



Town of Oakville Council

AGENDA

Date: Tuesday, July 12, 2022
Time: 6:30 p.m.
Location: Council Chamber

Attendance at Town Hall is restricted and public meetings are being held by videoconference only. Live streaming video is available on oakville.ca/live or at the town's YouTube channel at [youtube.com/user/townofoakvilleTV](https://www.youtube.com/user/townofoakvilleTV). Information regarding written submissions and requests to delegate can be found at <https://www.oakville.ca/townhall/delegations-presentations.html>.

Pages

1. O Canada

2. Regrets

3. Declarations of Pecuniary Interest

4. Confirmation of Minutes of the previous Council Meeting(s)

Item 4.3 see addendum to be distributed.

Item 4.4 see confidential addendum to be distributed.

4.1. Minutes of the Regular Session of Council, JUNE 20, 2022

6 - 18

4.2. Confidential Minutes of the Closed Session of Council, JUNE 20, 2022

(See Confidential Agenda)

4.3. Minutes of the Regular Session of Planning and Development Council,
JUNE 27, 2022

4.4. Confidential Minutes of the Closed Session of Planning and Development
Council, JUNE 27, 2022

5. Public Presentation(s)

There are no public presentations listed for this agenda.

6. Committee of the Whole

7. Consent Item(s)

7.1. Corporate Policy Update Report

19 - 40

Recommendation:

1. That updates to the Boards, Committees, Agencies, Associations and Community Group Policy G-BRD-002 be approved and that the related procedures be approved:
 - a. Creation, Amendment, Dissolution of Boards and Committees G-BRD-002-001;
 - b. Council Appointment to Internal Boards and Committees G-BRD-002-002;
 - c. Council Appointment to External Boards, Committees, Agencies, and Associations G-BRD-002-003; and
 - d. Citizen Appointments to Advisory Boards and Committees G-BRD-002-004.
2. That updates to the Record of Council and Committee Proceedings Procedure G-GEN-004-004 be approved.

8. Confidential Consent Item(s)

There are no Confidential Consent Items listed for this agenda.

9. Discussion Item(s)

9.1. 2023 Remuneration for Elected Officials

41 - 44

Recommendation:

1. That the Mayor's stipend be adjusted \$595 effective January 1, 2023.
2. That the Councillors' stipend remain unchanged

9.2. 2022 Development Charges Background Study

45 - 82

Recommendation:

1. That the Development Charges Background Study dated May 13, 2022 be approved;
2. That the capital project listing set out in Chapter 5 of the Development Charges Background Study dated May 13, 2022, subject to further annual review during the capital budget process, be approved;
3. That the 2022 approved capital budgets be amended to reflect the project financing adjustments as identified in the Development Charges Background Study dated May 13, 2022;
4. That reserves and reserve funds be set up for the collection of By-law Enforcement development charges and By-law Enforcement development charges exemptions;
5. That Council, whenever appropriate, request that grants, subsidies, and other contributions be clearly designated by the donor as being to the benefit of existing development (or new development as applicable);
6. That the assumptions contained in the Development Charges Background Study dated May 13, 2022 be adopted as an anticipation with respect to capital grants, subsidies and other contributions;
7. That Council determine that no further public meetings are required under Section 12 of the *Development Charges Act, 1997*;
8. That Council indicate its intention that development related costs identified in the Development Charges Background Study dated May 13, 2022 as providing post period benefit (future excess capacity) shall be paid for subsequently by development charges or other similar charges; and
9. That Development Charges By-law 2022-068 be adopted; and that the new by-law shall take effect at 12:01 am on July 13, 2022.

10. Confidential Discussion Item(s)

There are no Confidential Discussion Items listed for this agenda.

11. Advisory Committee Minutes

Item 11.1 see addendum to be distributed.

- 11.1. Accessibility Advisory Committee Minutes - June 9, 2022
- 12. Rise and Report to Council
- 13. Information Items (Circulated Electronically)
 - 13.1. Council Information Items from June 8 - 28, 2022 83 - 85
 - 13.2. Memo - Clerk's Department re: Corporate Policy Update – May 25, 2022, MS-SPR-002-001 – Private Storm Sewer Laterals and Private Storm Sewer Grant Program Procedure, Appendix C 86 - 89
 - 13.3. Memo - Transportation and Engineering and Roads and Works re: 2022 Annual School Crossing Guard Program 90 - 93
 - 13.4. Memo - Municipal Enforcement Services and Transportation and Engineering re: Automated Speed Enforcement Program and Administrative Penalty Ticket Management Update 94 - 96
 - 13.5. Memo - Municipal Enforcement Services and Planning Services re: Parking Management Strategy Update 97 - 100
 - 13.6. Memo - Strategy, Policy and Communications re: Truth and Reconciliation 101 - 112
 - 13.7. Memo - Planning Services re: 2021 Census Release – Population, Unit Counts and Dwelling Type 113 - 121
- 14. Status of Outstanding Issues

See addendum to be distributed.
- 15. New Business

(Notice of Motion, Emergency, Congratulatory or Condolence)
- 16. Regional Reports and Question Period Regarding Town Boards and Advisory Committees
- 17. Requests for Reports
- 18. Consideration and Reading of By-Laws

That the following by-law(s) be passed:

18.1. By-law 2022-068

A by-law to establish development charges generally for The Corporation of the Town of Oakville, and to repeal By-laws 2018-001 and 2021-016 (re: Item 9.2)

18.2. By-law 2022-092

122 - 122

A by-law to confirm the proceedings of a meeting of Council.

19. Adjournment

Town of Oakville

Council Minutes

Date: June 20, 2022
Time: 6:30 p.m.
Location: Council Chamber

Mayor and Council: Mayor Burton
Councillor Adams
Councillor Chisholm
Councillor Duddeck
Councillor Elgar
Councillor Gittings
Councillor Grant
Councillor Haslett-Theall
Councillor Knoll
Councillor Lishchyna
Councillor Longo
Councillor O'Meara
Councillor Robertson

Regrets: Councillor Parmar
Councillor Sandhu

Staff: J. Clohec, Chief Administrative Officer
N. Sully, Commissioner of Corporate Services and Treasurer
C. Bell, Commissioner of Community Services
N. Garbe, Commissioner of Community Development
P. Fu, Commissioner of Community Infrastructure
D. Carr, Town Solicitor
J. Clarke, Director of Strategy, Policy and Communications
V. Tytaneck, Town Clerk
J. Warren, Council and Committee Coordinator

The Town of Oakville Council met in regular session this 20th day of June, 2022 in the Council Chamber of the Oakville Municipal Building, 1225 Trafalgar Road, Oakville commencing at 6:30 p.m.

1. O Canada

2. Regrets

As noted above.

3. Declarations of Pecuniary Interest

No declarations of pecuniary interest were declared.

4. Confirmation of Minutes of the previous Council Meeting(s)

4.1 Minutes of the Regular Session of Council, MAY 25, 2022

4.2 Confidential Minutes of the Closed Session of Council, MAY 25, 2022

4.3 Minutes of the Regular Session of Planning and Development Council, JUNE 7, 2022

4.4 Minutes of the Special Council Meeting, JUNE 14, 2022

Moved by Councillor Elgar

Seconded by Councillor Duddeck

1. That the minutes of the regular session and closed session of Council dated May 25, 2022, be approved.
2. That the minutes of the Planning and Development Council dated June 7, 2022, be approved.
3. That the minutes of the special session of Council dated June 14, 2022, be approved.

CARRIED

5. Public Presentation(s)

There were no public presentations.

6. Committee of the Whole

Moved by Councillor Longo

Seconded by Councillor Haslett-Theall

That this meeting proceed into a Committee of the Whole session.

CARRIED

In accordance with Section 2(8) of the Procedure By-law, the items were considered out of order.

7. Consent Item(s)

7.1 March 31st, 2022 Financial Results

Moved by Councillor Adams

1. That the staff report dated June 7, 2022, entitled *March 31st, 2022 Financial Results* from the Finance department, be received.
2. That the 2022 capital budget be amended to add \$17,500 to project 21102104 2273 Trafalgar Rd Land Purchase project funded from the Capital Reserve to undertake comprehensive environmental testing.

CARRIED

7.2 Town of Oakville Seniors Services Terms of Reference Update

Moved by Councillor Adams

That the report entitled "Town of Oakville Seniors Services Terms of Reference Update", be received for information.

CARRIED

7.3 2022 Corporate Asset Management Plan – Part A

Moved by Councillor Adams

1. That the 2022 Corporate Asset Management Plan – Part A report from the Asset Management department be received;
2. That the 2022 Corporate Asset Management Plan – Part A as included in Appendix A be approved.

CARRIED

7.4 Ontario Social Gaming Licence; Senior Services

Moved by Councillor Adams

That the report “Ontario Social Gaming Licence; Seniors Services” be received for information.

CARRIED

7.5 Additional Council Meeting on September 20, 2022 at 6:30 p.m.

Moved by Councillor Adams

That an additional Council meeting be approved on September 20, 2022

CARRIED

8. Confidential Consent Item(s)

There were no Confidential Consent Items.

9. Discussion Item(s)

9.1 Development Charges Background Study

Moved by Councillor Knoll

1. That the staff report dated June 7, 2022, entitled *Development Charges Background Study* from the Finance department, be received.
2. That the minutes of the Development Charges Steering Committee meeting on April 22, 2022 be approved.

CARRIED

9.2 2019–2022 Strategic Plan Accomplishments

Moved by Councillor O'Meara

That the 2019-2022 Strategic Plan Accomplishments report from the Strategy, Policy and Communications department, be received.

CARRIED

9.3 North Park Development Update – Community Centre, Library and Park

Moved by Councillor Haslett-Theall

1. That the report North Park Development Update: Community Centre, Library and Park, from the Community Services Commission, Facilities and Construction Management, Recreation and Culture, Parks and Open Space and Finance departments, dated June 14, 2022 be received.
2. That the 2022 capital budget be amended to add \$33,088,300 for the North Park Community Centre, Library and Park and that the additional funding be provided from Parks and Recreation development charges (\$15,670,400), Parks and Recreation development charges debt (\$10,000,000), Library development charges (\$5,787,900) and capital reserve (\$1,630,000).

CARRIED

9.4 Notice of Motion re: Notice of Motion re: GTA West Corridor (Highway 413)

Moved by Councillor Duddeck

Seconded by Councillor Chisholm

WHEREAS the Province of Ontario initiated an Environment Assessment process in 2007 for the planning and construction of the proposed Highway 413;

WHEREAS the final recommendation of the Stage 1 Provincial Environmental Assessment (2012) was to first put in place the transportation system management components, rapid transit, freight rail improvements and expansion of existing highways prior to construction of a new expressway;

WHEREAS the Stage 2 Environmental Assessment (new expressway) undertaken by the previous provincial government was shelved because of strong objections by an Expert Panel in the fields of rural development, renewable cities, agriculture, environment, and efficient transportation who

sounded alarms over predicted irreversible ecological harm caused by the uncontrolled, low density urban sprawl enabled by the Corridor;

WHEREAS the current Provincial Government revived the \$6+ billion Highway 413 proposal in 2018, saying it could relieve congestion issues in the fast-growing Toronto suburbs and boost Ontario's economy;

WHEREAS a significant number of reputable organizations have demanded cancellation of the Highway 413 project, including: Environmental Defense, the David Suzuki Foundation, the Federation of Urban Neighborhoods, Gravel Watch, Halton Environmental Network, National Farmers' Union-Ontario, Rescue Lake Simcoe Coalition, Transport Action Ontario, Greenbelt Council; as well as formal opposition of Councils from the municipalities of Burlington, Halton Hills, Caledon, Orangeville, Vaughan, Brampton, Mississauga, King and the City of Toronto;

WHEREAS the Federal Government has decided to conduct an Impact Assessment study for the proposed Highway 413;

WHEREAS Ontario farming and food processing together employ one million persons and generate over \$35 billion economic benefits annually;

WHEREAS the Greater Golden Horseshoe is the third largest agricultural producer in North America after California and Chicago;

WHEREAS the Province of Ontario is proposing to develop the Highway 413 by razing 809 hectares of pristine farmlands, some of which are Class A and Class B farmlands and many of which will immediately cease to be farmed and other lands which over time will be developed for non-agricultural uses;

WHEREAS the Minister of Agriculture, Food and Rural Affairs has not completed an Agricultural Impact Assessment for the proposed Highway 413;

WHEREAS the proposed Highway 413 will cut across 85 waterways, and destroy protected Greenbelt lands including 7 entire woodlots, 220 important wetlands and valley land features, 10 different species-at-risk and hundreds of acres of vulnerable wildlife habitat;

WHEREAS the Greenbelt Plan's permission for new infrastructure which negatively impacts key natural heritage features, key hydrologic features or key hydrologic areas requires determination that there is "no

reasonable alternative” and that this has not been established through a planning process;

WHEREAS the Toronto and Region Conservation Authority (TRCA), which is the regulatory authority for developments in flood plains, wetlands, and valley lands, has also raised concerns about the potential impact of the proposed Highway 413 as well as the streamlined Environmental Assessment process;

WHEREAS the Town of Oakville has declared a climate emergency and approved a Climate Action Plan with a target to be a net zero carbon community by 2050;

WHEREAS responding to the climate emergency requires immediate re-evaluation of all transportation plans as the transportation sector is the highest single source of emissions;

WHEREAS the Province must take immediate measures to decrease GHGs through alternatives such as increasing public transit, including the necessary local public transit networks, to enable broad access to the higher order transit including high speed electric trains;

WHEREAS the Highway 407 was created as a truck by-pass in order to relieve congestion on Highway 401, but the Highway 407 was tolled, thereby limiting the amount of relief provided by the Highway 407;

WHEREAS it is well known that, as new road capacity (lane-km) is constructed, traffic demand grows to fill this capacity by the phenomenon known as “induced demand”, resulting in roads that are as congested as they were prior to the expansion of the road;

WHEREAS several reasonable highway network management alternatives to the proposed Highway 413 exist and were recommended by the Expert Panel, including possible subsidies or congestion pricing that would shift truck traffic to the under-utilized Highway 407;

WHEREAS the proposed Highway 413 will allocate limited Provincial funds to the movement of vehicular traffic instead of much needed transit investments for complete transit-oriented communities;

WHEREAS transit investments and good land use planning decisions are vital to creating complete transit-oriented communities which are economically vibrant, where people and goods are moved seamlessly, and where multiple modes of transportation support the community including a focus on active transportation;

WHEREAS the proposed Highway 413 will lead to greater demand for development with more than 13,350 hectares of Whitebelt lands in the Greater Golden Horseshoe (Caledon and Vaughan) being impacted, leading to greater urban sprawl and development that is not supportive of transit investment;

WHEREAS analysis has shown (<https://ontario.transportation.ca>) that investment in various unfunded rapid transit projects, including GO Transit, 407 Transitway and LRT/BRT projects which can move 4-10 times the number of people as the proposed Highway 413, for the same invested dollars;

WHEREAS the 407 Transitway has been planned for decades but has no approved funding for its construction;

WHEREAS the Town of Oakville has consistently supported development of the transit-oriented communities,' to support long term inter-regional transportation solutions and to enhance integration of our existing communities and supported rail integrated communities along both the GO Transit rail lines and the 407 rail transitway;

WHEREAS uncontrolled urban growth threatens these resources and is widely seen to embed unsustainable infrastructure maintenance costs, deepen traffic congestion problems, increase transportation-related emissions of greenhouse gases and smog precursors, and reinforce social divisions;

WHEREAS planning and infrastructure decisions affect the shape of communities for decades, even centuries to come;

WHEREAS Transit Oriented Communities (TOC) positively contribute toward more environmentally friendly and economically sustainable communities, reduce the reliance on car-dependent trips for all members of the community, therefore reducing Vehicle Kilometers Travelled (VKT) and reducing the high costs of auto ownership thus contributing to achieving affordable housing outcomes; and

WHEREAS strategic land-use planning requires public policy that communicates TOCs as integral to a community's long-term vision with supportive official plan and zoning provisions that facilitate density and mixed land use;

THEREFORE BE IT RESOLVED,

THAT Oakville Town Council does not support the proposed Highway 413 at this time;

THAT Oakville Town Council continues to support an integrated GTHA rail transit network which includes high speed rapid rail transit running beside the Highway 407 (407 Transitway);

THAT Oakville Town Council supports a complete Federal Environmental Impact Study pursuant to s.9(1) of the Impact Assessment Act (I.A.A.), prior to any advancement of the proposed Highway 413 project;

THAT Oakville Town Council requests that the Province undertake an economic evaluation and time travel analysis of Highway 407 versus the proposed Highway 413 including the potential for congestion and non-peak hour pricing or other highway management alternatives;

THAT Oakville Town Council requests the Province of Ontario work with 407 International Inc. to devise strategies to increase 407 ETR usage and enforce penalties provided to encourage efforts at congestion relief on the 401 Hwy and all surrounding roads;

THAT the capital cost for the proposed 413 Hwy be re-designated to the expansion of long term, environmentally sustainable rapid transit throughout the GTA;

THAT Oakville Town Council recommends that the Province undertake a comprehensive economic benefits analysis of the potential for TOCs along the 407 Transitway, GO Rail Transit Network and new LRT/BRT lines versus the cost of urban sprawl triggered by the proposed Highway 413;

THAT the Province undertake an integrated review of the Provincial Growth Plan for the Greater Golden Horseshoe and the Metrolinx Regional Transportation Plan to develop a sustainable communities strategy to provide consistent and comprehensive policies for achieving affordable housing near TOC stations. This should include policies to support intensification within the Built-Up Area, particularly within MTSAs and along high frequency (15 minutes or less, peak hour) bus transit;

THAT the Province must also update its affordable housing program to recognize the relationship between housing affordability and transit including the positive role of having housing near rail transit TOC stations to improve the operational efficiency of the Provincial investment in mass rail transit;

THAT Ontarians need serious, transparent, and accountable infrastructure planning processes, based on clear and consistent rules designed to advance the environmental, social, and economic sustainability of their communities; and

THAT a copy of this resolution be provided to the Regions of York, Peel and Halton, the Cities of Richmond Hill, Vaughan, Brampton, Mississauga, Toronto, Burlington and the Towns of Milton, Caledon, and Halton Hills; and

FURTHER THAT this resolution be forwarded to: Doug Ford, Premier of Ontario; Peter Bethlenfalvy, Minister of Finance; Caroline Mulroney, Minister of Transportation; Kinga Surman, Minister of Infrastructure and Transit-Oriented Communities; David Piccini, Minister of Environment and Climate Change; Stan Cho, Associate Minister of Transportation (GTA); Steve Clark, Minister of Municipal Affairs and Housing; Lisa Thompson, Minister of the Agriculture, Food and Rural Affairs; Victor Fedeli, Minister of Economic Development, Job Creation and Trade; Andrea Horwath, Leader of the Official Opposition & Ontario NDP Party; Steven Del Duca, Leader of the Ontario Liberal Party; All Members of Federal Parliament in Halton Region; All Members of Provincial Parliament in Halton; All Members of Halton Regional Council; All Town Clerks in Halton Region; Justin Trudeau, Prime Minister of Canada; Chrystia Freeland, Federal Minister of Finance; Omar Alghabra, Federal Minister of Transport; Marie Claude Bibeau, Minister of Agriculture and Agri-Food; Melanie Joly, Federal Minister of Economic Development; Dominic Leblanc, Federal Minister of Infrastructure and Communities; Jonathan Wilkinson, Federal Minister of Natural Resources; Steven Guilbeault, Federal Minister of Environment and Climate Change; Wayne Emmerson, Chairman and CEO, York Region; John Mackenzie, CEO, Toronto And Region Conservation Authority; Phil Verster, President and CEO, Metrolinx.

For (13): Mayor Burton, Councillor Adams, Councillor Chisholm, Councillor Duddeck, Councillor Elgar, Councillor Gittings, Councillor Grant, Councillor Haslett-Theall, Councillor Knoll, Councillor Lishchyna, Councillor Longo, Councillor O'Meara, and Councillor Robertson

Absent (2): Councillor Parmar, and Councillor Sandhu

CARRIED unanimously on a recorded vote (13 to 0)

10. Confidential Discussion Item(s)

10.2 OEC Update

Moved by Councillor Duddeck

CLOSED SESSION

That Council resolve into a closed meeting session for the purpose of dealing with the security of the property of the municipality, advice that is subject to solicitor-client privilege, including communications necessary for that purpose, a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere and a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board with respect to Item 10.1 - OEC Update - Legal and 10.2 - OEC Update.

