Canadian-owned company  <a href="https://www.creatorsmarket.ca/store/p/anishinaabe-bird-names-pamphlet-uv-coated">https://www.creatorsmarket.ca/store/p/anishinaabe-bird-names-pamphlet-uv-coated</a>
A guide to Orangeville & Area Birding	~\$15	3	~\$45	Estimated printing costs, or access to a digital product.
Jansport Backpack	\$50	3	\$150	SAIL, Ontario (Online, or In-person) *Canadian-owned company  <a href="https://www.sail.ca/en/jansport-superbreak-plus-backpack-26-l-746921">https://www.sail.ca/en/jansport-superbreak-plus-backpack-26-l-746921</a>
	<b>Total cost</b>	<b>18</b>	<b>~\$987.5</b>	

## Hydroponic Tower Information

### Sustainable Orangeville – 2025-03-06

#### Tower Garden Flex and

- Can grow 20 plants
- Cost - \$810



#### Tower Garden Flex w/ optional light kit support cage

- Support Cage - \$110
- Light Kit - \$416



#### Tower Garden Home

- Can grow 32 plants (16 small, 16 large)
- Cost - \$870



## Areas Hydroponic Towers are Used

- Waterloo Public Library
- Innisfil Public Library
- Toronto Public Library
- Kitchner Public Library
- St. Thomas Public Library
- Tecumseh Public School
- Midland Public Library
- St. Michales C.S.S

## Presentation to Town of Caledon Council

### 7.2 Tower Gardens

Jennifer Owen provided a presentation on Tower Gardens. Jennifer spoke of the history of aeroponics, the method of growing and the associated benefits. She also highlighted several facilities and organizations currently utilizing Tower Gardens.

**Moved by:** Mayor A. Groves

**Seconded by:** Councillor T. Rosa

That the presentation by Jennifer Owen regarding Tower Gardens and the opportunity to include Tower Gardens in Recreation Centers, Library's, and other town facilities to review financial costs and feasibility be referred to staff to provide a report in Q3 2024.

#### A recorded vote was taken as follows:

Recorded Vote	YES	NO	CONFLICT	ABSENT
Councillor N. de Boer	X			
Councillor L. Kiernan	X			
Councillor D. Maskell	X			
Councillor C. Napoli	X			
Councillor T. Rosa	X			
Councillor M. Russo	X			
Councillor D. Sheen	X			
Mayor A. Groves	X			
Chair C. Early	X			
<b>Total</b>	<b>9</b>			

Carried.

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## Cancellation Notice - Sept 29 Baby Tree Ceremony

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Date Fri 2024-09-27 12:04 PM

Good afternoon,

Due to unforeseen circumstances, the Baby Tree Dedication Ceremony on September 29<sup>th</sup> is **cancelled** and will be rescheduled in Spring 2025.

We apologize for the short notice of cancellation and welcome you to visit the 2023-2024 Baby Tree Forest and dedication plaque located at Harvey Curry Park.

Once the new date for the dedication ceremony has been determined, we will update you.

Thank you for your understanding.

Sincerely,  
Laura

**Laura Bradley | Executive Assistant, Community Services**  
**Town of Orangeville | 87 Broadway | Orangeville, ON L9W 1K1**  
519-940-9092 Ext. 4109 | Toll Free 1-866-941-0440 Ext. 4109  
[lbradley@orangeville.ca](mailto:lbradley@orangeville.ca) | [www.orangeville.ca](http://www.orangeville.ca)

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## **Sustainable Orangeville Committee 2025 Work Plan Deliverables Breakdown - Urban Harvest Program**

### **Deliverable / Project: Special Project: Urban Harvest Program**

#### **Description of Project**

This program promotes the development of sustainable food sources in the community. Each year during the fall, the Committee and volunteers harvest fruits and vegetables from local properties and donate them to the Orangeville Food Bank to help address food insecurity within the community. Collected fruits and vegetables are to be transported using a town vehicle, if available. A set date cannot be determined for 2025, as this program is dependent on when the produce is ready to be harvested. The program is tentatively scheduled to be run in October 2025.

#### **Budget Breakdown**

- **Committee to determine supplies needed.**
- **\$500** – Storage equipment and harvest tools, bags for storing and delivering fruits and vegetables.