CARRIED

RECESS

The meeting recessed at 8:13 p.m. and reconvened in closed session at 8:23p.m

Council resolved back into open session at 9:18 p.m.

Moved by Councillor Gittings

That the confidential briefing report dated June 14, 2022 addressed to Douglas Carr, Town Solicitor from Sean McCaughan, Chief Strategy and Growth Officer of Oakville Enterprises Corporation attached as Confidential Appendix A and distributed to the Mayor and Members of Council only, be received.

CARRIED

10.1 OEC Update - Legal

Staff direction was provided in closed session.

11. Advisory Committee Minutes

There were no advisory committee minutes.

12. Rise and Report to Council

Moved by Councillor Elgar

That this committee rise and report.

CARRIED

The Mayor arose and reported that the Committee of the Whole has met and as made recommendations on Consent Items 7.1, 7.2, 7.3, 7.4 and 7.5, Discussion Items 9.1, 9.2, 9.3 and 9.4, Confidential Discussion Items 10.1 and 10.2 as noted by the Clerk.

Moved by Councillor Knoll

Seconded by Councillor Chisholm

That the report and recommendations of the Committee of the Whole be approved.

13. Information Items (Circulated Electronically)

13.1 Council Information Items from May 11, 2022 - June 7, 2022

13.2 Memo - Community Services Commission re: Full scale and in person 2022 Canada Day Event

13.3 Memo - Oakville Transit re: On-Demand Pilot Survey

14. Status of Outstanding Issues

14.1 Status of Outstanding Issues for June 2022

15. New Business

There was no new business.

16. Regional Reports and Question Period Regarding Town Boards and Advisory Committees

17. Requests for Reports

There were no requests for reports.

18. Consideration and Reading of By-Laws

18.1 By-law 2022-058

A by-law to dedicate certain land as part of a public highway (Block 349, Plan 20M-1139 – Kaitting Trail, Block 350, Plan 20M-1139 – Preserve Drive)

18.2 By-law 2022-083

A by-law to confirm the proceedings of a meeting of Council.

Moved by Councillor Lishchyna

Seconded by Councillor Longo

That the by-laws noted above be passed.

CARRIED

19. Adjournment

The Mayor adjourned the meeting at 9:24 p.m.

Vicki Tytaneck, Town Clerk

REPORT

Council

Meeting Date: July 12, 2022

FROM: Clerk's Department

DATE: June 28, 2022

SUBJECT: Corporate Policy Update Report

LOCATION: Town wide

WARD: Town-wide

Page 1

RECOMMENDATION:

1. That updates to the Boards, Committees, Agencies, Associations and Community Group Policy G-BRD-002 be approved and that the related procedures be approved:
 - a. Creation, Amendment, Dissolution of Boards and Committees G-BRD-002-001;
 - b. Council Appointment to Internal Boards and Committees G-BRD-002-002;
 - c. Council Appointment to External Boards, Committees, Agencies, and Associations G-BRD-002-003; and
 - d. Citizen Appointments to Advisory Boards and Committees G-BRD-002-004.
2. That updates to the Record of Council and Committee Proceedings Procedure G-GEN-004-004 be approved.

KEY FACTS:

The following are key points for consideration with respect to this report:

- The corporate policy and procedure review is an ongoing process facilitated by the Clerk's department to assist departments in bringing policies forward for Council review as part of Council's governance initiatives.
- All policies and procedures listed in this report have been reviewed by the Policy Review Administration Group.
- Unless otherwise noted, updated policies and procedures included in the appendices of this report have tracked changes to easily identify updates.

BACKGROUND:

As part of the ongoing policy and procedure review, staff continue to present reports to introduce new policies, update and reconfirm current policies, and recommend the replacement or rescinding of former policies. Current policies and procedures are reviewed in accordance with established review periods and updates are provided to Council, as required. All policies are submitted to Council for approval. With the exception of those procedures relating specifically to Council and requiring its approval, procedures are submitted for receipt to enable revisions to be implemented as required, to address program changes or administrative requirements.

This report addresses the policies and procedures which have been addressed by the Policy Review Administration Group since the last report to Council in May 2022. All departments are continuing to address policy requirements. Future policy reports will be coordinated through the Clerk's department or submitted departmentally, as required.

COMMENT/OPTIONS:

Governance

Boards, Committees et al.

Boards, Committees, Agencies, Associations and Community Group Policy (G-BRD-002) and related procedures have been reviewed in accordance with established review periods. Updates have been made to the Creation, Amendment, Dissolution of Boards and Committees Procedure (G-BRD-002-001) to update current meeting structure, clarify requirements for new committees, and reflect current processes.

Updates have been made to the Council Appointment to Internal Boards and Committees Procedure (G-BRD-002-002) and Council Appointment to External Boards, Committees, Agencies, and Associations Procedure (G-BRD-002-003) to update current meeting structure, reflect current processes, and better identify internal and external boards, committees, agencies, and associations.

Minor updates have been made to the Citizen Appointments to Advisory Boards and Committees Procedure (G-BRD-002-004) with respect to terms of appointment and to reflect current process.

General

Minor updates have been made to the Record of Council and Committee Proceedings Procedure G-GEN-004-004 to reflect current process.

CONSIDERATIONS:

(A) PUBLIC

Corporate policies and related procedures are posted to the town website for public information. Public notification is issued prior to Council's consideration of policies and procedures having a direct impact on the public.

(B) FINANCIAL

There are no financial considerations with respect to the consideration of policies and procedures. The administration of procedures which relate to financial matters, grants and financial incentives will be subject to annual budget approval.

(C) IMPACT ON OTHER DEPARTMENTS & USERS

Corporate policies and procedures impact all members of Council and staff. Departments are continuing to review existing policies within their departments to ensure, where applicable, that a corporate view is presented in all new or revised policies and procedures.

(D) CORPORATE STRATEGIC GOALS

This report addresses the corporate strategic goal(s) to:
Be accountable in everything we do and continuously improve our programs and services. The established corporate policy process helps to outline corporate responsibilities, promote consistency, maximize efficiencies and provide proper controls and compliance.

(E) CLIMATE CHANGE/ACTION

This matter does not impact climate change.

APPENDICES:

Appendix A – Boards, Committees, Agencies, Associations and Community Group

Appendix B – Creation, Amendment, Dissolution of Boards and Committees

Appendix C – Council Appointment to Internal Boards and Committees

Appendix D – Council Appointment to External Boards, Committees, Agencies, Associations

Appendix E – Citizen Appointments to Advisory Boards and Committees

Appendix F – Record of Council and Committee Proceedings Procedure

Prepared by:

Andrea Coyne, Manager, Elections, Policy, Print Services

Submitted by:

Vicki Tytaneck, Town Clerk

Boards, Committees, Agencies, Associations and Community Groups

| | |
|-----------------|---|
| Policy number: | G-BRD-002 |
| Section: | Governance |
| Sub-section: | Boards, committees, agencies, associations & community groups |
| Author: | Clerk's Department |
| Authority: | Council |
| Effective date: | 2005-12-19 |
| Review by date: | 5 years from Council/CAO approval date |
| Last modified: | Council/CAO approval date |

Policy statement

The Corporation of the Town of Oakville (town) supports and acknowledges the value of internal and external boards, committees, agencies and associations (committees). The creation, amendment and dissolution of committees and appointments to committees, shall be conducted in a fair and equitable manner and in accordance with applicable legislation or procedures. Appointed committee members are expected to adhere to applicable corporate policies including but not limited to the Code of Conduct for members of Council and Respectful Conduct Policy.

Purpose

This policy supports the creation, amendment, dissolution of committees and appointments to the committees authorized by Council and associated with the town.

Scope

This policy applies to the creation, amendment, dissolution of town committees and to citizen and council appointments to internal and external committees, as authorized by Town Council.

References and related documents

Creation, Amendment and Dissolution of Boards and Committees procedure
Council Appointment to Internal Boards and Committees procedure
Council Appointment to External Boards, Committees, Agencies and Associations procedure
Citizen Appointments to Advisory Boards and Committees procedure
Municipal Act 2001 |

Creation, Amendment and Dissolution of Boards and Committees

| | |
|-----------------------|---|
| Procedure number: | G-BRD-002-001 |
| Parent policy number: | G-BRD-002 |
| Section: | Governance |
| Sub-section: | Boards, committees, agencies, associations & community groups |
| Author(s): | Clerk's Department [] |
| Authority: | Council |
| Effective date: | 2006-07-11 |
| Review by date: | 5 years from Council/CAO approval date |
| Last modified: | Council/CAO approval date |

Purpose statement

This procedure defines the process of creation, amendment and dissolution of boards and committees.

Scope

This procedure applies to all Town of Oakville boards and committees (hereinafter referred to as committees) created by Council.

Procedure

1. Council may decide to create a new committee or alter an existing committee. The following factors may be considered:
 - a) Staff report;
 - b) Terms of reference;
 - c) Analysis of the following:
 - i. Is the existence of this committee required by (Federal/Provincial) legislation or regulation
 - ii. Is this committee's mandate relevant;

- iii. Is this committee's mandate achievable;
- iv. Is this committee's mandate unique;
- v. Is this committee's mandate aligned with corporate goals;
- vi. Is the committee operating effectively;
- d) Public interest and feedback;
- e) Community support.

Creation of Committees

1. The creation of a new committee may be triggered by the following factors:
 - a) Public issues or trends;
 - b) Contentious issues (i.e. requirement for stakeholder input);
 - c) Legislated requirement (municipal by-law, provincial legislation~~s~~);
 - d) Appeal/review committee for legislation;
 - ~~e) Provincial mandate;~~
 - ~~f)e) Annual review; or~~
 - ~~g)f) Staff request.~~
2. When Council deems a new committee is required, the Town Clerk or the appropriate department shall prepare a staff report in the EAMS program using the appropriate template, which includes the following:
 - a) Public and financial considerations;
 - b) Impact on other departments and users;
 - c) Considerations on corporate and departmental goals and objectives;
 - d) Staff recommendation;
 - e) Terms of reference in the standard format to include the following:
 - i. Enabling legislation
 - ii. Mandate
 - iii. Composition, Qualifications and Quorum and Format ~~Type of committee~~
 - ~~iv. Membership, roles and responsibilities, qualifications~~
 - ~~v.iv. Meeting Schedules~~ schedule
 - ~~vi.v. Reporting requirements and methods~~
 - ~~vii.vi. Budget and Resources~~
 - ~~viii.vii. Code of Conduct~~
 - ~~ix.viii. Definitions, (where applicable)~~
 - ~~x.ix. Evaluation criteria and sunset clause (where applicable)~~
3. The staff report shall be forwarded to the Council ~~appropriate standing committee for review and recommendation to Council.~~
4. After approval of the creation of a new committee, the Clerk's department ~~on behalf of the Administrative Services Committee (ASC)~~ will facilitate the appointment process, in accordance with the corporate policies and procedures, based on the information in the staff report, terms of reference and committee composition.

5. Notice of vacancies on committees will be posted on the town's website and social media.
6. Applications for appointment to committees shall be available on the Town's website and ~~be received prior to the deadline for application~~ the application form will be removed from the website at the noted date, unless there is reason to extend the advertisements. Late applications will not be accepted. ~~be identified accordingly and distributed the ASC for determination, when possible.~~
7. The Clerk's department will receive all applications and prepare a confidential report for ~~the ASC to~~ Council's review.
8. ~~ASC Council~~ may form a subcommittee consisting of three to five members of Council and any staff member who may be relevant, (Director, Commissioner, etc) to review applications and conduct interviews (as required), and the Clerk's department will ~~bring forward a recommendation~~ prepare a report for Council's to ASC for consideration. ~~As an alternate to this structure, ASC may wish to establish an expanded subcommittee of no more than five members from both ASC and the Community Services Committee to provide additional input.~~
- ~~9.~~ ~~The ASC will consider all applications and recommend appointments to Council.~~
The term of appointment will run concurrent with the term of Council, unless otherwise specified in the Terms of Reference or Rules of Procedure.
- ~~9-10.~~ Applications for membership on a committee or board to fill a vacancy are confidential. Existing citizen members on a board or committee shall not participate in the review of applications for membership on a committee or board to fill a vacancy.
- ~~10-11.~~ All applications received will be kept on file in the Clerk's department for the term of Council, and may be considered to fill any vacancies within the term.
- ~~11-12.~~ The Clerk's department will notify all applicants of the determination of Council and provide the appropriate background information and orientation to the new appointee(s).
- ~~12-13.~~ The Clerk's department will arrange meetings according to the meeting schedule for each committee, and circulate an agenda to include the following:
 - a) Call to order
 - b) Regrets
 - ~~b)c)~~ Declarations of pecuniary interest
 - ~~c)d)~~ Confirmation of minutes of previous meeting(s)
 - ~~d)e)~~ Discussion item(s)
 - ~~e)f)~~ Information item(s)
 - ~~f)~~ ~~Items to be discussed at next/future meetings~~
 - g) Date and time of next meeting

h) Adjournment

~~13.~~14. The first committee meeting within each term of council, upon the completion of appointments, will ~~may~~ include the following:

- a) Committee Orientation
- b) Review of committee mandate
- c) Election of Chair and Vice-chair

Changes to Committees

1. Changes to a committee's terms of reference and rules of procedure require Council approval.
2. Members of Council and staff representatives shall monitor signals which may require changes to individual committees as follows:
 - a) Lack of ability to meet, no quorum, lack of agenda items and lack of interest;
 - b) Concerns from committee members, resignations;
 - c) Conflict within meetings and other staff observations;
 - d) Chair and members acting outside of boundaries of committee mandate and terms of reference.
3. Potential changes to individual committees are to be identified and discussed by affected committees or parties each term during the review of the committees' terms of reference.
4. A staff report will be required addressing the proposed changes ~~through~~ to Council ~~the appropriate standing committee~~ and may include the following factors:
 - a) Identification or description of recommended change;
 - b) Supporting information; cause/effect, cost analysis and resources required;
 - c) Impact on terms of reference.

~~5. The standing committee will review the staff report and make recommendations to Council.~~

~~6.~~5. In reaching its final decision on changes to a committee, Council will consider the analysis of the staff report, contents of the committee's existing terms of reference, public interest, feedback and community support.

~~7.~~6. Approved changes will be implemented by the appropriate parties as stated below:

- a) Mandate or authority change
Update committee terms of reference or rules of procedure – Clerk's department to maintain and provide updates to committee;

b) Membership change

Clerk's department to follow appointment process to recruit new members.

c) Schedule change

Managed by Clerk's department.

~~d) Change to budget or resources~~

~~Funding and resource requirements will be identified in each committee's annual work plan and will be subject to operating budget review.~~

Dissolution of Committees

1. The following issues may trigger the dissolution or completion of a committee:
 - a) Expiration of term;
 - b) Completion of mandate;
 - c) Resolution of issues;
 - d) Merger with another committee;
 - e) Annual review process.
2. A recommendation for the dissolution of a committee may be initiated by Council, committee, the public or staff. The annual review of committee accomplishments and future work plans provides additional data for evaluation or review.
3. Upon completion of its mandate a recommendation for dissolution of the committee shall be submitted to Council ~~through the appropriate standing committee~~ addressing accomplishments, evidence of completed mandate, how associated functions will be undertaken in the future, cost thereof and if required, a resource re-deployment plan.
4. In reaching its decision to dissolve a committee, Council shall take into account the analysis of the staff report, the contents of existing committee terms of reference, public interest, feedback and community support.
5. If after considering the above factors the committee sunset clause is not triggered, Council may decide to proceed under "Changes to Committees" instead of "Dissolution of Committees".
6. The following steps will be taken by staff after approval of committee dissolution or completion:
 - a) Committee will be removed from active committee list;
 - b) Thank you letters on behalf of Council will be sent to committee members;
 - c) Relevant staff members will be informed;
 - d) Committee members shall be invited to apply for membership on other committees.

References and related documents

Boards, Committees, Agencies and Community Groups Policy
Council Appointments to Internal Boards and Committees Procedure
Council Appointments to External Boards, Committees, Agencies and Associations
Procedure
Citizen Appointments to Advisory Boards and Committees Procedure

Responsibilities

The Town Clerk shall be responsible for the administration and maintenance of this procedure and associated policy.

Council Appointment to Internal Boards and Committees

| | |
|-----------------------|---|
| Procedure number: | G-BRD-002-002 |
| Parent policy number: | G-BRD-002 |
| Section: | Governance |
| Sub-section: | Boards, committees, agencies, associations & community groups |
| Author(s): | Clerk's Department [] |
| Authority: | Council |
| Effective date: | 2006-07-11 |
| Review by date: | 5 years from Council/CAO approval date |
| Last modified: | Council/CAO approval date |

Purpose statement

This procedure defines the appointment process, and terms of appointment of Members of Council to internal boards and committees [established by Council](#) (internal committee(s)).

Scope

This procedure applies to internal committee(s), as authorized by ~~the~~ Council.

Procedure

Appointment to internal committee(s)

1. Members of Council will be given the opportunity to serve on internal committee(s) of their choice by self nomination.
2. The [Mayor](#) ~~Clerk's department~~ shall poll Members of Council to state their preferences for appointments to internal committee(s), as required, in order of priority.
3. The [Mayor](#) ~~Town Clerk~~ will present a report to Council outlining the various internal committees and preferences of individual Members of Council.

4. All committee appointments shall be ratified by Council.
5. This process shall be followed for any new committees established as required.

Terms of Appointment

1. Appointment of Members of Council to committees listed in Appendix A shall be for ~~a~~ one (1) year ~~term~~ up to a maximum ~~term~~ of two (2) consecutive years, when required, to accommodate where appropriate for the following:
 - a) The rotation of Council representation on such committees;
 - b) An equal opportunity for all Members;
 - c) A balanced representation.

The maximum term does not apply where there are no interests in appointment from other Members of Council.

2. Appointment of Members of Council to committees listed in Appendix B shall be for the term of Council.
3. Appendices to this procedure will be updated by the Clerk's department from time to time, to reflect changes to committees as approved by Council.

References and related documents

Boards, Committees, Agencies, Associations and Community Groups policy
Council Appointment to External Boards, Committees, Agencies and Associations
procedure
Council Procedure By-law

Responsibilities

The Town Clerk shall be responsible for the administration and maintenance of this procedure.

Appendices

Appendix A – Boards and Committees List

Appendix B – Ward Specific Boards and Committees

Appendix A - Boards and Committees

Standing committees

1. ~~Administrative Services Committee~~
2. ~~Budget Committee~~
3. ~~Community Services Committee~~

Legislative/advisory

1. Accessibility Advisory Committee
2. Community Spirit Awards Selection Committee
3. Appeals Committee
4. Heritage Oakville Advisory Committee
5. ~~Site Plan Committee~~
5. Community Task Force for Oakville's Community Energy Plan
6. Development Charges Steering Committee
7. CAO Review Committee

Other

1. Town of Oakville Water & Air Rescue Force (T.O.W.A.R.F.)

Appendix B - Ward Specific Boards and Committees

- ~~1.~~2. Bronte Village B.I.A. Board of Management;
- ~~2.~~3. Downtown Oakville B.I.A. Board of Management;
- ~~3.~~4. Kerr Street B.I.A. Board of Management

This list will be updated by the Clerk's department, as required.

Council Appointment to External Boards, Committees, Agencies, and Associations

| | |
|-----------------------|---|
| Procedure number: | G-BRD-002-003 |
| Parent policy number: | G-BRD-002 |
| Section: | Governance |
| Sub-section: | Boards, committees, agencies, associations & community groups |
| Author(s): | Clerk's Department [] |
| Authority: | Council |
| Effective date: | 2006-07-11 |
| Review by date: | 5 years from Council/CAO approval date |
| Last modified: | Council/CAO approval date |

Purpose statement

This procedure defines the appointment process for Members of Council to external boards, committees and agencies (committees), and Council participation in municipal government associations.

Scope

This procedure applies to all Members of Council.

Procedure

Appointment to External Committees

1. Where any of the committees or boards identified in Appendix A require Council representation, a Member of Council may nominate him/herself or any other member.
2. Recommended appointments to committee(s) will be in accordance with each committee's mandate and terms of reference.
3. External committee(s) will be informed in writing by the Clerk's department, of Council appointments or recommended appointments, where appropriate.

4. Members appointed to external committee(s) shall represent the position of Council during their term of appointment.

Appointment for Participation in Municipal Government Associations

1. Members of Council may apply for appointment to participate in Municipal Government Associations in accordance with each association's mandate and this procedure.
2. Members interested in participating in an association(s) ~~should~~ shall notify the Town Clerk in writing, who will then notify all other Members of Council by e-mail.
3. Any other member subsequently interested in being considered for a similar participation opportunity, shall advise the Town Clerk in writing.
4. The Town Clerk shall submit a staff report to Council ~~through its Administrative Services Committee~~ addressing any members' interest in participating in an association and any related costs to the Town.
5. Council will determine whether to support its member(s) participation based on its review of the staff report, the demands of representation, and capacity of individual members to contribute to the work of the association(s).
6. Where Council supports such participation by resolution, a letter of support shall be prepared by the Clerk's department and supplied to the member for submission to the association.
7. Members participating in an association(s) shall represent the views of Council to the association(s).
8. Council may by resolution withdraw its support to any member appointed to participate in an association(s).

References and related documents

Appointment to Boards, Committees, Agencies and Associations Policy
Council Appointments to Internal Boards and Committees Procedure
Citizen Appointments to Advisory Boards and Committee Procedure

Responsibilities

The Town Clerk shall be responsible for the administration and maintenance of this procedure.

Appendices

Appendix A – List of external boards, committees, agencies and associations.

Appendix A

Regional committees

1. Conservation Halton
2. Credit Valley Conservation
- ~~3. Halton Solid Waste Management Advisory Committee~~

Boards

1. Oakville Public Library Board of Directors
2. ~~Visit Oakville~~
~~Town of Oakville Water & Air Rescue Force (T.O.W.A.R.F.)~~

Municipal government associations

1. A.M.O. – Association of Municipalities of Ontario
2. F.C.M. – Federal Canadian Municipalities Association

**This list may not be all inclusive and shall be amended by the Clerk's department, as required.*

Citizen Appointments to Advisory Committees and Boards

| | |
|-----------------------|---|
| Procedure number: | G-BRD-002-004 |
| Parent policy number: | G-BRD-002 |
| Section: | Governance |
| Sub-section: | Boards, committees, agencies, associations & community groups |
| Author(s): | Clerk's Department [] |
| Authority: | Council |
| Effective date: | 2005-12-19 |
| Review by date: | 5 years from Council/CAO approval date |
| Last modified: | Council/CAO approval date |

Purpose statement

This procedure defines the assessment criteria, application process and terms of appointment of citizens to the Corporation of the Town of Oakville (town) advisory committees and boards.

Scope

This procedure applies to citizen or public appointment to [advisory committees and boards](#) of the Town.

Procedure

Assessment Criteria

1. Applicants must be a resident of Oakville, unless otherwise outlined in the Terms of Reference [and at least 18 years of age](#).
2. Diversity of the community shall be considered in making appointments to advisory committees and boards and where possible appointments shall reflect this diversity.
3. Applications will be assessed based on the membership requirements in the committee's terms of reference.

4. Town employees (full or part-time), are not eligible to serve as a member on the town's advisory committees and boards, unless otherwise authorized by Council.

Application Procedure

1. Notice of vacancies on advisory committees or boards shall be posted on the town's website as approved by the Town Clerk or designate, or as directed by Council.
2. Citizens interested in applying to participate on an advisory committee or board of the Town may apply online on the town website.
3. Town Council shall appoint qualified candidates for citizen vacancies. ~~based on consideration of the recommendations from the Administrative Services Committee.~~
4. Applicants will be notified in writing of the final determination of their application.
5. All inquiries should be directed to the Clerk's department at 905-845-6601 or email townclerk@oakville.ca.

Terms of Appointment

1. Members of advisory committees and boards ~~are expected to familiarize and adhere to~~ will comply with all applicable law (statutes and regulations) and town corporate policies and procedures applicable to the committee or board, including but not limited, to the Code of Conduct and the Respectful Conduct Policy. ~~and all other applicable law.~~
2. The Town Clerk shall be responsible for ensuring that citizen members receive appropriate orientation training.
3. Proceedings of the advisory committees and boards shall be subject to the applicable terms of reference, any applicable committee/board procedure, and the Procedure By-law.
4. The usual term of membership will be concurrent with the term of Council, unless otherwise determined by Council.
5. Appointees to advisory committees and boards shall normally be limited to serving a maximum of two (2) consecutive terms unless otherwise determined by Council.
6. Committee/board members must maintain residency within Oakville throughout the term of appointment, unless otherwise outlined in the terms of reference.

7. The tenure for chairperson and vice-chairperson shall be limited to two (2) consecutive years unless the committee determines otherwise.
8. If a member of the committee or board is absent from three consecutive meetings or absent from over 50% of the meetings in a calendar year, the following process is followed:
 - a) The member shall be given written notice by the Clerk's department of his/her absenteeism and advised that he/she may submit in writing the reasons for the absence, to be considered at the next meeting;
 - b) ~~Upon receipt of the written notice, the member's position on the committee or board is suspended until a decision is made;~~
 - c) The committee or board, by resolution, may waive the attendance requirements, if reasonable or compassionate circumstances exist, and the member remains on the Committee; or and
 - d) If no reasonable or compassionate response is given, the committee or board shall pass a motion to declare his/her seat vacant.
9. In the event of a resignation of a member, the resignation shall be submitted in writing through the Clerk's department.
10. In the event of a resignation of a member, the position will be filled in accordance with the procedure for the Creation, Amendment and Dissolution of Boards and Committees.
11. Where applicable, stipends may be paid to committee members in accordance with the terms of reference and the annual budget for the affected department.

References and related documents

Boards, Committees, Agencies, Associations and Community Groups Policy
Council Appointment to Internal Boards and Committees Procedure
Council Appointment to External Boards, Committees, Agencies and Associations Procedure
Procedure By-law
[Boards and Committees listing](#)

Responsibilities

The Town Clerk shall be responsible for the maintenance and administration of this procedure and associated policy.

Record of Council and Committee Proceedings

Procedure number: G-GEN-004-004
 Parent policy number: G-GEN-004
 Section: Governance
 Sub-section: General
 Author(s): Clerk's Department
 Authority: Council
 Effective date: 2005-12-19
 Review by date: 5 years from Council/CAO approval date
 Last modified: Council/CAO approval date

Purpose statement

This procedure defines the recording, access and retention of text based minutes, video and or audio records of the Corporation of the Town of Oakville (town) Council and Committee meetings.

Scope

This procedure applies to Members of Council, town employees and the general public. The text based minutes kept of such meetings constitute the official record in accordance with the *Municipal Act, 2001*. Audio and video recordings of Council meetings do not constitute an official record.

Procedure

Recording of Council or Committee Meetings

1. Meetings of Council, Planning and Development Council, the Committee of the Whole, [legislated and advisory Committees](#), and ~~the~~ Standing Committees of Council will be recorded in a text base format, in the form of minutes, and may also be audio or video recorded;

2. Other Town of Oakville meetings may be audio and or video recorded as deemed necessary, at the discretion of the Mayor and the Town Clerk.

Access to the Record of Proceedings

1. Council meetings are hosted on the town's [YouTube](#) channel and accessible through the town website at www.oakville.ca, and versions of those meetings will be available to the public on the website for a minimum of one year;
2. Audio and or video records of Council proceedings are recorded as a convenience;
3. Minutes in a text based format, being the official record of Council meetings will be made available to the public on the Town website, ~~and the public may purchase a digital copy from the Clerk's department;~~
4. Audio and/or video recorded meetings not available on the town website will be provided to Members of Council upon request;
5. The Clerk's department will not provide transcripts of meetings.

Retention

The audio and video record of Council proceedings shall be retained in accordance with the Records Retention By-law. The text based minutes shall be retained in accordance with the *Municipal Act*.

References and related documents

Municipal Freedom of Information and Protection of Privacy Act
Municipal Act
Access to Records and Information Policy
Access to Records Procedure
Records Retention By-law

Responsibilities

1. The Town Clerk shall be responsible for maintaining all records of Council and Committee meetings.
2. The Information Systems department in coordination with the Clerk's department shall be responsible for setting up any equipment required for recording Council and Committee proceedings.

REPORT

Council

Meeting Date: July 12, 2022

FROM: Human Resources Department

DATE: June 28, 2022

SUBJECT: 2023 Remuneration for Elected Officials

LOCATION: Town-wide

WARD: Town-wide

Page 1

RECOMMENDATION:

1. That the Mayor's stipend be adjusted \$595 effective January 1, 2023.
2. That the Councillors' stipend remain unchanged.

KEY FACTS:

The following are key points for consideration with respect to this report:

- Procedure C-GEN-005-001 Council Remuneration, Allowances, Benefits, Expenses, Conferences and Seminars requires that a review be conducted in each election year to establish remuneration for the mayor and members of council, effective January 1 of the year following the election.

BACKGROUND:

In accordance with the procedure, Human Resources conducted a survey of comparative municipalities to determine the 75th percentile of remuneration rates for the mayor and councillors.

COMMENT/OPTIONS:

Human Resources completed a review of the comparator group of municipalities to validate if the identified municipalities continue to be relevant. The criteria used is: population size; government tier/level; part of GTA / growth area. In a review of population, St. Catherine's and Cambridge were replaced with more suitable comparators of Markham and Barrie.

Table 1(a)
Survey Comparator Municipalities
2018 Population

| Municipality | Population |
|--------------------------|----------------|
| Whitby | 128,377 |
| Cambridge (Removed) | 129,920 |
| St. Catharines (Removed) | 133,113 |
| Oshawa | 159,458 |
| Burlington | 183,314 |
| Richmond Hill | 195,022 |
| Oakville | 201,200 |
| Windsor | 217,188 |
| Kitchener | 233,222 |
| Vaughan | 306,233 |
| Average | 188,705 |

Table 1 (b)
Revised Comparator Municipalities
2021 Population

| Municipality | Population |
|-----------------|----------------|
| Whitby | 145,108 |
| Barrie (New) | 153,169 |
| Oshawa | 181,440 |
| Burlington | 193,533 |
| Richmond Hill | 209,295 |
| Oakville | 215,710 |
| Windsor | 230,329 |
| Kitchener | 270,475 |
| Vaughan | 333,692 |
| Markham (New) | 348,443 |
| Average | 228,119 |

Mayor's Stipend

The survey results based on 2021 rates for the position of mayor are shown in Table 2. The current stipend for the mayor requires a slight adjustment of \$595 to meet the 2021 75th percentile of \$135,548.

Table 2
Surveyed Municipalities – 2021 Mayor's Stipend

| Municipality | Stipend |
|---------------------------|------------------|
| Markham | \$121,119 |
| Kitchener | \$127,341 |
| City of Windsor | \$202,129 |
| Whitby | \$124,251 |
| Oshawa | \$129,910 |
| Barrie | \$127,184 |
| Burlington | \$135,548 |
| Oakville | \$134,953 |
| Richmond Hill | \$135,241 |
| Vaughan | \$135,823 |
| <i>average</i> | <i>\$137,616</i> |
| <i>median</i> | <i>\$129,910</i> |
| 75thile | \$135,548 |

Councillors' Stipend

The 2021 survey results for the position of councillor are shown in Table 3, segmented by full time and part time status. The current stipend for councillors continues to exceed the 2021 75th percentile comparators who are considered to be part time.

Table 3
Surveyed Municipalities – 2021 Councillors' Stipend

| Municipality | Status | Stipend |
|---------------------|---------------|-----------------|
| Burlington | F/T | \$59,148 |
| Richmond Hill | F/T | \$84,233 |
| Vaughan | F/T | \$84,730 |
| Markham | F/T | \$57,733 |
| Windsor | P/T | \$47,814 |
| Barrie | P/T | \$41,294 |
| Whitby | P/T | \$44,004 |
| Oshawa | P/T | \$52,977 |
| Kitchener | P/T | \$66,762 |
| Oakville | P/T | \$53,964 |
| <i>average</i> | <i>P/T</i> | <i>\$50,570</i> |
| <i>median</i> | <i>P/T</i> | <i>\$47,814</i> |
| 75%ile | <i>P/T</i> | \$52,977 |

CONSIDERATIONS:**(A) PUBLIC**

N/A

(B) FINANCIAL

Sufficient funding will be provided in the 2023 budget to continue to support existing stipends for the Mayor and Councillors with the increases in non-election year equal to the increase of the market adjustment to be received by non-union employees of the Town.

(C) IMPACT ON OTHER DEPARTMENTS & USERS

N/A

(D) CORPORATE STRATEGIC GOALS

This report addresses the corporate strategic goal(s) to:

- Accountable Government

(E) CLIMATE CHANGE/ACTION

N/A

Prepared and Recommended by:
Susan Ashmore, Director, Human Resources

Submitted by:
Nancy Sully, Commissioner, Corporate Services

REPORT

Council

Meeting Date: July 12, 2022

FROM: Finance Department

DATE: June 28, 2022

SUBJECT: 2022 Development Charges Background Study

LOCATION:

WARD: Town-wide

Page 1

RECOMMENDATION:

1. That the Development Charges Background Study dated May 13, 2022 be approved;
2. That the capital project listing set out in Chapter 5 of the Development Charges Background Study dated May 13, 2022, subject to further annual review during the capital budget process, be approved;
3. That the 2022 approved capital budgets be amended to reflect the project financing adjustments as identified in the Development Charges Background Study dated May 13, 2022;
4. That reserves and reserve funds be set up for the collection of By-law Enforcement development charges and By-law Enforcement development charges exemptions;
5. That Council, whenever appropriate, request that grants, subsidies, and other contributions be clearly designated by the donor as being to the benefit of existing development (or new development as applicable);
6. That the assumptions contained in the Development Charges Background Study dated May 13, 2022 be adopted as an anticipation with respect to capital grants, subsidies and other contributions;
7. That Council determine that no further public meetings are required under Section 12 of the *Development Charges Act, 1997*;
8. That Council indicate its intention that development related costs identified in the Development Charges Background Study dated May 13, 2022 as providing post period benefit (future excess capacity) shall be paid for subsequently by development charges or other similar charges; and
9. That Development Charges By-law 2022-068 be adopted; and that the new by-law shall take effect at 12:01 am on July 13, 2022.

KEY FACTS:

The following are key points for consideration with respect to this report:

- The Development Charges (DC) Background Study was made available to the public on May 13, 2022.
- A meeting was held with the DC Steering Committee on April 22, 2022.
- A meeting with the development community for consultation on the proposed DC Background Study and by-law was held on May 27, 2022.
- In accordance with the *Development Charges Act, 1997* (DCA) a public meeting was held on June 20, 2022. At the public meeting, Gary Scandlan of Watson & Associates Economists Ltd. provided a comprehensive overview of the DC Background Study;
- Development Charges By-law 2022-068 is included as an appendix to this report. Council consideration of the by-law will take place at the meeting on July 12, 2022. It is recommended that the by-law take effect at 12:01 am on July 13, 2022.
- The residential development charge for a single or semi-detached dwelling will decrease from 45,925 to 45,331 under the new by-law and the non-residential charge will decrease from 13.64 per sq. ft. to 12.48 per sq. ft.

BACKGROUND:

The town's current Development Charges (DC) By-law expires on February 28, 2023. As growth forecasts beyond 2031 are still being finalized, a technical update to the DC Background Study has been prepared. The growth forecast and capital requirements for all DC services have a ten-year time period to 2031, consistent with previously completed service area master plans and the 2018 DC Background Study. A full update to the DC Background Study that extends beyond 2031 will take place in the next few years, once population targets and new service area master plans are completed. The focus for the technical update has been to ensure that project costing and timing is up to date so that DC rates are collected appropriately to pay for the land and infrastructure required to support growth.

Beginning in October 2021, staff worked with Watson & Associates Economists Ltd. to update inputs to the development charges calculation and policies for the purpose of approving a new DC By-law. The chart below outlines key dates in the development charge process. Adoption of the by-law is anticipated to take place on July 12, 2022 with an effective date of 12:01 am July 13, 2022.

| | |
|-------------------------|---|
| October 2021-March 2022 | Data Collection |
| April 22, 2022 | Meeting of DC Steering Committee |
| May 13, 2022 | Release of DC Background Study |
| May 27, 2022 | Stakeholder Meeting |
| June 20, 2022 | Public Meeting of Council |
| July 12, 2022 | Council Consideration of DC Background Study and By-law |

At the public meeting held on June 20, 2022, Gary Scandlan of Watson & Associates Economists Ltd. provided a comprehensive overview of the 2022 DC Background Study. The Background Study is posted on the town's website at the following location: <https://www.oakville.ca/townhall/development-charges-bylaw.html>

COMMENT/OPTIONS:

The DC Background Study considers the anticipated growth forecast to 2031, which includes minor updates to the total residential units and unit type mix based on updated census data. The development-related capital requirements for DC eligible services over the ten-year planning period have been included, with updates to capital needs, project costs and timing. DC eligible services for the Town include Services Related to a Highway, Transit, Fire Protection, Parks and Recreation, Library, Growth Studies, and By-law Enforcement. As a result of legislative changes to the DCA through Bill 108, the More Homes, More Choice Act, 2019, and Bill 197, the COVID-19 Economic Recovery Act, 2020, By-law enforcement became an eligible DC service and has been added. However, municipal parking has been removed as it is no longer an eligible service; growth-related capital requirements for municipal parking will be considered as part of the Community Benefits Charge Strategy.

In accordance with the DCA, each service component was evaluated based on the average historical ten-year level of service calculation, which puts a cap on the DC funding available over the growth forecast period. Based on the revisions to the DCA in 2016, Transit is required to use a forward-looking approach in which needs are assessed based on growth, benefit to existing and existing capacity.

Development Charges Rate Update

The proposed Development Charges By-law 2022-068 included in Appendix A, is based on a uniform municipal-wide development charge calculation for all eligible municipal services. The following table provides the proposed DC rates calculated through the DC Background Study. For comparison purposes, the table also includes the current DC rates as of April 1, 2022.

| | RESIDENTIAL | | | | | NON-RESIDENTIAL |
|--|-----------------------------------|---------------|---------------------------|-------------------------------------|-------------------------------------|----------------------------------|
| | Single and Semi-Detached Dwelling | Multiples | Apartments - 2 Bedrooms + | Apartments - Bachelor and 1 Bedroom | Special Care/Special Dwelling Units | (per sq.ft. of Gross Floor Area) |
| Municipal Wide Services/Class of Service: | | | | | | |
| Services Related to a Highway | 21,993 | 16,280 | 11,038 | 8,322 | 6,567 | 10.08 |
| Transit Services | 856 | 634 | 430 | 324 | 256 | 0.39 |
| Fire Protection Services | 1,524 | 1,128 | 765 | 577 | 455 | 0.70 |
| Parks and Recreation Services | 18,593 | 13,763 | 9,332 | 7,035 | 5,552 | 0.96 |
| Library Services | 1,779 | 1,317 | 893 | 673 | 531 | 0.09 |
| Growth Studies | 568 | 420 | 285 | 215 | 170 | 0.25 |
| By-law Enforcement | 18 | 13 | 9 | 7 | 5 | 0.01 |
| Total Municipal Wide Services/Class of Services | 45,331 | 33,555 | 22,752 | 17,153 | 13,536 | 12.48 |
| Current Charge (as of April 1, 2022) | 45,925 | 33,459 | 24,681 | 14,885 | 13,994 | 13.64 |
| % Change | -1.3% | 0.3% | -7.8% | 15.2% | -3.3% | -8.5% |

As shown in the table above; for all services combined; the proposed DC rate for residential single family detached units is \$45,331. This represents a \$594 (1.3%) decrease from the current residential DC. For non-residential, the charge for all services combined, is \$12.48 per sq. ft. representing a \$1.16 (8.5%) per sq. ft. decrease in the non-residential DC. There are varying updates to the dwelling unit type charges as a result of changes to the overall population that are forecast to reside in these unit types.

Through the technical update to the DC Background Study, DC rates have been calculated for each service so that collections from development will provide the funding needed to deliver growth-related capital projects. Since the 2018 DC Study, there have been major cost pressures associated with the construction industry and larger market conditions. Beginning in 2018, increased tariffs on products resulted in higher construction costs. Global supply shortages and commodity price volatility, caused by the COVID-19 pandemic continue to persist as a result of the war in Ukraine and trade restrictions. With the goal of keeping up with inflation, DC rates are indexed annually based on the Statistics Canada non-residential buildings construction price index. As a result of this indexing, and the removal of the 10% mandatory deduction for soft services through the 2021 DC Amendment, April 1, 2022 residential DC rates have increased by 36.3% (32.8% for non-residential) since the 2018 DC Study.