**Total budget for this project: \$500**

#### **Equipment needed for this project.**

- **Town of Orangeville Vehicle** - Coordinate the use of a Town of Orangeville vehicle to transport the harvest from the respective properties. Need to coordinate with the operations team on logistics.
- **Storage Equipment** – to help carry the food while harvesting, and to help transport the harvest between locations. Committee to identify what equipment is required.
- **Harvest Tools** – Committee to identify tools required.

#### **Scheduled Start and Completion Timeline**

##### **Phase 1: June – July 2025**

- Create advertisement materials for recruitment of volunteers, properties to harvest, promotion of the event/potential timelines, and promotion of sustainable growing practices.
- Provide the Committee Secretary with the promotional materials to give to the Communications Division.
- In conjunction with the Committee Secretary, create a volunteer sign up form to be completed online.
- Work with Town staff to coordinate the use of a Town of Orangeville vehicle to transport the harvest from the respective properties. Need to coordinate with the operations team further logistics to use a Town vehicle.

## Sustainable Orangeville Committee 2025 Work Plan Deliverables Breakdown - **Urban Harvest Program**

### Who is Leading this Phase?

- **M. Rowley, Chair** – Develop advertisement materials,
- **Committee Members** – in connection with M. Rowley, assist in the development of advertisement and educational materials.
- **Committee Secretary** – Develop volunteer sign up form and provide the Communications Division with promotional materials.
- **Staff Liaison** – Consult with the operations team to determine logistics for the use of a town vehicle.

### Phase 2: August – September 2025

- Promotion of the program (recruitment of volunteers, properties to harvest, promotion of the event/potential timelines).
- If possible, confirm the date when properties can be harvested.
- If possible, Committee Secretary to email individuals that signed up, date of the harvest.
- Confirm and document list of individuals and properties that have signed up to harvest.

### Who is Leading this Phase?

- **M. Rowley** – monitoring when the properties can be harvested.
- **Committee Secretary** – to confirm promotion has begun and sign up forms are published on the website and if possible, email individuals that signed up, date of the harvest.
- **Staff Liaison** – **Confirm logistics with Operations team on the use of a town vehicle.**

### Phase 3: October 2025

- Confirm date when the properties can be harvested.
- Committee Secretary to email individuals that signed up, date and locations of the harvest.
- Attend the event.

### Who is Leading this Phase?

## Sustainable Orangeville Committee 2025 Work Plan Deliverables Breakdown - Urban Harvest Program

- **M. Rowley** - confirm when the properties can be harvested.
  - **Committee Members** – attend and participate in the event.
  - **Committee Secretary** - email individuals that signed up, date and location of the harvest.
  - **Staff Liaison** – confirm date of harvest with Operations team for the use of a town vehicle.
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## Corporate Services

### Previous Approval Process for Committee Meeting Minutes

**Step 1:** The Secretary completed the minutes after the meeting adjourned.

**Step 2:** The Secretary attached the draft minutes to the next Committee Meeting agenda for Committee approval.

**Step 3:** The Committee would pass a motion to approve the minutes (depending on the Terms of Reference, this could be 4 months later).

**Step 4:** The Secretary would upload the Committee approved minutes to eScribe for Council approval at the next scheduled Council meeting (this could be several weeks later depending on the Council meeting schedule).

**Step 5:** Council would pass a motion to approve the Committee minutes.

**Step 6:** The Committee minutes are published, and the Committee could action any resolutions included in the minutes.

This process could take several months to gain Council approval for actionable resolutions due to the meeting frequencies and schedules.

### Improved Approval Process for Committee Meeting Minutes

**Step 1:** The Secretary to complete the minutes within 48 hours of the meeting adjournment.

**Step 2:** The Secretary to circulate draft minutes to Committee members, providing a 72 hour deadline to notify the Secretary of any omissions or errors within the minutes.

**Step 3:** The Secretary to make any necessary amendments.

**Step 4:** Following the deadline, the Secretary will send the minutes to the Clerk's Division for inclusion on the upcoming Council agenda, noting any actionable resolutions.

This enhancement will decrease approval-time significantly and will facilitate timely implementation of decisions. **Committee members are reminded that the minutes capture the decisions of the meeting and do not capture verbatim discussion.**