The annual indexing measure provides a reasonable estimate of changes to projects costs; however, the technical update to the DC Background Study allowed for a thorough update to projects costs with consideration of specific project components and drivers, including land acquisition needs. Through this detailed review, there have been further increases in capital needs for the various services, which are reflected in the proposed DC rates. While the proposed DC rates are slightly lower compared to current DC rates for most development types, the shift of

the Wyecroft Road extension and bridge (\$70 million in DC inflated dollars) from the Town's capital forecast to Halton Region, the removal of municipal parking, along with some updates to project timing beyond 2031, have decreased DC eligible capital needs over the ten-year period. In the coming years, a full update to the DC Background Study will be completed and any project costing beyond 2031 will be recovered from development charges.

Financial Implications

Development charges are the major source of financing for growth-related capital costs, minimizing the financial impact of development on existing residents. Chapter 6 of the DC Background Study identifies the gross capital expenditures and sources of revenue for works to be undertaken during the five-year life of the by-law. Of the total capital costs, 80% is to be funded through DCs. There is a benefit to existing development of 15% to be funded from town sources, while the remaining revenue will come from anticipated grants, subsidies and other contributions. The majority of the costs considered a benefit to existing development are associated with the transportation capital program. Each type of improvement was assessed as part of the 2012 DC Background Study Transportation Technical Report, and an allocation of the extent to which the improvement benefits new growth and existing development was made. Benefits to existing range from 0% for new roadway construction, and 5% to 20% for roadway widenings depending on the number of new lanes and requirements for reconstruction. Included in the DC Background Study are a number of minor financing adjustments to 2022 capital projects, mainly as a result of changes to the residential and non-residential share for development charges, as well as new DC financing for specific projects such as by-law enforcement vehicles.

The DC Background Study also considers the future implications to the Town as a result of the capital works identified with respect to the operating budget (Appendix C of the DC Background Study), and asset management planning (Appendix F of the DC Background Study). These needs will continue to be updated and defined through the updates to the Asset Management Plan and the annual budget process.

Development Charge Collections

Changes to the DCA now allow for deferral of the payment of DCs until occupancy (rather than at building permit) for developments that meet the definition of rental housing, institutional, and non-profit housing. Further, these development types may pay in six annual instalment payments over five years (rental and institutional) and 20 annual instalment payments over 21 years (non-profit housing). The legislation provides the authority to charge interest to cover the costs associated with the rate freeze and deferral of payment, with the goal of revenue neutrality. The DCA includes the ability for the Province to prescribe a maximum interest rate; however, they have not done so at this time. Council approved the use of prime lending rate of the town's financial institution (currently 3.70%) as the interest rate for the

development charges through Development Charges Interest Policy F-FPC-007 and related Development Charges Interest Procedure F-FPC-007-001.

Concern was raised about the financial risk of deferrals through the DC process, and the appropriateness of the interest rate. The goal from the province is to support a range and mix of housing options; however, deferrals do result in cash flow pressures when delivering capital projects, which could increase the need for development charge supported debt financing. While the legislation doesn't allow for the town to take securities or register agreements on title, agreements are executed outlining the details of instalment payment arrangements with the owner. Should an instalment payment be missed, the town has the authority to add the full outstanding DC payable (including interest) to the tax roll and collect in a manner similar to taxes. The impact of DC deferrals to date are \$4.6 million in development charges that have been deferred, for which \$130K in interest has been accrued. It is anticipated that instalment payments of \$518K will be received related to these deferrals in 2022.

There was also input from stakeholders that purpose built rental housing should be exempt from DCs, in order to assist with affordability. Rental housing is eligible for instalment payments; however, an exemption for these types of development would require tax supported funding in place of DCs.

There are no proposed changes to the approved DC policies at this time. The town has issued debt for various growth and non-growth capital projects in each of the past three years, for which the cost of borrowing has been slightly lower than the DC interest rate (prime lending rate). Should the cost of borrowing exceed the DC interest rate, these costs would be recovered from development charges and would not be added to the tax levy. The interest rate will continue to be monitored for appropriateness, with the goal of collecting interest in an equitable manner while limiting financial risk.

CONSIDERATIONS:

(A) PUBLIC

In accordance with the Development Charges Act, 1997, the town advertised notice of its Development Charges Public Meeting on May 18, 2022 and May 26, 2022. The background study was made available to the Public on May 13, 2022. The public meeting was held June 20, 2022 and council adoption is anticipated for July 12, 2022.

(B) FINANCIAL

Development charges are the main source of funding for the growth-related land and infrastructure required to maintain service levels as the town grows.

The 2022 Development Charges background study and proposed by-law allow for this financial tool to continue to be used in a fiscally responsible manner.

(C) IMPACT ON OTHER DEPARTMENTS & USERS

Input from various departments has been included to ensure that information in the Development Charges Study is accurate and reflects the growth-related requirements of all programs eligible for inclusion in the Development Charge.

(D) CORPORATE STRATEGIC GOALS

This report addresses the corporate strategic goal(s) to:

- Be accountable in everything we do
- Be fiscally sustainable

(E) CLIMATE CHANGE/ACTION

N/A

APPENDICES:

Appendix A – Development Charges By-law 2022-068

Prepared by:

Matt Day

Manager, Development Financing & Investments

Recommended by:

Jonathan van der Heiden

Deputy Treasurer and Director of Finance

Submitted by:

Nancy Sully

Commissioner, Corporate Services and Treasurer

THE CORPORATION OF THE TOWN OF OAKVILLE

BY-LAW NUMBER 2022-068

A by-law to establish development charges generally for
The Corporation of the Town of Oakville, and to
repeal By-laws 2018-001 and 2021-016

WHEREAS subsection 2(1) of the *Development Charges Act, 1997*, S.O. 1997, c. 27 (hereinafter called “the Act”) provides that the council of a municipality may pass by-laws for the imposition of development charges against land for increased capital costs required because of the needs for services arising from development in the area to which the by-law applies;

WHEREAS the Council of The Corporation of the Town of Oakville (“Town of Oakville”) has given notice in accordance with section 12 of the Act, of its intention to pass a by-law under section 2 of the said Act;

WHEREAS the Council of the Town of Oakville has heard all persons who applied to be heard no matter whether in objection to, or in support of, the development charges proposal at a public meeting held on June 20, 2022;

WHEREAS in accordance with the legislation, the Development Charges Background Study dated May 13, 2022 and proposed By-law were available for public review on May 13, 2022;

WHEREAS at a meeting open to the public held on June 20, 2022, the Council of The Town of Oakville considered the final development charges proposals, received written submissions and heard further comments and representations from the public;

WHEREAS by resolution adopted by Council of The Town of Oakville on June 20, 2022, Council determined that no further public meetings were required under Section 12 of the Act;

WHEREAS the Council of The Town of Oakville had before it a report, entitled Development Charges Background Study, dated May 13, 2022, prepared by Watson & Associates Economists Ltd.;

WHEREAS by resolution adopted by Council of The Town of Oakville on July 12, 2022, Council has indicated that it intends to ensure that the increase in the need for

services attributable to the anticipated development, including any capital costs, will be met, by updating its capital budget and forecast where appropriate;

WHEREAS by resolution adopted by Council of The Corporation of the Town of Oakville on July 12, 2022, Council has indicated its intent that the future excess capacity identified in the Development Charges Background Study, dated May 13, 2022, prepared by Watson & Associates Economists Ltd., shall be paid for by the development charges or other similar charges;

COUNCIL ENACTS AS FOLLOWS:

DEFINITIONS

1. In this By-law,

- (1) *accessory dwelling* means a dwelling unit that is naturally or normally incidental to or subordinate in purpose and is exclusively devoted to a single or semi-detached dwelling located on the same lot, and includes but is not limited to a basement apartment, garden suite and in some cases, a mobile home;
- (2) *Act* means the *Development Charges Act*, 1997, S.O. 1997, c. 27, as amended or successor legislation;
- (3) *agricultural development* means a bona fide farming operation (as evidenced by membership of the owner/operator of the farm operation in the Ontario Federation of Agriculture), including greenhouses which are not connected to Regional water services or wastewater services, sod farms and farms for the breeding and boarding of horses, and includes, but is not limited to, barns, silos and other ancillary buildings to such agricultural development but excluding any component thereof that is;
 - (a) A residential use,
 - (b) A commercial use, including but not limited to marijuana production facilities, or
 - (c) Retail development, including but not limited to the breeding, boarding and/or grooming of household pets;
- (4) *ancillary* will have the same definition as *accessory dwelling*;

- (5) *air-supported structure* means a structure consisting of a pliable membrane which achieves and maintains its shape and support by internal air pressure;
- (6) *apartment dwelling* means any dwelling unit within a building containing more than three dwelling units where the units are connected by an interior corridor and includes a dwelling unit within a retirement home or lodge where the unit has its own private sanitary and full culinary facilities. Despite the foregoing, an apartment dwelling includes, those stacked townhouse dwellings that are developed on a block approved for development at a minimum density of sixty (60) units per net hectare pursuant to plans and drawings approved under section 41 of the Planning Act;
- (7) *area of worship* means the area within a *place of worship* in which a religious service, ceremony or other practice is normally held;
- (8) *Assessment Act* means the *Assessment Act*, R.S.O. 1990, c. A. 31, as amended, or successor legislation;
- (9) *back-to-back townhouse dwelling* means a *building* or *structure* containing four or more dwelling units, separated vertically by a common wall, including a rear common wall, that do not have rear yards;
- (10) *basement* means one or more *storeys* of a building located below the *first storey*;
- (11) *bedroom* means a habitable room of at least seven (7) square metres, including a den, study, loft or other similar area, but does not include a living room, dining room or kitchen;
- (12) *board of education* means an English-language district school board, an English-language separate district school board, a French-language district school board and a French-language separate district school board;
- (13) *Building Code Act* means the *Building Code Act*, 1992, S.O. 1992, c. 23, as amended, or successor legislation;

- (14) *building or structure* means a permanent enclosed structure occupying an area greater than ten square metres (10 m²) and despite the foregoing includes, but is not limited to:
- (a) above grade storage tanks;
 - (b) a permanent air-supported sport structure;
 - (c) an industrial tent;
 - (d) a roof-like structure over a gas-bar or service station;
 - (e) garden centres ancillary to a retail use; and
 - (f) an area attached to and ancillary to a retail development delineated by one or more walls or part walls, a roof-like structure or any of them, but specifically excluding a roof overhang or a patio on a municipal sidewalk ancillary but not attached to a retail development;
- (15) *building permit* means a permit under the *Building Code Act* for construction at or above the *first storey* of a *building or structure*,
- (16) *capital cost* means costs incurred or proposed to be incurred by the *municipality* or a *local board* thereof directly or by others on behalf of, and as authorized by the *municipality* or *local board*,
- (a) to acquire land or an interest in land, including a leasehold interest;
 - (b) to improve land;
 - (c) to acquire, lease, construct or improve buildings and structures;
 - (d) to acquire, lease, construct or improve facilities including
 - (i) rolling stock with an estimated useful life of seven years or more,
 - (ii) furniture and equipment, other than computer equipment, and

- (iii) materials acquired for circulation, reference or information purposes by a library board as defined in the *Public Libraries Act*, R.S.O. 1990, c. P.44, as amended, or successor legislation;
 - (e) to undertake studies in connection with any of the matters referred to in subsections 1(15)(a) to (d);
 - (f) to complete the development charge background study under section 10 of the Act; and,
 - (g) includes interest on money borrowed to pay for costs in subsections 1(15) (a) to (d); required for provision of services designated in this By-law within or outside the *municipality*.
- (17) *charitable dwelling* means a part of a residential building or a part of the residential portion of a mixed-use building maintained and operated by a corporation approved under the *Long-Term Care Homes Act*, 2007 S.O. 2007, c.8, as amended or successor legislation as a home or joint home, an institution, or a home for persons requiring residential, specialized or group care and includes a children's residence under the *Child and Family Services Act*, R.S.O. 1990, c. C.11, as amended or successor legislation, and a home for special care under the *Homes for Special Care Act*, R.S.O. 1990, c. H.12, as amended or successor legislation;
- (18) *class* means a group of services combined to create a single service for the purposes of this by-law and as provided in section 7 of the Act;
- (19) *commercial use* means land, buildings or portions thereof used, designed or intended for a non-residential use that is not retail or industrial, and includes uses which serve academic, medical/dental, and cultural needs that are not located within or part of a retail development;
- (20) *council* means the council of the municipality;
- (21) *development* means the construction, erection or placing of one or more *buildings or structures* on land or the making of an addition or alteration to a building or structure that has the effect of increasing the size or usability thereof, and includes *redevelopment*;
- (22) *development charge* means a charge imposed pursuant to this By-law;

- (23) *development charge interest policy and related procedure* means Development Charges Interest Policy F-FPC-007 and related Development Charges Interest Procedure F-FPC-007-001, as may be amended from time to time;
- (24) *dwelling unit* means,
- (a) a room or suite of rooms used, or designed or intended for use, by one or more persons living together, in which full culinary and sanitary facilities are provided for the exclusive use of such person or persons;
 - (b) except in the case of a *special care/special need dwelling*, as defined in this By-law, in which case dwelling unit means either:
 - (i) a room or suite of rooms designated for residential occupancy, used, designed or intended for use by one person with or without exclusive sanitary and/or full culinary facilities;
 - (ii) a room or suite of rooms used, designated for residential occupancy, used, designed or intended for use, by more than one person with no more than two persons sharing a *bedroom* and with sanitary facilities directly connected and accessible to each room; or
 - (iii) every seven (7) square metres of area within a room or suite of rooms used, designed or intended for use, by one or more persons with no more than two persons sharing a *bedroom*.
- (25) *existing industrial building* shall have the same meaning as the term is defined in the *Regulation*, and shall not include self-storage facilities and retail warehouses;
- (26) *first storey* means the *storey* of a building, structure or part thereof, that has its floor closest to *grade* and having its ceiling more than 1.8 metres above *grade*;
- (27) *grade* means the average level of finished ground adjoining a building or structure at all exterior walls;

- (28) *group home* means a residential *building or structure* or the residential portion of a mixed-use building or structure containing a single housekeeping unit which may or may not be supervised on a 24-hour basis on site by agency staff on a shift rotation basis, and funded wholly or in part by any government or agency, or by public subscription or donation, or by any combination thereof, and licensed, approved or supervised by the Province of Ontario for the accommodation of persons under any general or special act as amended or successor legislation, and includes a correctional *group home*, which may contain an office provided that the office is only used for the operation of the correctional *group home*, but does not include any detention facility operated or supervised by the federal government, or any secure custody and detention facility operated by the provincial government;
- (29) *industrial* means non-residential uses, excluding commercial and retail uses, where the land or buildings, or portions thereof are intended or designed for manufacturing, producing, processing, storing or distribution of something, including research or development in connection with manufacturing, producing or processing something, and the retail sale by a manufacturer, producer or processor of something that they have manufactured, produced or processed, if the retail sales are at the site where the manufacturing, production or processing takes place, as well as office space that is ancillary to the producing, processing, storing or distribution of something at the site, but shall not include self-storage facilities or retail warehouses which shall be considered retail uses;
- (30) *institutional* means development of a building or structure intended for use:
- (a) as a long-term care home within the meaning of subsection 2 (1) of the *Long-Term Care Homes Act, 2007*;
 - (b) as a retirement home within the meaning of subsection 2 (1) of the *Retirement Homes Act, 2010*;
 - (c) by any of the following post-secondary institutions for the objects of the institution:
 - (i) a university in Ontario that receives direct, regular and ongoing operating funding from the Government of Ontario,

- (ii) a college or university federated or affiliated with a university described in subclause (i), or
 - (iii) an Indigenous Institute prescribed for the purposes of section 6 of the Indigenous *Institutes Act, 2017*;
 - (d) as a memorial home, clubhouse or athletic grounds by an Ontario branch of the Royal Canadian Legion; or
 - (e) as a hospice to provide end of life care;
- (31) *interest rate* means the annual rate of interest calculated at the *development charge interest policy and related procedure*, as may be revised from time to time;
- (32) *live/work unit* means a structure which contains at least three separate residential units and associated non-residential areas, intended for both residential and non-residential uses concurrently, and each shares a common wall or floor with direct access between the residential and non-residential areas;
- (33) *local board* means municipal service board, municipal business corporation, public library board, local board of health, or any other board, commission, committee or body or local authority established or exercising any power or authority under any general or special Act with respect to any of the affairs or purposes, including school purposes, of the municipality or any part or parts thereof, excluding a conservation authority, any municipal business corporation not deemed to be a local board under O.Reg. 168/03 under the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, and any corporation enacted under the *Electricity Act, 1998*, S.O.1998, c.15, Sched. A, as amended, or successor legislation;
- (34) *local services* means those services or facilities which are under the jurisdiction of the municipality and are related to a plan of subdivision or within the area to which the plan relates, required as a condition of approval under section 51 of the *Planning Act*, or as a condition of approval under section 53 of the *Planning Act*;
- (35) *long-term care home* means a residential *building or structure* or the residential portion of a *mixed-use building or structure* as defined

within the meaning of subsection 2 (1) of the *Long-Term Care Homes Act, 2007*;

- (36) *mezzanine* means an intermediate floor assembly between the floor and ceiling of any room or storey and includes an interior balcony;
- (37) *mixed-use* means land or buildings used or designed or intended to be used for a combination of non-residential development and residential development;
- (38) *multiple dwelling* means all dwellings other than single detached dwellings, semi-detached dwellings, apartment dwellings, special care/special need dwellings, and accessory dwellings, and includes but is not limited to, back-to-back townhouse dwellings, and the residential portion of a live/work unit;
- (39) *municipality* means The Corporation of the Town of Oakville;
- (40) *non-profit housing* means development of a building or structure intended for use as residential premises by,
 - (a) a corporation without share capital to which the *Corporations Act* applies, that is in good standing under that Act and whose primary object is to provide housing;
 - (b) a corporation without share capital to which the *Canada Not-for-profit Corporations Act* applies, that is in good standing under that Act and whose primary object is to provide housing; or
 - (c) a non-profit housing co-operative that is in good standing under the *Co-operative Corporations Act*;
- (41) *non-residential* means the use of lands, *buildings or structures* for other than a residential use, including an industrial use, a retail use or a commercial use;
- (42) *official plan* means the Official Plan of the Town of Oakville and any amendments thereto;
- (43) *owner* means the owner of land or a person who has made application for an approval for the development of land upon which a development charge is imposed;

- (44) *patios* include an area attached to and ancillary to a retail development delineated by one or more walls or part walls, but are not fully enclosed and not intended for year-round operation;
- (45) *place of worship* means a *building or structure*, or part thereof, that is exempt from taxation as a place of worship under the *Assessment Act*, R.S.O. 1990, c.A.31, as amended or successor legislation;
- (46) *Planning Act* means the *Planning Act*, R.S.O. 1990, P. 13, as amended, or successor legislation;
- (47) *redevelopment* means the construction, erection or placing of one or more *buildings or structures* on land where all or part of a *building or structure* has previously been demolished on such land, or changing the use of a *building or structure* from a *residential use* to a *non-residential use* or from a *non-residential use* to a *residential use*, or changing a *building or structure* from one form of *residential use* to another form of *residential use* or from one form of *non-residential use* to another form of *non-residential use*;
- (48) *Regulation* means O. Reg. 82/98 as amended or successor regulation;
- (49) *rental housing* means development of a *building or structure* with four or more dwelling units all of which are intended for use as rented residential premises;
- (50) *residential* means lands, *buildings or structures*, or portions thereof, used, or designed or intended for use as a home or residence of one or more individuals, and shall include but not be limited to a single detached dwelling, a semi-detached dwelling, a multiple dwelling, an apartment dwelling, a special care/special need dwelling, an accessory dwelling, and the residential portion of a mixed-use *building or structure*;
- (51) *retail* means lands, *buildings or structures*, or portions thereof, used, designed or intended to be used for the sale, lease or rental of any manner of goods, commodities, services or entertainment to the public, for consumption or use, whether directly or through membership, but shall exclude commercial, industrial, hotels/motels/bed and breakfast facilities, as well as offices not located within or as part of a retail development, and self-storage facilities;

- (52) *retirement home* or lodge means a residential building or structure or the residential portion of a mixed-use building or structure which is intended for use as a retirement home within the meaning of subsection 2 (1) of the *Retirement Homes Act, 2010*; and provides accommodation primarily for retired persons or couples where each private bedroom or living accommodation has a separate private bathroom and separate entrance from a common hall but where common facilities for the preparation and consumption of food are provided, and common lounges, recreation rooms and medical care facilities may also be provided;
- (53) *seasonal structure* means a building placed or constructed on land and used, designed or intended for use for a non-residential purpose during a single season of the year where such building is designed to be demolished or removed from the land at the end of the season;
- (54) *semi-detached dwelling* means a building divided vertically into two (2) dwelling units each of which has a separate entrance and access to grade;
- (55) *services* mean services designated in this By-law;
- (56) *single detached dwelling* means a completely detached building containing only one dwelling unit;
- (57) *site hectare* means a site area in hectares, including residential lots or blocks only and excludes any public lands. In the case of a development, any public land required to be dedicated or conveyed shall not be included for the purpose of calculating the site hectares;
- (58) *special care/special need dwellings* mean a residential building or portion thereof;
 - (a) containing more than two (2) dwelling units, which units have a common entrance from street level;
 - (b) where the occupants have the right to use in common, halls, stairs, yards, common rooms and accessory buildings but which do not have their own private sanitary and full culinary facilities;
 - (c) that is designed to accommodate individuals with specific needs, including independent permanent living arrangements; and

- (d) where support services such as meal preparation, grocery shopping, laundry, housekeeping, nursing, respite care and attendant services are provided at various levels; and
 - (e) includes but is not limited to, *retirement homes or lodges, long-term care homes, charitable homes, group homes* (including correctional group homes) and hospices;
- (59) *stacked townhouse dwelling* means a building containing two or more dwelling units where each dwelling unit is separated horizontally from another dwelling unit by a common wall;
- (60) *storey* means that portion of a building that is:
 - (a) situated between the top of any floor and the top of the floor next above it; or,
 - (b) if there is no floor above it, that portion between the top of such floor and the ceiling above it
- (61) *temporary building* or structure means a *building or structure* used, designed or intended for a *non-residential use*, other than a seasonal structure and a temporary venue, that is constructed or placed upon lands and which is demolished or removed from the lands within three years of building permit issuance, including but not limited to sales trailers, office trailers and industrial tents, provided that such a *building or structure* meets the aforementioned criteria;
- (62) *temporary venue* means a building that is placed or constructed on land and is used, designed or intended for use for a particular event where the event has a duration of 30 days or less and the building is erected immediately before the beginning of the event and is demolished or removed from the land immediately following the end of the event
- (63) *total floor area* means the total area of all floors of *buildings and structures*, above or below grade, measured between the outside surfaces of the exterior walls, or between the outside surfaces of exterior walls and the centre line of party walls dividing a *non-residential use* and a *residential use*, except those areas used exclusively for parking garages or structures, but includes the area of a mezzanine; and where a building has only one wall or does not have any walls, the total floor area shall be the total of the area directly beneath any roof-like structure of the building; and

- (64) *Treasurer* means the Treasurer of the municipality or his or her designate.

RULES

2. For the purpose of complying with section 6 of the Act:
- (1) the area to which this By-law applies shall be the area described in section 5 of this By-law;
 - (2) the rules developed under paragraph 9 of subsection 5(1) of the *Act* for determining if development charges are payable under this By-law in any particular case and for determining the amount of the charges shall be as set forth in sections 3, 4, and 12 of this By-law;
 - (3) the rules for exemptions, relief, credits and adjustments shall be as set forth in sections 6, 7, 9, 10, 11, and 13 of this By-law;
 - (4) the indexing of charges shall be in accordance with section 17 of this By-law; and
 - (5) except as set out in the *Act* and this By-law, there are no other credits, exemptions, relief or adjustments in respect of any land in the area to which this By-law applies.

APPROVAL FOR DEVELOPMENT

- 3.
- (1) Subject to the provisions of this By-law, development charges against land shall be imposed, calculated and collected in accordance with the rates set out in Schedule “B” (Town Services/Class of Services), which relate to the services/class of services set out in Schedule “A”.
 - (2) Development in the municipality may be subject to one or more by-laws of the municipality and the development charges under this By-law are in addition to any other development charges imposed by the municipality under other by-laws.

Phasing-in of Development Charges

- (3) This By-law does not provide for the phasing in of the schedule of the base rates in Schedule “B”.

Calculation of Development Charges

- (4) The *development* or *redevelopment* of land in the *municipality* may be subject to one or more development charges by-laws of the *municipality*.
- (5) The *development charge* with respect to the use of any land, buildings or structures shall be calculated as follows:
 - (a) in the case of *residential development* or *redevelopment*, or the *residential portion* of a mixed-use or live/work *development* or *redevelopment*, based upon the number and type of *dwelling units*;
 - (b) in the case of *non-residential development* or *redevelopment*, or the non-residential portion of a mixed-use or live/work *development* or *redevelopment*, based upon the total floor area of such *development*.

Development and Redevelopment

- (6) *Council* hereby determines that the *development* or *redevelopment* of lands, *buildings* or *structures* for *residential* and *non-residential uses* will require the provision, enlargement or expansion of services referred to in Schedule "A", including, and without limiting the foregoing, any *capital costs* associated with the *development* or *redevelopment*.

APPROVAL FOR DEVELOPMENT

- 4.
 - (1) Subject to subsection 4(2), development charges shall be calculated and collected in accordance with the provisions of this By-law and be imposed on land to be developed or redeveloped for *residential* and/or *non-residential use*, where the *development* or *redevelopment* requires:
 - (a) the passing of a zoning by-law or an amendment thereto under section 34 of the *Planning Act*;
 - (b) the approval of a minor variance under section 45 of the *Planning Act*;
 - (c) a conveyance of land to which a by-law passed under subsection 50(7) of the *Planning Act* applies;

- (d) the approval of a plan of subdivision under section 51 of the *Planning Act*;
 - (e) a consent under section 53 of the *Planning Act*;
 - (f) the approval of a description under section 9 of the *Condominium Act*, R.S.O.1992, c.19, as amended or successor legislation; or
 - (g) the issuing of a permit under the *Building Code Act*, in relation to a *building or structure*.
- (2) Subsection 4(1) shall not apply in respect to:
- (a) *local services*, related to a plan of subdivision or within the area to which the plan relates, to be installed or paid for by the owner as a condition of approval under section 51 of the *Planning Act*;
 - (b) *local services* to be installed or paid for by the owner as a condition of approval under section 53 of the *Planning Act*;

LANDS AFFECTED

- 5.
- (1) Subject to subsection 6(1) to (6) ("Statutory Exemptions"), and subsections 7(1) to (5) ("Non-Statutory Exemptions"), this By-law applies to all lands in the municipality, whether or not the land or use is exempt from taxation under section 3 of the *Assessment Act*.

EXEMPTIONS

- 6.
- (1) This By-law shall not apply to land that is owned by and used for the purposes of:
- (a) a *board of education*;
 - (b) a provincial or federal crown agency;
 - (c) a publicly-funded university, community college or a college of applied arts and technology established under the Ontario Colleges of Applied Art and Technology Act, 2002, S.O 2002, c.8, Schedule F, as amended, or
 - (d) any *municipality or local board* thereof.

Rules With Respect to Exemptions from Intensification of Existing Housing

(2) This By-law shall not apply to that category of exempt *development* or *redevelopment* described in subsection 2(3) of the Act and section 2 of O.Reg. 82/98 with respect to developments or portions of developments relating to existing residential buildings including structures ancillary to existing residential buildings as follows:

| Item | Name of Class of Existing Residential Building | Description of Class of Existing Residential Buildings | Maximum Number of Additional Dwelling Units | Restrictions |
|------|---|--|---|--|
| 1. | Existing single, detached dwellings | Existing residential buildings, each of which contains a single dwelling unit, that are not attached to other buildings. | Two | The total gross floor area of the additional dwelling unit or units must be less than or equal to the gross floor area of the dwelling unit already in the building. |
| 2. | Existing semi-detached dwellings or row dwellings | Existing residential buildings, each of which contains a single dwelling unit, that have one or two vertical walls, but no other parts, attached to other buildings. | One | The gross floor area of the additional dwelling unit must be less than or equal to the gross floor area of the dwelling unit already in the building. |
| 3. | Existing rental residential buildings | Existing residential rental buildings, each of which contains four or more dwelling units. | Greater of one and 1% of the existing units in the building | None |
| 4. | Other existing residential buildings | An existing residential building not in another class of residential building described in this table. | One | The gross floor area of the additional dwelling unit must be less than or equal to the gross floor area of the smallest dwelling unit already in the building. |

- (3) This By-law shall not apply to that category of exempt *development* or *redevelopment* described in subsection 2(3.1) of the Act and section 2 of O.Reg. 82/98 with respect to developments or portions of developments that would result in the creation of a second dwelling unit in prescribed classes of new residential buildings, including structures ancillary to residential buildings subject to the following restrictions:

| Item | Name of Class of Proposed New Residential Buildings | Description of Class of Proposed New Residential Buildings | Restrictions |
|------|--|---|--|
| 1. | Proposed new detached dwellings | Proposed new residential buildings that would not be attached to other buildings and that are permitted to contain a second dwelling unit, that being either of the two dwelling units, if the units have the same gross floor area, or the smaller of the dwelling units. | The proposed new detached dwelling must only contain two dwelling units. The proposed new detached dwelling must be located on a parcel of land on which no other detached dwelling, semi-detached dwelling or row dwelling would be located. |
| 2. | Proposed new semi-detached dwellings or row dwellings | Proposed new residential buildings that would have one or two vertical walls, but no other parts, attached to other buildings and that are permitted to contain a second dwelling unit, that being either of the two dwelling units, if the units have the same gross floor area, or the smaller of the dwelling units. | The proposed new semi-detached dwelling or row dwelling must only contain two dwelling units. The proposed new semi-detached dwelling or row dwelling must be located on a parcel of land on which no other detached dwelling, semi-detached dwelling or row dwelling would be located. |
| 3. | Proposed new residential buildings that would be ancillary to a proposed new detached dwelling, semi-detached dwelling or row dwelling | Proposed new residential buildings that would be ancillary to a proposed new detached dwelling, semi-detached dwelling or row dwelling and that are permitted to contain a single dwelling unit. | The proposed new detached dwelling, semi-detached dwelling or row dwelling, to which the proposed new residential building would be ancillary, must only contain one dwelling unit. The gross floor area of the dwelling unit in the proposed new residential building must be equal to or less than the gross floor area of |

| | | | |
|--|--|--|--|
| | | | the detached dwelling, semi-detached dwelling or row dwelling to which the proposed new residential building is ancillary. |
|--|--|--|--|

- (4) The provisions of sections 3 and 4 above shall be amended without need for an amendment to this By-law such that, if any amendments are made to section 2 of the Regulation as may be applicable and as may be amended from time to time, that the said sections shall continue to incorporate in this By-law any required exceptions.

Rules With Respect to an "Industrial" Expansion Exemption

- (5) This By-law does not apply to the enlargement of the gross floor area of an existing industrial building, if the gross floor area is enlarged by 50 percent or less.
- a. For the purpose of applying this exemption, the terms "gross floor area" and "existing industrial building" shall have the same meaning as those terms have in O.Reg. 82/98 made under the *Act*;
 - b. for the purpose of interpreting the definition of "existing industrial building" contained in O. Reg. 82/98, regard shall be had to the classification of the lands in question pursuant to the *Assessment Act*, and in particular:
 - i. whether the lands fall within a tax class such that taxes on the lands are payable at the industrial tax rate; and
 - ii. whether more than fifty percent (50%) of the total floor area of the building has an industrial property code for assessment purposes;
 - c. despite paragraph (b), self-service storage facilities and retail warehouses are not considered to be industrial buildings;
 - d. in particular, for the purposes of applying this exemption, the industrial building is considered existing if it is built, occupied and assessed for property taxation at the time of passage of this By-law;

- e. the exemption applies where there is a bona fide increase in the size of the existing industrial building and the enlarged area is attached to the existing industrial building, and is used for or in connection with an industrial purpose as set out in subsection 1(1) of O. Reg. 82/98 made under the *Act*. Without limiting the generality of the foregoing, this exemption shall not apply where the enlargement is attached to the existing industrial building by means only of a tunnel, bridge, canopy, corridor or other passageway, or through a shared below-grade connection such as a service tunnel, foundation, footing or a parking facility; and
 - f. notwithstanding section 6(5)(e), where an expansion on the same lot includes an enlargement of an existing industrial building and/or the construction of an accessory building or structure that is incidental to or subordinate in purpose and exclusively devoted to the existing industrial use, then no development charges shall be payable with respect to that portion of the accessory building or structure that is up to and including 278.7 sq. m. (3,000 sq. ft.), where;
 - i. the total expansion which is exempted from the payment of development charges, including the total of the enlargement of the existing industrial building and the accessory building or structure may be up to but shall not exceed 50% of the total floor area of the existing industrial building;
 - ii. at least two years must have elapsed since the issuance of the building permit for constructing the existing building or structure containing an industrial use on the lot; and
 - g. The exemption for an existing industrial building provided by this section shall be applied to a maximum of fifty percent (50%) of the *total floor area* before the first enlargement for which an exemption from the payment of development charges was granted pursuant to this By-law or any previous development charges by-law of the *municipality* made pursuant to the *Development Charges Act, 1997*, as amended or its predecessor legislation.
- (6) Notwithstanding subsection 6(5), if the gross floor area of an existing industrial building is enlarged by more than 50 percent, development charges shall be calculated and collected in accordance with Schedule "B" on the amount by which the enlargement exceeds 50 percent of the gross floor area before the enlargement.

- 7.
- (1) This By-law shall not apply to land that is owned by and used for the purposes of:
- (a) an *agricultural development*;
 - (b) a *seasonal structure, patio or a temporary venue*;
 - (c) a part of a building or structure that is used as a public hospital under the *Public Hospitals Act*, R.S.O. 1990, c. P. 40, as amended, or successor legislation, but does not include any other lands or *buildings or structures* owned by a hospital board that are used for purposes other than as a public hospital;
 - (d) *buildings or structures* owned by and used for the purposes of a conservation authority, unless such *buildings or structures* are used primarily for or in connection with (i) recreational purposes for which the conservation authority charges admission and/or fees, or (ii) any commercial purposes.
- (2) Despite anything else in this By-law, *development charges* shall not be imposed in respect of the gross floor *area of the area* of worship within a *place of worship*.

Cap on Coverage

- (3) Notwithstanding subsection 3(5)(b), where there is *non-residential development*, the *development charge* otherwise payable pursuant to this By-law shall be calculated in accordance with the following:
- (a) for the portion of the total floor area of such development that is less than or equal to 2.0 times the area of the lot, the *non-residential development charges* as set out in Schedule "B" applies; and
 - (b) for the portion of the total floor area of such development that is greater than 2.0 times the area of the lot, fifty percent of the *non-residential development charges* as set out in Schedule "B" applies;
 - (c) the land area includes the land area of the parking required for the building, if on a separate lot; and

(d) this section does not apply to *retail use* or *retail development*.

Categories of Exempt Institutions

(4) The following categories of institutions are hereby designated as being exempt from the payment of *development charges*:

- (a) *total floor area* within *non-residential buildings or structures* used solely for the purposes of a non-profit, licensed, day nursery for the exclusive use by children of the employees of the *owner*, provided that the day nursery is owned and operated by the *owner* and located upon the lands used by the *owner's* primary *non-residential use* or *non-residentially* zoned lands owned by the *owner* immediately abutting the lands used by the *owner* for its primary *non-residential use*.

Temporary Buildings

(5) Notwithstanding any other provisions of this by-law, a temporary *building or structure* shall be exempt from the payment of *development charges* provided that:

- (a) prior to the issuance of the *building permit* for the *temporary building or structure*, the *owner* shall provide to the *municipality* securities in the form of a certified cheque or bank draft or a letter of credit acceptable to the *Treasurer* in the full amount of the *development charges* otherwise payable;
- (b) within three (3) years of building permit issuance or any extension permitted in writing by the *Treasurer*, the *owner* shall provide to the *municipality* evidence, to the *municipality's* satisfaction, that the *temporary building or structure* was demolished or removed from the lands within three (3) years of building permit issuance or any extension herein provided, whereupon the *municipality* shall return to the *owner* the securities provided pursuant to subsection (a), without interest;
- (c) in the event that the owner does not provide satisfactory evidence of the demolition or removal of the *temporary building or structure* in accordance with subsection (b), the *temporary building or structure* shall be deemed conclusively not to be a *temporary building or structure* for the purposes of this by-law and the *municipality* shall, without prior notification to the *owner*, transfer

the funds or draw upon the letter(s) of credit provided pursuant to subsection (a) and transfer the amount so drawn into the appropriate development charges reserve funds; and

- (d) the timely provision of satisfactory evidence of the demolition or removal of the *temporary building or structure* in accordance with subsection (b) shall be solely the *owner's* responsibility.

LOCAL SERVICES INSTALLATION

8. Nothing in this By-law prevents *council* from requiring:

- (a) *local services*, related to a plan of subdivision or within the area to which the plan relates, to be installed or paid for by the *owner* as a condition of approval under section 51 of the *Planning Act*;
- (b) *local services* to be installed or paid for by the *owner* as a condition of approval under section 53 of the *Planning Act*.

MULTIPLE CHARGES

- 9.
- (1) Where two or more of the actions described in subsection 4(1) may be required before land to which a *development charge* applies can be developed, only one *development charge* shall be calculated and collected in accordance with the provisions of this By-law.
 - (2) Notwithstanding subsection 9(1), if two or more of the actions described in subsection 4(1) occur at different times, or a second or subsequent building permit is issued, resulting in increased, additional or different development, an additional *development charge* on the additional *residential* units and *non-residential* floor area, shall be calculated and collected in accordance with the provisions of this By-law.

DEVELOPMENT CHARGE CREDITS FOR SERVICES IN LIEU

- 10.
- (1) Council may authorize an owner, through an agreement under section 38 of the Act, to substitute such part of the *development charge* applicable to the *owner's development* as may be specified in the agreement, by the provision at the sole expense of the *owner*, of *services in lieu*. Such agreement shall further specify that where the *owner* provides *services in lieu* in accordance with the agreement, *council* shall give to the *owner* a

credit against the related service component of the development charge in accordance with the agreement provisions and the provisions of section 39 of the *Act*, equal to the reasonable cost to the *Owner* of providing the *services* in lieu. In no case shall the agreement provide for a credit which exceeds the total *development charge* payable by an *owner* to the *municipality* in respect of the *development* to which the agreement relates.

- (2) In any agreement under subsection 10(1), *council* may also give a further credit to the *owner* equal to the reasonable cost of providing *services* in addition to, or of a greater size or capacity, than would be required under this By-law.
- (3) The credit provided for in subsection 10(2) shall not be charged to any *development charge* reserve fund.

DEVELOPMENT CHARGE CREDITS FOR DEMOLITION

11. If a *development* or *redevelopment* involves the demolition of and replacement of a *building or structure*, or the conversion from one principal use to another:
 - (1) A credit shall be allowed against the *development charges* otherwise payable, provided that where a demolition permit for the demolition of a *building or structure* on the site has been issued and not revoked and a building permit has been issued for the *development* or *redevelopment* within five years from the date of the demolition permit.
 - (2) The credit shall be calculated:
 - a. for any portion of a *building or structure* used for *residential uses*, based on the number of *dwelling units* demolished and/or converted multiplied by the applicable *residential development charge* in place at the time the *development charge* is payable; and/or
 - b. for any portion of a *building or structure* used for *non-residential uses*, based on the *total floor area* of the building demolished and/or converted multiplied by the current *non-residential development charge* in place at the time the *development charge* is payable.
 - (3) The credit can, in no case, exceed the amount of the *development charge* that would otherwise be payable. Where the amount of any credit

pursuant to this section exceeds the amount of the *development charge* otherwise payable under this By-law with respect to the redevelopment, the excess credit shall be reduced to zero and shall not be carried forward unless the carrying forward of such excess credit is expressly permitted by a phasing plan for the development that is acceptable to the *Treasurer*.

- (4) For greater certainty, where a building cannot be demolished and/or converted until the new building is constructed, development charges will be payable pursuant to section 12, with any refund related to the demolition credit made, without interest, provided that an application for a refund is made within twelve (12) months after the building permit for the new building is issued. If more than twelve (12) months is required to demolish the existing building, the owner shall make a written request to the *municipality* and the *Treasurer* may extend the time in which the existing building must be demolished in his or her sole and absolute discretion and upon such terms and conditions as he or she considers necessary or desirable and such decision shall be made prior to the issuance of the first building permit for the new building.
- (5) This section does not apply and no credit shall be given for a demolished building or structure, or any part thereof, for which a demolition credit is sought, where (a) the building or structure, or any part thereof, when originally constructed was exempt from the payment of development charges pursuant to this By-law, or any predecessor thereof; or (b) the building or structure was originally constructed prior to imposition of development charges, the building or structure as originally constructed would be exempt under this By-law if it were built as of the date of demolition.

TIME OF CALCULATION AND PAYMENT

12.

- (1) *Development charges* shall be calculated and payable in full in money or by provision of services as may be agreed upon, or by credit granted under the Act, on the date that the building permit is issued in relation to a *building or structure* on land to which a *development charge* applies.
- (2) Where *development charges* apply to land in relation to which a building permit is required, the building permit shall not be issued until the *development charge* has been paid in full.
- (3) Where *development* or *redevelopment* requires an action described in subsection 4(1) after the issuance of a building permit and no

development charges have been paid, then the *development charges* shall be paid prior to the granting of approval for any action required under subsection 4(1) of this By-law.

- (4) If a *development* or *redevelopment* does not require a building permit but does require one or more of the actions described in subsection 4(1) then, notwithstanding subsection 12(1) above, development charges shall nonetheless be payable prior to the approval of the action described in subsection 4(1).
- (5) Notwithstanding subsections 12(1), 12(2), 12(3) and 12(4), in accordance with section 26.1 of the Act and the *development charge interest policy and related procedure*, development charges for *rental housing* and *institutional* developments are due and payable in 6 installments commencing with the first installment payable on the date of first occupancy certificate issued, or first occupancy, and each subsequent installment, including interest, payable on the anniversary date each year thereafter.
- (6) Notwithstanding subsections 12(1), 12(2), 12(3) and 12(4), in accordance with section 26.1 of the Act and the *development charge interest policy and related procedure*, development charges for non-profit housing developments are due and payable in 21 installments commencing with the first installment payable on the date of first occupancy certificate issued, or first occupancy, and each subsequent installment, including interest, payable on the anniversary date each year thereafter.
- (7) In accordance with section 26.2 of the Act and the development charge interest policy and related procedure, Where the development of land results from the approval of a site plan or zoning by-law amendment received on or after January 1, 2020, and the approval of the application occurred within 2 years of building permit issuance, the development charges under subsections 12(1), 12(5) and 12(6) shall be calculated on the rates set out in Schedule “B” on the date of the site plan planning complete application, or zoning amendment complete application if a site plan application does not apply, including interest. Where multiple planning applications of the same type apply, development charges under subsections 12(1), 12(5) and 12(6) shall be calculated on the rates, including interest, set out in Schedule “B” on the date of the later planning application, including interest.
- (8) *Council* may enter into an agreement with an owner to make any *development charges* payable earlier or later than the date provided for.

EXEMPTIONS, RELIEF AND ADJUSTMENTS NOT CUMULATIVE

13. Only one of the applicable exemption(s), relief or adjustment(s) set out in this By-law shall be applicable to *development* or *redevelopment*. Where the circumstances of a *development* or *redevelopment* are such that more than one exemption, relief or adjustment could apply, only one exemption, relief or adjustment shall apply and it shall be the exemption, relief or adjustment that results in the lowest *development charges* being payable pursuant to this By-law.

DEVELOPMENT NOT AS REFERENCED IN BUILDING PERMIT

- 14.
- (1) Where a building permit is obtained and *development charges* are paid, but the actual *development* or *redevelopment* which is completed is (a) less *total floor area* than what had been planned and paid for, or (b) a different type of *residential use* than originally planned, or (c) has fewer *dwelling units* than originally planned and paid for, then a refund for the excess of the *development charges* paid over the *development charges* which would have been payable for the actual *development* or *redevelopment* which was completed is only payable if:
 - (a) a new *building permit* is obtained reflecting the actual *development* or *redevelopment*; and
 - (b) the application for such new *building permit* is filed within five (5) years of the issuance of the initial *building permit*.
 - (2) Any such refund which may be payable pursuant to subsection 14(1) above by the municipality shall be paid without interest.

RESERVE FUNDS

- 15.
- (1) Monies received from payment of *development charges* shall be maintained in separate reserve funds, by municipal service/class of services, as identified in Schedule A.
 - (2) Monies received for the payment of *development charges* shall be used only in accordance with the provisions of section 35 of the *Act*.
 - (3) *Council* directs the *Treasurer* to divide the reserve funds created hereunder into separate sub-accounts in accordance with the service

categories set out in Schedule "A" to which the development charge payments shall be credited in accordance with the amounts shown, plus interest earned thereon.

- (4) Income received from investment of the development charge reserve funds shall be credited to the development charge reserve funds in accordance with the town's Reserve/Reserve Fund Procedure. Interest collected in accordance with the development charge interest policy and related procedure shall be credited to the development charge reserve funds in relation to which the interest applies.
- (5) Where any *development charge*, or part thereof, remains unpaid after the date that the *development charge* is first payable, the amount unpaid shall be added to the tax roll and shall be collected as taxes.
- (6) Where any unpaid *development charges* are collected as taxes under subsection 15(5), the monies so collected shall be credited to the development charge reserve funds referred to in subsection 15(1).
- (7) The *Treasurer* shall, in each year, furnish to *council* a statement in respect of the reserve funds established hereunder for the prior year, containing the information set out in section 12 of O.Reg. 82/98.

BY-LAW AMENDMENT OR REPEAL OR COMPLAINT

16.

- (1) Where this By-law or any development charge prescribed thereunder is amended or repealed either by order of the Ontario Land Tribunal, or successor, or by resolution of the municipal *council*, the *Treasurer* shall calculate forthwith the amount of any overpayment to be refunded as a result of said amendment or repeal.
- (2) Refunds that are required to be paid under subsection 16(1) shall be paid with interest to be calculated as follows:
 - (a) interest shall be calculated from the date on which the overpayment was collected to the date on which the refund is paid;
 - (b) the refund shall include the interest owed under this section; and
 - (c) the Bank of Canada interest rate in effect on the date of enactment of this By-law shall be used.

- (3) Where a person disputes or files a complaint regarding the imposition or calculation of development charges under this By-law, the *Treasurer* may, but is not required to, resolve the dispute or complaint in such manner as the *Treasurer* deems appropriate.

BY-LAW INDEXING

17. The development charges set out in Schedule "B" to this By-law shall be adjusted annually on April 1, without amendment to this By-law, in accordance with the most recent twelve month change in the Statistics Canada Quarterly, Construction Price Statistics (Non-residential Building Construction Price Index) or any successor thereto.

BY-LAW REGISTRATION

18. A certified copy of this By-law may be registered on title to any land to which this By-law applies.

SEVERABILITY

19. If, for any reason, any provision, section, subsection or paragraph of this By-law is held to be invalid, it is hereby declared to be the intention of council that all the remainder of this By-law shall continue in full force and effect until repealed, re-enacted or amended, in whole or in part or dealt with in any other way.

REPEAL

20. Upon the coming into force of this By-law and effective at 12:01 am on July 13, 2022, the current Town of Oakville Development Charge By-laws 2018-001 and 2021-016 are repealed

BY-LAW ADMINISTRATION

21. This By-law shall be administered by the *Treasurer*.

SCHEDULES TO THE BY-LAW

22. The following Schedules to this By-law form an integral part of this By-law:

Schedule A – Schedule of Municipal Service/Class of Services
Schedule B – Schedule of Development Charges

DATE BY-LAW EFFECTIVE

23. This By-law shall come into force and effect at 12:01 am on July 13, 2022.

SHORT TITLE

24. This By-law may be cited as the “Town of Oakville Development Charges By-law, 2022”.

PASSED this 12th day of July, 2022

MAYOR

CLERK

SCHEDULE A
SCHEDULE OF MUNICIPAL SERVICES/CLASS OF SERVICES

- a) Services Related to a Highway
- b) Fire Protection Services
- c) Transit Services
- d) Parks and Recreation Services
- e) By-law Enforcement Services
- f) Library Services
- g) Growth Studies

SCHEDULE B

SCHEDULE OF DEVELOPMENT CHARGES

| | RESIDENTIAL | | | | | NON-RESIDENTIAL |
|--|-----------------------------------|---------------|---------------------------|-------------------------------------|-------------------------------------|----------------------------------|
| | Single and Semi-Detached Dwelling | Multiples | Apartments - 2 Bedrooms + | Apartments - Bachelor and 1 Bedroom | Special Care/Special Dwelling Units | (per sq.ft. of Gross Floor Area) |
| Municipal Wide Services/Class of Service: | | | | | | |
| Services Related to a Highway | 21,993 | 16,280 | 11,038 | 8,322 | 6,567 | 10.08 |
| Transit Services | 856 | 634 | 430 | 324 | 256 | 0.39 |
| Fire Protection Services | 1,524 | 1,128 | 765 | 577 | 455 | 0.70 |
| Parks and Recreation Services | 18,593 | 13,763 | 9,332 | 7,035 | 5,552 | 0.96 |
| Library Services | 1,779 | 1,317 | 893 | 673 | 531 | 0.09 |
| Growth Studies | 568 | 420 | 285 | 215 | 170 | 0.25 |
| By-law Enforcement | 18 | 13 | 9 | 7 | 5 | 0.01 |
| Total Municipal Wide Services/Class of Services | 45,331 | 33,555 | 22,752 | 17,153 | 13,536 | 12.48 |

Note: The development charges described in Schedule B are applicable on the date this By-law comes into effect (12:01 am on July 13, 2022). These development charges shall be adjusted annually in accordance with section 17 of this By-law.

| DATE OF ITEM | June 08 - 14, 2022 | DATE RECEIVED | PAGE |
|---------------|---|---------------|-----------|
| | COUNCIL INFORMATION INDEX CONTENT | | |
| June 07, 2022 | INTERNAL – Office of Mayor RE: Municipal Updates June 07, 2022 | June 07, 2022 | 1 |
| June 07, 2022 | EMAIL – JCRA RE: Late P&D Submission Written Delegation for June 7, Planning & Development Meeting | June 08, 2022 | 3 |
| June 08, 2022 | INTERNAL – Office of the Mayor RE: Novae Res Urbis Vol. 25 No. 23 | June 08, 2022 | 5 |
| June 08, 2022 | INTERNAL – Office of the Mayor RE: Municipal Updates, June 08, 2022 | June 09, 2022 | 28 |
| June 08, 2022 | INTERNAL MEMO – Elections, Policy and Print Services RE: Council Item 7.5 - Corporate Policy Update – May 25, 2022, MS-SPR-002-001 – Private Storm Sewer Laterals and Private Storm Sewer Grant Program Procedure, Appendix C | June 09, 2022 | 30 |
| June 08, 2022 | EMAIL – AMO Communications RE: AMO Policy Update - Blue Box Transition, Flood Hazard ID Mapping Program, Conservation Authorities Act Regs Webinar | June 09, 2022 | 34 |
| June 09, 2022 | EMAIL – AMO Communications RE: AMO Watchfile June 09, 2022 | June 09, 2022 | 36 |
| June 06, 2022 | INTERNAL MEMO – Transportation and Engineering, Roads and Works RE: 2022 Annual School Crossing Guard Program | June 10, 2022 | 39 |
| June 09, 2022 | INTERNAL – Office of the Mayor RE: Municipal Updates June 09, 2022 | June 10, 2022 | 43 |
| June 08, 2022 | EMAIL – Municipality of Killarney RE: Russian Sanctions | June 13, 2022 | 45 |
| June 10, 2022 | INTERNAL – Office of the Mayor RE: Municipal Updates June 10, 2022 | June 13, 2022 | 47 |
| June 13, 2022 | INTERNAL – Office of the Mayor RE: Municipal Updates June 13, 2022 | June 13, 2022 | 49 |
| June 13, 2022 | EMAIL – Municipal Engineers Association RE: The Retention of Professional Engineers at Ontario Municipalities | June 14, 2022 | 51 |

| DATE OF ITEM | June 15 – 21, 2022 | DATE RECEIVED | PAGE |
|---------------|--|---------------|-----------|
| | COUNCIL INFORMATION INDEX CONTENT | | |
| June 14, 2022 | INTERNAL – Office of the Mayor RE: Municipal Updates June 14, 2022 | June 14, 2022 | 1 |
| June 15, 2022 | INTERNAL – Office of the Mayor RE: Novae Res Urbis Vol. 25 No. 24 | June 15, 2022 | 3 |
| June 15, 2022 | INTERNAL – Office of the Mayor RE: Municipal Updates June 15, 2022 | June 15, 2022 | 21 |
| June 15, 2022 | EMAIL – Town of East Gwillimbury RE: Summary and Implications of Provincial Bill 109: More Homes for Everyone Act, 2022 | June 16, 2022 | 23 |
| June 16, 2022 | EMAIL – City of Orillia RE: Voluntary Russian Sanction Request | June 16, 2022 | 25 |
| June 16, 2022 | EMAIL – AMO Communications RE: AMO Watchfile June 16, 2022 | June 16, 2022 | 26 |
| June 21, 2022 | INTERNAL MEMO – Municipal Enforcement Services, Transportation and Engineering RE: Automated Speed Enforcement Program and Administrative Penalty Ticket Management Update | June 16, 2022 | 28 |
| June 16, 2022 | INTERNAL – Office of the Mayor RE: Municipal Updates June 16, 2022 | June 17, 2022 | 31 |
| June 17, 2022 | INTERNAL – Office of the Mayor RE: Municipal Updates June 17, 2022 | June 17, 2022 | 33 |
| June 17, 2022 | INTERNAL – Office of the Mayor Re: Eight Towers 53 Storeys Approved for Pickering by Planning Committee | June 17, 2022 | 35 |
| June 21, 2022 | INTERNAL MEMO- Municipal Enforcement Services/Planning Services RE: Parking Management Strategy Update | June 17, 2022 | 39 |
| June 20, 2022 | INTERNAL – Office of the Mayor RE: Municipal Updates June 20, 2022 | June 20, 2022 | 43 |
| June 20, 2022 | INTERNAL MEMO – Strategy, Policy and Communications RE: Truth and Reconciliation | June 20, 2022 | 45 |

| DATE OF ITEM | June 22 - 28, 2022 | DATE RECEIVED | PAGE |
|---------------|--|---------------|-----------|
| | COUNCIL INFORMATION INDEX CONTENT | | |
| June 21, 2022 | INTERNAL – Office of the Mayor RE: Municipal Updates June 21, 2022 | June 22, 2022 | 1 |
| June 21, 2022 | INTERNAL MEMO – Planning Services Department RE: 2021 Census Release – Population, Unit Counts and Dwelling Type | June 22, 2022 | 2 |
| June 22, 2022 | INTERNAL – Office of the Mayor RE: Novae Res Urbis Vol. 25 No. 25 | June 22, 2022 | 12 |
| June 22, 2022 | INTERNAL – Office of the Mayor RE: Municipal Updates June 22, 2022 | June 22, 2022 | 23 |
| June 22, 2022 | EMAIL – Township of Lucan Buddulph RE: Voluntary Russian Sanctions | June 22, 2022 | 25 |
| June 23, 2022 | EMAIL – AMO Communications RE: AMO Watchfile - June 23, 2022 | June 23, 2022 | 26 |
| June 23, 2022 | INTERNAL – Office of the Mayor RE: Municipal Updates June 23, 2022 | June 23, 2022 | 30 |
| June 24, 2022 | INTERNAL – Office of the Mayor RE: Municipal Updates June 24, 2022 | June 24, 2022 | 33 |
| June 24, 2022 | EMAIL – AMO Communications RE: AMO Policy Update - New Cabinet Sworn In | June 24, 2022 | 36 |
| June 27, 2022 | EMAIL – HCDSB RE: HCDSB's 2022 Long-Term Capital Plan (LTCP) | June 27, 2022 | 38 |
| June 27, 2022 | EMAIL – Office of the Mayor RE: Municipal Updates June 27, 2022 | June 27, 2022 | 39 |
| June 27, 2022 | EMAIL – Credit Valley Conservation RE: Credit Valley Conservation 2021 Audited Financial Statements | June 27, 2022 | 41 |

Memo

To: Mayor and Members of Council

From: Andrea Coyne, Manager, Elections, Policy, and Print Services

CC: Vicki Tytaneck, Town Clerk, Darnell Lambert, Director, Roads & Works Operations

Date: June 8, 2022

Subject: Council Item 7.5 - Corporate Policy Update – May 25, 2022, MS-SPR-002-001 – Private Storm Sewer Laterals and Private Storm Sewer Grant Program Procedure, Appendix C

Regarding Appendix C to Council Item 7.5, updates have been made to the Private Storm Sewer Laterals and Private Storm Sewer Grant Program Procedure (Redlined version of the procedure attached to this memo). Updates have been made to clarify where the lateral is located under the driveway/driveway apron, and the assignment of cost for reinstating any and all damaged areas flows from the determination of where the damage is located (municipal or private side).

Storm Sewer Laterals and Private Storm Sewer Lateral Grant Program

Procedure number: MS-SPR-002-001
Parent policy number: MS-SPR-002
Section: Municipal services
Sub-section: Special requests
Author(s): Roads and Works Operations
Authority: CAO
Effective date: 2009-03-23
Review by date: 2027
Last modified: 2022 May 25

Purpose statement

This procedure outlines how the Town of Oakville will inspect, repair and maintain storm sewer laterals, and details the procedure for a Private Storm Sewer Lateral Grant Program. For the purpose of this procedure, the town may be required to enter upon private property for inspecting, testing, and repair of its portion of the storm sewer laterals.

Scope

This procedure applies to all storm sewer laterals connecting homes/buildings and private property to the municipality's storm sewer mainlines.

Storm sewer laterals include two components:

1. **Municipal portion:** The section of the storm sewer lateral system located on municipal property (i.e. from storm sewer system mainline to private lot line). The Town of Oakville is responsible for all costs associated with the inspection, repair and maintenance of the municipal portion of the storm sewer lateral including the cost of restoring land/elements (e.g. driveway apron, etc) on private property should these be disturbed as a result of repairing the municipal portion of the lateral.

2. **Private portion:** The section of the storm sewer lateral system located on private property (i.e. from the private lot line to the house/building or rear yard drain). The property owner is responsible for all costs associated with the inspection, repair and maintenance of the private portion of the storm sewer lateral including the cost of restoring lands/elements (e.g. driveway apron, etc) on the municipal property should these be disturbed as a result of repairing the private portion of the lateral.

Procedure

1. **Notice:** It is the responsibility of the property owner to notify the Town of Oakville (Roads & Works Operations Department) of any suspected damage and/or blockage of the storm sewer lateral.
2. **Initial inspection:** The property owner is required to undertake an initial inspection to determine the extent and location of the damage and/or blockage of the storm sewer lateral.
3. **Damage/blockage within the municipal portion of the storm sewer lateral:**
In the event the initial inspection reveals the damage and/or blockage is located, in whole or in part within the municipal portion of the storm sewer lateral, then it will be the responsibility of the municipality to carry out the repair/maintenance at its sole cost. The municipality will endeavour to complete the repair/maintenance in an expeditious manner to minimize inconvenience to the property owner/tenant. Should the damage and/or blockage be as a result of the inappropriate use of the storm sewer lateral by the property owner or its tenant(s), the municipality reserves the right to seek reimbursement of the repair/maintenance costs from the property owner. Property owners contravening the Storm Sewer Use By-law may be prosecuted and subjected to further monetary penalties in accordance with the Storm Sewer Use By-law.
4. **Damage/blockage within the private portion of the storm sewer lateral:**
In the event the initial inspection reveals the damage and/or blockage is located solely within the private portion of the storm sewer lateral, the property owner will be advised it is their responsibility to retain a private contractor to carry out the repair/maintenance, at their sole cost. Such work and cost will include restoring land/elements within the public right of way disturbed as a result of repairing the private portion of the lateral (e.g. if the owner needs to dig up the driveway apron to access the repair they will reinstate the driveway apron at their cost).
5. **Private Storm Sewer Lateral Grant Program:**
Should the blockage of the private portion of the storm sewer lateral be the result of the infiltration of roots from a municipal tree(s), the property owner may be eligible for a one-time grant of 50 per cent of the cost to repair up to a maximum of \$2,000.00, provided the following is submitted to the municipality:

- a. A closed circuit television inspection showing visual evidence of the condition of the private portion of the storm sewer lateral.
- b. A copy of the contractor's original invoice relating to the repair/maintenance relating to this type of blockage.

Upon receipt of a. & b. above, and, at the sole discretion of the Director of Roads & Works Operations, and/or his/her designate, the town may reimburse the property owner up to a maximum of \$2,000.00 for the expenses incurred as documented in acceptable invoices/receipts. In consideration of such payment, the property owner will be required to complete and sign a *Private Storm Sewer Lateral Grant Program Application & Release Form*.

The provision of a municipal grant does not constitute an admission of liability by the Town of Oakville for damages caused to private property resulting from the back-up or overflow or infiltration of municipal tree roots of storm sewer laterals.

References and related documents

Town of Oakville Storm Sewer Use By-law No. 2009-031

Appendix A - Private Storm Sewer Lateral Grant Program Application & Release Form

Definitions

Municipal tree - is a tree that is situated on municipal property (i.e. where more than 50% of its base/trunk diameter at ground level is situated on municipal property). Excludes bushes, shrubs and other forms of vegetation.

Memo

To: Mayor Burton and Members of Council

From: Jill Stephen, Director, Transportation and Engineering
Darnell Lambert, Director, Roads and Works Operations

Copy: Jane Clohecy, CAO
Phoebe Fu, Commissioner, Community Infrastructure

Date: June 6, 2022

Subject: **2022 Annual School Crossing Guard Program**

This memo provides an update on the School Crossing Guard Program. The key points are:

- The procedure outlining the process for implementing and discontinuing school crossing guard locations was established in 2012, as part of the Municipal Roads Policy MS-CDV-002, and was last modified in 2019.
- The Halton District School Board and the Halton Catholic District School Board school boards have advised that there will be no new elementary schools opening in September 2022; therefore, no new crossing guard locations are recommended as a result of new schools opening
- A total of 3 new crossing guard locations are recommended for the 2022/23 school year (subject to 2023 Budget approval) as a result of staff analysis undertaken based on requests from the public.
- No existing crossing guard locations will be removed at this time.

Background

This memo replaces the annual Council report that was historically prepared to:

- present the results of ongoing crossing guard location monitoring,
- identify any locations where warrant compliance values support the removal of existing school guard locations, and
- advise of any new locations supported by warrant assessment.

The Town's Identification of School Crossing Guard Locations Procedure (MS-CDV-002-002) outlines the process for implementing and discontinuing school crossing guard locations. This procedure was established in 2012 as part of the Municipal Roads Policy MS-CDV-002, and is regularly reviewed and updated. The Procedure was last updated in 2019.

Memo

Regular review and monitoring of the existing approved crossing guard locations ensures data is reflective of any changes in school programming and/or walking boundaries. Staff review locations periodically and annually per the procedure. Locations that fall below the warrant threshold will be removed following the issuance of notice per the procedure.

Review

The Town of Oakville currently has 95 approved crossing guard locations. During the 2021-2022 school year, staff undertook annual warrant compliance assessments for a total of twenty-seven (27) locations, including eight (8) new location requests. Based on the results of this assessment, three (3) locations require supplementary review as compliance level is below 30%, and one (1) location will require annual monitoring as compliance level is between 31% and 50%. Out of the 8 new location requests, three (3) meet the warrant compliance and will be supported in the 2022-23 school year if funding is provided in the 2023 Budget. The following summarizes

New Guard Implementation (Subject to Budget approval)

- Threshing Mill Boulevard at Post Road
- Grand Ravine at Oakmead Boulevard
- Nottinghill Gate at Old Abbey Lane

Annual Monitoring (Compliance falls between 31% and 50%)

- McCraney Street at Oxford Avenue

Supplementary Review (Compliance falls below 30%)

- Bridge Road at Valley Drive (min. student threshold met)
- Sewell Drive at Queen's Avenue
- Wheat Boom Drive at Ernest Appelbe Boulevard

Impacts

As the town grows and new schools are opened, additional crossing guard locations will require increases to the crossing guard complement at an average cost of \$15,000 per year per guard. In order to ensure fiscal sustainability, and as confirmed by Council adopted policy and procedure, it is prudent to review compliance regularly.

Funding for the addition of 3 new crossing guard locations will be requested through the budget process.

Locations listed under "Annual Monitoring" will be maintained and included in next year's assessment process. Locations listed under "Supplementary Review" will be maintained and scheduled for subsequent review; once in the spring of 2022 and twice in either the autumn of 2022 or spring of 2023.

Memo

The Transportation and Engineering Department will continue to provide technical field reviews and computation of the warrant criteria to determine locations where guards are necessary and where guards are not. The Roads and Works Operations Department works to resource approved locations with trained guards. Both departments work closely with the local Boards of Education in an effort to ensure the School Crossing Guard Program remains optimal and effective.

The provision of crossing guards supports the Town's Climate Action Plan by encouraging and supporting non-automobile trips to and from school.

Appendices

Appendix A: Warrant Calculation Summary 2021/2022

Memo

Appendix A: Warrant Calculation Summary 2021/2022

Warranted

- Fourth Line at Bridge Rd / Parkside Drive
- Lakeshore Road at Balsam Drive
- Monastery Drive at Monks Passage
- Pinery Crescent at Rockingham Drive
- Rebecca Street at Jones Street
- Westoak Trails Boulevard at Oakpoint Road / Ridge Landing
- Westview Terrace at Mother Teresa Catholic Elementary School
- Eighth Line at Lincoln Gate
- Heritage Way at Reeves Gate
- Leighland Avenue at Kent Avenue
- North Ridge Trail at Crosstown Heritage Trail
- Queen Mary Drive at Stewart Street / Forster Park Drive
- Wynten Way at Gable Drive
- Wheat Boom Drive at Post Road
- Post Road at Natalie Way
- Post Road at Threshing Mill Boulevard (New for 2022/2023)
- Grand Ravine at Oakmead Boulevard (New for 2022/2023)
- Nottinghill Gate at Old Abbey Lane (New for 2022/2023)

Annual Monitor (31% - 50%)

- McCraney Street at Oxford Avenue

Supplementary Review (30% or less)

- Bridge Road at Valley Drive (min student threshold met)
- Sewell Drive at Queen's Avenue
- Wheat Boom Drive at Ernest Appelbe Boulevard

New Locations Requested – Not Warranted

- Threshing Mill Boulevard at Ernest Appelbe Boulevard
- Bronte Road at Rebecca Street
- Millbank Road at St. Andrew's School
- Morden Road at Rebecca Street
- Grovehill Road at Ambleside Drive

Memo

To: Council

From: Municipal Enforcement Services
Transportation and Engineering

Date: June 21, 2022

Subject: Automated Speed Enforcement Program and Administrative Penalty Ticket Management Update

Background

This memo has been prepared to provide a status update on the implementation of the Automated Speed Enforcement (ASE) program including:

- Administrative Monetary Penalties (AMPS) for as a system for ticket management. This is a follow up to the memo that was provided to Council dated March 30, 2022.
- Interim strategy to bring awareness to the forthcoming ASE program.

Comments

On October 18, 2021, Council approved the implementation of ASE including 14 mobile cameras in conjunction with AMPS.

Provincial Requirements and external factors to set up ASE

Although the empowering legislation O. Reg. 355/22 (administrative penalties for vehicle owner contraventions detected using camera systems) for municipality to manage the tickets for ASE is stated to come into effect on July 1, 2022, many of the provincial system requirements have not been finalized. Staff continue to work with the Ontario Traffic Council, Ministry of Transportation, Ministry of the Attorney General, Joint Processing Centre (JPC) in order to prepare for the implementation of AMPS to facilitate the penalty process of ASE.

In addition, staff are also aware that the JPC is working through an upgrade to their technology. Since use of the JPC process is a mandatory part of the ASE/AMPS process, our implementation timing will also be subject to any time constraints introduced by the JPC.

Municipal Administrative Monetary Penalty System

Once provincial requirement is available, Municipal Enforcement staff will work with our technical solution provider to develop an Oakville technical solution to the ASE/AMPS

process. Due to the uncertainty of provincial requirements, it is difficult to determine the time required to complete development of the ticket management system.

In sum, Town's implementation of ASE program is dependent on pending provincial requirements and other external agencies timelines of implementation. These processes are still early in the resolution phase and will take some time to address. Currently, it is anticipated that it will be Q1 2023 before all items have been addressed and the provincial and municipal systems are prepared to facilitate the issuance and processing of AMPS for ASE.

Interim Strategy – “Coming Soon” Signage and Community Safety Zones

From the infrastructure perspective, Council has previously approved the acquisition of 14 ASE cameras as part of the ASE program. These cameras have been secured and will be delivered once the administrative processes noted above have been resolved. The cameras will be deployed in Community Safety Zones (CSZ) and two cameras have been allocated for each ward. Some wards have more than 2 CSZs, and in these wards, the cameras will be rotated every 3 to 4 months. A listing of the approved CSZs with the proposed rotation within each ward is included as Appendix A.

The ASE legislation requires that we install signage to advise drivers of the presence of an ASE camera, and also that a “coming soon” tab be installed at least 90 days prior to the activation of the cameras.

The official launch of the ASE program will require both the infrastructure (installation of the camera) and the ticket management process to be in place. With the full program implementation anticipated in Q1, 2023, an interim solution is proposed:

- Staff will begin installing the “coming soon” signage in CSZs on a rotational basis. This will allow residents to become more aware of the ASE program and will be a component in encouraging better compliance with the speed limit and traffic safety rules. This work is planned for the month of September.
- There is daily charge associated with the cameras once installed. Therefore, it is not recommended to be installed at this time. Camera will only be install once the full ASE program is ready to launch.
- The “coming soon” signs will be rotated per Appendix A every 3 to 4 months.

Conclusion

The roll-out of the ASE program is a multi-department, collaborative initiative. Staff from multiple departments are working together to ensure the town's elements of an ASE program are ready to be launched as soon as the provincial system requirements are clarified, and the necessary systems are in place.

The interim “signage” solution provides residents with warning and encourages better compliance with the speed limit and traffic safety rules within the Community Safety Zone Areas.

Appendix A – Community Safety Zone Locations and Proposed ASE Camera Rotation

| Ward | Street Name | From | To | Rotation |
|------|--------------------------|--|-------------------------------------|----------|
| 1 | Colonel William Parkway | Stocksbridge Avenue/Richview Boulevard | Watercliffe Court | 1 |
| 1 | Rebecca Street | Sussex Street | Bronte Road | 1 |
| 1 | Valleyridge Drive | Highbourne Crescent (southerly intersection) | Dundas Street West | 2 |
| 1 | Ontario Street | Marine Drive | East Street | 2 |
| 1 | Trevor Drive | Waterford Street | Bridge Road. | 3 |
| 1 | Felan Avenue | Rebecca Street | Stewart Street. | 3 |
| 2 | Rebecca Street | Garden Drive | Sybella Drive | 1 |
| 2 | Nottingham Gate | Runnymede Crescent (easterly intersection) | Beechgrove Crescent | 1 |
| 2 | Old Abbey Lane | Montrose Abbey Drive | Milton Road/ Northwood Drive | 2 |
| 2 | Fourth Line | Parkside Drive | Wildwood Drive | 2 |
| 3 | Kingsway Drive | Wynten Way/ Winterbourne Drive | Prince John Circle/ Sir David Drive | 1 |
| 3 | Lakeshore Road East | Douglas Avenue | Morrison Road. | 1 |
| 3 | Trafalgar Road | Lawson Street | Macdonald Road | 2 |
| 3 | Maple Grove Drive | Devon Road | Lakeshore Road East | 2 |
| 3 | Devon Road | Morrison Road | Elmhurst Avenue | 3 |
| 3 | Morrison Road | Lakeshore Road E | Devon Road | 3 |
| 3 | Reynolds Street | Pine Avenue | Sumner Avenue | 4* |
| 4 | Pine Glen Road | Whistling Springs Crescent/ Parkglenn Avenue | Postmaster Drive | 1 |
| 4 | Westoak Trails Boulevard | Brookhaven Crescent/Arbourview Drive | Colbeck Street/ Amberglen Court | 1 |
| 4 | Fourth Line | Glen Valley Road | Westview Terrace/Brillinger Street | 2 |
| 4 | Grand Oak Trail | Hemmford Drive/Lionstone Drive | Westoak Trails Boulevard | 2 |
| 4 | Heritage Way | Brays Lane | Postmaster Drive | 3 |
| 4 | Pilgrims Way | Blackburn Drive | Mapleridge Crescent/Pineway Court | 3 |
| 4 | Pine Glen Road | Newcastle Crescent (westerly intersection) | Oakhaven Drive/Dashwood Drive | 4* |
| 5 | Sixth Line | Elm Road | Upper Middle Road | 1 |
| 5 | River Glen Boulevard | Towne Boulevard | Mowat Avenue | 1 |
| 5 | Oxford Avenue | McCraney Street West | Ringwood Road/Mansfield Drive | 2 |
| 5 | Central Park Drive | Glenashton Drive | Oak Park Boulevard | 2 |
| 6 | Glenashton Drive | Eighth Line | Grand Boulevard | 1* |
| 7 | Post Road | Dundas Street East | Threshing Mill Boulevard | 1 |
| 7 | Sixteen Mile Drive | Preserve Drive | Larry Crescent/Isaac Avenue | 1 |
| 7 | Sixteen Mile Drive | Trailside Drive | Gardenia Gate/Carding Mill Trail | 2* |

In Wards with an odd number of Community Safety Zones, staff will work with the ward councillors to confirm the placement of the second camera during this rotation

*

Memo

To: Mayor Burton and Members of Council

From: Municipal Enforcement Services/Planning Services

Copy: Jane Clohecy, Chief Administrative Officer
Neil Garbe, Commissioner, Community Development Commission
Jim Barry, Director, Municipal Enforcement
Gabe Charles, Director, Planning Services
Phoebe Fu, Commissioner, Community Infrastructure
Jill Stephen, Director, Transportation and Engineering

Date: June 21, 2022

Subject: Parking Management Strategy Update

Background

In 2019, a project and study to develop a Parking Management Strategy was initiated. A consultant for the study was selected in early 2020 however the project was stopped due to unforeseen impacts of COVID-19. The project was restarted in 2021 and following a second public request for proposal process, R.J. Burnside & Associates (“Burnside”) was selected to undertake the study.

The purpose of the study is to create a strategy that will:

1. manage parking demands,
2. foster good urban design,
3. support economic development; and,
4. encourage alternative forms of transportation such as cycling, walking, and transit

This memo has been prepared to provide an update on the Parking Management Strategy with primary focus on residential areas in North Oakville and commercial parking areas in the BIA districts.

Comments

The Parking Management Strategy is a corporate project being undertaken across town commissions with expertise from Municipal Enforcement, Planning, Zoning, and

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Engineering. The primary areas of focus for the Parking Management Strategy are residential areas in North Oakville and commercial parking districts. The study will encompass the objectives of correlating parking utilization data, capturing public feedback on parking, planning and zoning policies.

Within the town, the automobile is the predominant mode of travel with 8.8 out of 10 trips made by the automobile. With anticipated population growth and trends showing an increase in the number of vehicles per household, these trends in automobile usage are not sustainable. As provided in the Community Energy Strategy, Council endorsed the climate emergency and energy plan with a goal to reduce automobile use and CO₂ emissions by 50 per cent by 2041. Furthermore, the Town's Urban Mobility Strategy recognizes that alternative modes of transportation must be prioritized.

While the automobile is still expected to be a component of the future transportation network, a shift to more sustainable modes of travel will help achieve a number of sustainability objectives. This includes encouraging active modes of transportation to and from residential areas and commercial districts to reduce the demand on existing parking supply.

In visioning for these future shifts in the transportation network and considering climate impacts, Council has established various decisions respecting the town's Urban Structure and Official Plan policies. Since 2017, Council has endorsed the Transportation Master Plan, the initiation of the Urban Mobility and Transportation Strategy, and the Community Energy Strategy supporting this move forward. This has set a strong foundation in establishing guiding principles to consider when balancing the demand for parking (both on and off street) and the need to reduce the number of automobile trips. The Parking Management Strategy will seek to continue to follow these guiding principles through the evaluation of current parking conditions and consider alternative approaches to reduce the need for parking in order to achieve the goals and direction set out by Council. Opportunities for how new parking spaces can be accommodated, where appropriate, will also be evaluated through the study.

The Parking Management Strategy will be developed in the context of this transportation transition and informed by the town's related, approved, and emerging policy, plans and strategies. The Parking Management Strategy must be coordinated with these other studies / initiatives, including the upcoming Transportation Master Plan update, and provide careful analysis of broader objectives with a balanced approach that will support the town's growth management strategy, public investments in the planned transportation network and services (for pedestrians, cyclists, transit users and drivers) and livability of the community in the longer term.

North Oakville Residential Areas

One of the primary goals of the Parking Management Strategy is to support good Urban

Design and contribute to creating a walkable and transit supportive urban environment by minimizing surface parking and encouraging higher density development. North Oakville has been planned and designed as a transit-first, pedestrian-oriented community. This Vision continues to be upheld by Council, and various implementation tools help advance the build-out of the community. It is recognized that there are challenges in North Oakville as the community matures. To that end, considerations will be given to developing strategies for the issuance of school and residential parking permits to manage existing parking pressures. In addition, the strategy will consider how best to enhance communications to new and existing residents relating to parking accommodation both on private property and on-street.

Main Street Commercial and Commercial within Mixed Use Areas

In developing a Parking Management Strategy for main street commercial areas, a review and evaluation of the existing municipal (public) commercial parking operations in Downtown Oakville and Kerr Village is needed. The study assesses current and forecast parking supply, demand, utilization and identifies opportunities to improve the programs. Parking time limits, accessible parking, electric vehicle parking and options to better utilize parking through programs such as dynamic pricing structures are being considered.

Along with reviewing the existing commercial parking programs in Downtown Oakville and Kerr Village, the study will evaluate the current paid parking pilot program in Bronte Village. This includes evaluation of parking supply, demand, utilization and public input. Findings and recommendations on the pilot program will be presented in the study and included in the Parking Management Strategy.

The strategy will also provide an initial parking plan for the Urban Core Areas and Neighbourhood Centre Areas in North Oakville that will assess parking standards, supply, and demand and provide a business plan for implementing municipal (public) commercial parking programs. The strategy will provide implementation and phasing plans, as well as identify potential locations for off-street public parking lots and on-street parking, keeping with the vision of the North Oakville East Secondary Plan.

Stakeholder input

In February, 2022 staff released surveys to ask for public input on parking and zoning, primarily focused on residential areas in North Oakville and commercial parking districts. These surveys were released on February 8, 2022 and were open for completion for two weeks. These surveys and a link to the parking study web page were communicated through the following methods:

- The town's eNewsletter
- Posted on our public engagement hub on oakville.ca

- Hero on the home page of oakville.ca
- Direct email to BIA's (survey for employees and for public)
- Hand delivered notices to business with BIA areas
- Sent to Residents Associations to share with their members
- Through the town's social media channels
- Attached to North Oakville parking permits
- Individual survey sent to schools located in North Oakville

Feedback received from these surveys has been discussed further at recent public meetings held on May 18 (Commercial District results) and May 19 (North Oakville results). The surveys for residents in North Oakville and for visitors to the commercial districts have been reopened to offer the public who had not already done so, an opportunity to participate. These surveys will be open until June 13 and links will be available online, through social media along with emails to the BIA's.

Next Steps

Planning and Municipal Enforcement Services continue to work with the Burnside team to review the study findings, data, and stakeholder input to date. Additional utilization surveys will be undertaken in the commercial districts later this year, to update the data in a period without COVID-19 related restrictions. Staff will also collaborate with Transportation and Engineering so that the data and findings from the Parking Management Strategy can be coordinated with, and considered in, the upcoming Transportation Master Plan update.

Findings, data, input, options, opportunities, and alternatives will be assessed, and a strategy will be developed to create a framework for parking planning and programs for the next five years.

The strategy will assist Planning and Municipal Enforcement Services, and other departments such as Transportation and Engineering and Oakville Transit, to implement recommendations. A report outlining the final recommendations and strategy document will be provided to Council in early 2023.

Memo

To: Members of Council

From: Rebecca Brookes, Corporate Strategy Program Advisor
Strategy, Policy and Communications

CC: EMT
Vicki Tytaneck, Town Clerk

Date: June 20, 2022

Subject: Truth and Reconciliation

Comments

This memo provides an update on the motion related to Truth and Reconciliation from the Council meeting of September 28, 2021.

Motion

The motion reads:

WHEREAS the Truth and Reconciliation Commission released its final report on June 2, 2015, which included 94 Calls to Action to redress the legacy of residential schools and advance the process of Canadian reconciliation;

AND WHEREAS the recent discoveries of remains and unmarked graves across Canada have led to increased calls for all levels of government to address the recommendations in the Truth and Reconciliation Commission's Calls to Action;

AND WHEREAS all Canadians and all orders of government have a role to play in reconciliation including eight specific recommendations made by the Truth and Reconciliation Commission for municipalities to consider;

AND WHEREAS Recommendation #80 of the Truth and Reconciliation Commission called upon the federal government, in collaboration with Aboriginal peoples, to establish, as a statutory holiday, a National Day for Truth and Reconciliation to ensure that public commemoration of the history and legacy of residential schools remains a vital component of the reconciliation process;

AND WHEREAS the Federal Government has announced September 30th, 2021, as the first National Day for Truth and Reconciliation (National Orange Shirt Day) and a statutory holiday;

AND WHEREAS the Town of Oakville's Culture Plan and Special Events Strategy commits to supporting Indigenous culture resurgence through creating meaningful experiences for the community to learn about Indigenous history, culture and the impacts of colonialism to define a reconciled future.

THEREFORE, BE IT RESOLVED THAT the Council of the Town of Oakville does hereby commit to recognizing September 30th, 2021, as the National Day for Truth and Reconciliation (National Orange Shirt Day) and encourages residents to participate in the full program of activities such as wearing an orange shirt to raise awareness about the intergenerational impact and trauma of residential schools, take guided and self-directed walks on our Moccasin Trails to learn about the history of the lands from an Indigenous perspective, enjoy Indigenous performances at the Oakville Centre of the Performing Arts and watch Indigenous films, as well as read books about Indigenous history recommended by the Oakville Public Library;

AND FURTHER, BE IT RESOLVED THAT staff review the eight recommendations by the Truth and Reconciliation Commission pertaining to municipal responsibilities and report back to Council with a proposed call to action, where appropriate;

AND THAT an orange crosswalk be installed to commemorate all Indigenous children, and demonstrate the Town's ongoing commitment to an inclusive community including our local Indigenous community, and staff report back to Council on the funding and implementation plan;

AND THAT Council direct staff to explore opportunities for future initiatives and partnerships in consultation with our Indigenous community members and Mississaugas of the Credit First Nation, to commemorate all Indigenous children, support cultural resurgence and recognize our local Indigenous community.

Town commitment and update on Truth and Reconciliation:

Staff has been building and strengthening the town's relationship with the Mississaugas of the Credit First Nation (MCFN) whose Treaty Lands and traditional territory spans from Toronto to Niagara and includes 67 municipalities as well as with the urban Indigenous community in Halton.

National Day for Truth and Reconciliation, September 30

As Council is aware, the town recognized September 30, 2021 as the National Day for Truth and Reconciliation. To raise awareness about the intergenerational impact and trauma of residential schools, staff hosted a number of performances and activities for residents to participate in during the month of September. Some of the activities

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included: guided and self-directed walks on our Moccasin Trails with members of our Indigenous community, performances at the Oakville Centre of the Performing Arts by Indigenous artists, Indigenous films presented in association with Indigenous community leaders, Oakville Public Library (OPL) and other community partners, as well as recommending books by Indigenous authors and about Indigenous history offered through the OPL.

In addition to activities offered throughout September, the Every Child Matters orange flag was flown at half-mast at Town Hall from September 1-30, and during the week of September 27, Town Hall and the Oakville Centre for the Performing Arts were lit in orange. Full-time staff were also granted a floater day in recognition of the National Day for Truth and Reconciliation.

For 2022, the Every Child Matters orange flag will again be flown at half-mast at Town Hall from September 1-30, and during the week of September 26, Town Hall and the Oakville Centre for the Performing Arts will be lit in orange. There will be activities offered throughout the month of September and a concert is being planned for September 30 at the Oakville Centre for the Performing Arts in collaboration with the Indigenous community. September 30 will be recognized by the town and OPL as a statutory holiday with town recreation facilities staying open to offer programming to the community. For others, it will allow time to reflect on the residential school experience and our shared commitment to truth and reconciliation.

Orange crosswalk

Staff has been working with the MCFN to install Oakville's first orange-painted crosswalk in June, to align with Indigenous History Month.

A solid orange crosswalk bordered by white lines (for safety) has been installed at the intersection of Thomas St. and Church St. This site was chosen in consultation with the MCFN based on its proximity to the downtown where there is high foot and vehicular travel, as well as its proximity to town cultural facilities including the Oakville Centre for the Performing Arts, the OPL and Oakville Museum.

Accompanying the crosswalk will be an interpretative sign and traffic cabinet wrap with the four moccasins representing the Indigenous linguistic groups in this region which are Huron-Wendat (east), Cree (north), Anishinaabe (south), and Seneca (west). The moccasins are already used in Oakville as part of the Moccasin Identifier project.

Staff also consulted with the town's Accessibility Advisory Committee to ensure accessibility was considered in the design, location and specifics of the site. The Halton local municipalities have been in contact to ensure there is consistency in any orange crosswalk undertakings across our municipalities.

Staff has submitted a grant application to the Hamilton Halton Brant Regional Tourism Association to fund the vinyl traffic cabinet wrapping and crosswalk programming which will include a heritage walk. We anticipate a response in June.

The unveiling ceremony will be on June 22 at 10 a.m. (rain date June 23 at 10 a.m.). An invite has been sent to Council with the details, should you wish to participate. The crosswalk is a wonderful way to demonstrate the town's commitment to reconciliation and awareness in a visual way.

Truth and Reconciliation Calls to Action

The Truth and Reconciliation Commission released its final report: [*Honouring the Truth, Reconciling for the Future*](#) in 2015, which details the experiences, trauma and impacts of the residential school system and outlines 94 Calls to Action to forward reconciliation between Indigenous and non-Indigenous peoples in Canada.

The 94 Calls to Action are directed at:

- Federal, provincial, municipal and Indigenous governments
- Indigenous and non-Indigenous communities
- Post-secondary institutions
- Health care institutions
- Faith-based institutions
- Media organizations, and
- Members of the corporate sector.

Thirteen of the Calls to Action apply to municipalities, either specifically or through a call to “all levels of government”. While 13 apply to municipalities, it is incumbent on us to explore how each of the 94 might have some municipal applicability or to otherwise examine what role the town can play to advance progress with other levels of government. The process of reconciliation involves reconsidering many of the standard practices which govern municipal processes and hearing truths which are uncomfortable and challenging. It is in taking these actions that the town will continue to honour and respect the Treaties which were signed for the land, the Indigenous Peoples who have lived here, and the process of reconciliation.

Staff has been building relationships with the Indigenous community who live in Halton and the MCFN who are the land treaty holders. The town has led or participated in a number of initiatives and activities to support the broad Indigenous community to advance reconciliation. The attached document, Appendix A, is a listing of the various initiatives by the town and the OPL, listed by 21 relevant Calls to Action.

Projects the town worked on with the MCFN include:

- Truth and reconciliation crosswalk (June 2022): installation of an orange crosswalk in the downtown core to honour the children and families of the

residential school system as well as learn more about the treaty lands we are on and Indigenous culture.

- Debwewin “the Oakville truth” project (2021-2022): is an MCFN and Oakville Community Foundation project. The sign procurement and installation was in partnership with the town, of about 20 signs in town parks in spring and summer 2022 to further the community’s shared understanding of Oakville’s Indigenous past and support local truth and reconciliation.
- Proclamation (2022): by the Mayor on February 28, 2022, to honour the 202nd anniversary of the signing of Treaty 22 at the Oakville Museum’s Erchless Estate. MCFN Gimaa Laforme and Indigenous Knowledge Guide Stephen Paquette spoke to mark the occasion.
- Moccasin Identifier and Indigenous history wall (2019): at Tannery Park, the [Moccasin Identifier](#) and outdoor classroom gathering circle were installed to promote awareness of the significant cultural historic sites and the ancestral presence of First Nations, Métis and Indigenous communities.
- MCFN permanent flag (2019): At Town Hall, the flag of the MCFN is permanently flown alongside the national, provincial and municipal flag. Town Hall also features Canoe Garden, a special ArtHouse partnership with Halton Environment Network.
- Moccasin Trails (2017): along Bronte Creek Heritage Trail and along Sixteen Mile Creek Inner Valley to Dundas Street West at Lions Valley.

Projects the town worked on with the urban Indigenous community in Oakville include:

- Indigenous room names (2021): five meeting rooms at Town Hall were renamed to honour the Indigenous land and territory where Oakville resides. This was done to embrace a meaningful connection to Indigenous languages and teach and preserve them.
- Land acknowledgment plaques (2021): permanent plaques with a land acknowledgement were installed in prominent areas at Town Hall and all our community centres to acknowledge the appreciation and gratitude we carry for the enduring presence and deep traditional knowledge, laws and philosophies of the Indigenous people with whom Oakville shares this land today. This is in addition to the plaque that was introduced at the Oakville Museum in 2020.
- One Dish garden (2021): a beautiful garden was planted at Iroquois Ridge Community Centre, honouring the One Dish covenant that teaches that all people need to collectively care for and respect the land, water, animals and each other in the interests of peace and friendship, for the benefit of not only ourselves but for our future descendants. The Indigenous names of each plant are highlighted on the garden signage to increase awareness, and teach and preserve the languages.
- RedDress project (every year): red dresses are hung at Town Hall, all recreation and culture facilities, and all library branches as our communities’ response to the 231 Calls for Justice for Missing and Murdered Indigenous Women and Girls 2S+. The red dresses are displayed from October 4 Sisters in Spirit Day to November 25 the International Day for the Elimination of Violence Against Women.

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The town has taken several notable actions in its efforts to renew and strengthen our relationship with the Indigenous community but more work is needed to proactively support reconciliation efforts. The listing in Appendix A is a good start but it is not a plan to respond to the Calls to Action. A plan for Oakville will involve a process of listening, understanding and actioning that should be led in partnership with the Indigenous community.

As the town develops its multi-year inclusion, diversity, equity and accessibility plan, the development of a Truth and Reconciliation Action Plan, as other municipalities such as Toronto and Mississauga have done, is anticipated to be scoped and appropriately resourced. Toronto's Reconciliation Action Plan was developed over three years with input from First Nations, Inuit and Métis community members, organizations, Elders, Knowledge Carriers, youth, and Indigenous employees and allies in the Toronto Public Service. The town would take a similar approach to consultation and engage the Indigenous community broadly and where possible, in partnership with Halton Region and the local municipalities.

For your interest, we have a dedicated page on the town's website with information on the [Indigenous Culture and Community](#).

If you have any questions or comments for staff, please feel free to contact me.

Rebecca Brookes
Corporate Strategy Program Advisor
Strategy, Policy and Communications
rebecca.brookes@oakville.ca or 905-845-6601 ext. 3689

Appendix A: Town activities in support of the Truth and Reconciliation Commission of Canada's Calls to Action

Legend:

- MCFN: Mississaugas of the Credit First Nation
- Gimaa Stacey Laforme: Chief of the Mississaugas of the Credit First Nation

| | TRC Calls to Action | Initiatives underway, ongoing, complete |
|----|---|---|
| 1. | <p>#3 Jordan's Principle We call upon <i>all levels of government</i> to fully implement Jordan's Principle</p> <p>Jordan's Principle makes sure all First Nations children living in Canada can access the products, services and supports they need, when they need them. Funding can help with a wide range of health, social and educational needs, including the unique needs that First Nations Two-Spirit and LGBTQQIA children and youth and those with disabilities may have.</p> <p>Jordan's Principle is named in memory of Jordan River Anderson - a young boy from Norway House Cree Nation in Manitoba.</p> | <p>Town</p> <ul style="list-style-type: none"> • Subsidy programming (based on income) through Recreation and Culture • Indigenous programming through Oakville Centre for the Performing Arts (OCPA) <p>Oakville Public Library (OPL)</p> <ul style="list-style-type: none"> • Books in different Indigenous languages • Indigenous author lists • General programming - free https://opl.ca/Search?q=Indigenous+Authors • Indigenous sections on OPL website: https://opl.ca/Search?q=Indigenous • Eliminated all overdue fines • Halton Community Services Directory Search Results (hipinfo.info): list of mental health resources for Indigenous and two-spirit community (about 50 organizations) • Information Oakville: downloadable poster for Indigenous support serving Halton: Media Kit - Resource Posters (google.com) |
| 2. | <p>#14 Language We call upon the <i>federal government</i> to enact an Aboriginal Languages Act that incorporates the following principles:</p> <p>i. Aboriginal languages are a fundamental and valued element of Canadian culture and society, and there is an urgency to preserve them.</p> <p>ii. Aboriginal language rights are reinforced by the Treaties.</p> <p>iii. The federal government has a responsibility to provide sufficient funds for Aboriginal-language revitalization and preservation.</p> <p>vi. The preservation, revitalization, and strengthening of Aboriginal languages and cultures are best managed by Aboriginal people and communities.</p> <p>v. Funding for Aboriginal language initiatives must reflect the diversity of Aboriginal languages.</p> | <p>Town</p> <ul style="list-style-type: none"> • Renaming of meeting rooms at Town Hall to Indigenous names: Anishinabemowin language and Iroquoian language names were used • One Dish garden planted at IRRC with Anishinabemowin language plant names on sign • Word mural in Memorial Park: <i>Nanzuhzaugewazog, Ojibwa, Anishinabe, Attawandaron, Haudenosaunee, The Neutral, Attiouendaronk</i> <p>OPL</p> <ul style="list-style-type: none"> • Expanded children's collection in Indigenous languages • Mural by Indigenous artists – Mother Bear Medicine at Central Library branch |
| 3. | <p>#17 Reclaiming Names We call upon <i>all levels of government</i> to enable residential school survivors and their families to reclaim names changed by the residential school system by waiving administrative costs for a period of five years for the name-change process and the revision of official identity documents, such as birth certificates, passports, driver's licenses, health cards, status cards and social insurance numbers.</p> | |

| | TRC Calls to Action | Initiatives underway, ongoing, complete |
|----|--|---|
| 4. | <p>#20 Access to health services In order to address the jurisdictional disputes concerning Indigenous people who do not reside on reserves, we call upon the federal government to recognize, respect, and address the distinct health needs of the Métis, Inuit, and off-reserve Indigenous peoples.</p> <p><i>*Health for the town means: physical, social, wellness/ lifestyle, culture</i></p> | <p>Town</p> <ul style="list-style-type: none"> • Liaise for information to the community through ServiceOakville • National Indigenous Peoples Days event (2019) • Oakville outdoor film series around September 30 with Indigenous films (opening/closing speakers, film producers, writers, actors) movie screening events supporting climate reconciliation and awareness led by Indigenous persons • OCPA performances • Recreation and Culture Programming including: <ul style="list-style-type: none"> ◦ Baking Bannock https://youtu.be/7YxrQ1ZwXWQ ◦ Planting Our Seeds https://youtu.be/iNwl5kmzVS8 ◦ #OurOakville podcast https://youtu.be/QewugDsBCAE <p>OPL</p> <ul style="list-style-type: none"> • Halton community services directory • Lacrosse lending kits through OPL |
| 5. | <p>#23 Indigenous Representation in Healthcare We call upon <i>all levels of government</i> to:</p> <p>i) Increase the number of Aboriginal professionals working in the health-care field</p> <p>ii) Ensure the retention of Aboriginal health-care providers in Aboriginal communities</p> <p>iii) Provide cultural competency training for all healthcare professionals</p> <p><i>*Health for the town means: physical, social, wellness/ lifestyle, culture</i></p> | <p>While this Call to Action is focused on Indigenous representation in healthcare and the town doesn't deliver this service, we recently conducted a Diversity Census and Inclusion survey of staff. The results will provide us with the demographics of Indigenous town and OPL staff</p> |
| 6. | <p>#40 Justice We call on <i>all levels of government</i>, in collaboration with Aboriginal people, to create adequately funded and accessible Aboriginal specific victim programs and services with appropriate evaluation mechanisms.</p> | <p>OPL has referral service</p> |
| 7. | <p>#41 Missing and Murdered Indigenous Women Girls and Two-Spirit (MMIWG2+) We call upon the <i>federal government</i>, in consultation with Indigenous organizations, to appoint a public inquiry into the causes of, and remedies for, the disproportionate victimization of Indigenous women and girls. The inquiry's mandate would include:</p> <p>i. Investigation into missing and murdered Indigenous women and girls.</p> <p>ii. Links to the intergenerational legacy of residential schools</p> | <p>Town</p> <ul style="list-style-type: none"> • Town Hall lit orange 2021 • Town Hall lit red 2017-2019 • Red Dress awareness campaign: town-wide facilities since 2017 • Ceremony with Grandmother's Voice at Oakville Museum in recognition of MMIWG2+ Day 2020 <p>OPL</p> <ul style="list-style-type: none"> • Participation in Moose Hide campaign • Red Dress awareness campaign at all seven branches • Oakville Truth and Reconciliation committee events (organize, design and print collateral) • Book lists |
| 8. | <p>#43 United Nations Declaration on the Rights of Indigenous Peoples We call upon <i>federal, provincial, territorial, and municipal governments</i> to fully adopt and implement the United Nations Declaration on the Rights of Indigenous Peoples as the framework for reconciliation.</p> | |
| 9. | <p>#45 Royal Proclamation and Covenant of Reconciliation We call upon the <i>Government of Canada</i>, on behalf of all Canadians, to jointly develop with Indigenous peoples a Royal Proclamation of Reconciliation to be issued by the Crown. The proclamation would build on the Royal Proclamation of 1763 and the Treaty of Niagara of 1764, and reaffirm the nation-to-nation relationship between Indigenous</p> | <ul style="list-style-type: none"> • Proclamation by Mayor with event on Treaty 22 day, February 28, 2022 • Debwewin: The Oakville Truth Project – place making signage (Ojibwe meaning: To speak the truth) <ul style="list-style-type: none"> ◦ New Truth & Reconciliation Initiative "Debwewin"- the Oakville Truth Project – Oakville Community Foundation • Debwewin: The Oakville Truth Project – school program (grant with Oakville Community Foundation) • Orange crosswalk installation in June 2022 |

| | TRC Calls to Action | Initiatives underway, ongoing, complete |
|-----|--|---|
| | <p>peoples and the Crown. The proclamation would include, but not be limited to, the following commitments:</p> <p>iii. Renew or establish Treaty relationships based on principles of mutual recognition, mutual respect, and shared responsibility for maintaining those relationships into the future.</p> | <ul style="list-style-type: none"> • Wampum belt exchange 2020 at Oakville Museum: Mayor gives Wampum to Gimaa Laforme to acknowledge Treaty 22 that was signed on February 28, 1820 • Moccasin Trails signs, guided and self-guided walks • MCFN Flag permanently installed at Town Hall 2019 • Moccasin Identifier Project kits acquired for programming Moccasin Identifier Project • Inclusion of Indigenous history in all research documents/by-laws/plaques/etc. related to local history produced or required by Planning Services |
| 10. | <p>#47 Royal Proclamation and Covenant of Reconciliation</p> <p>We call upon <i>federal, provincial, territorial, and municipal governments</i> to repudiate concepts used to justify European sovereignty over Indigenous peoples and lands, such as the Doctrine of Discovery and terra nullius, and to reform those laws, government policies, and litigation strategies that continue to rely on such concepts</p> | <ul style="list-style-type: none"> • Debwewin: The Oakville Truth Project – place making signage (Ojibwe meaning: To speak the truth) <ul style="list-style-type: none"> ◦ New Truth & Reconciliation Initiative “Debwewin”- the Oakville Truth Project – Oakville Community Foundation |
| 11. | <p>#55 National Council for Reconciliation</p> <p>We call upon <i>all levels of government</i> to provide annual reports or any current data requested by the National Council for Reconciliation [NCR] so that it can report on the progress towards reconciliation. The reports or data would include, but not be limited to:</p> <p>i. The number of Indigenous children—including Métis and Inuit children—in care, compared with non Indigenous children, the reasons for apprehension, and the total spending on preventive and care Services by child-welfare agencies.</p> <p>ii. Comparative funding for the education of First Nations children on and off reserves.</p> <p>iii. The educational and income attainments of Indigenous peoples in Canada compared with non-Indigenous people.</p> <p>iv. Progress on closing the gaps between Indigenous and non-Indigenous communities in a number of health indicators such as: infant mortality, maternal health, suicide, mental health, addictions, life expectancy, birth rates, infant and child health issues, chronic diseases, illness and injury incidence, and the availability of appropriate health services.</p> <p>v. Progress on eliminating the overrepresentation of Indigenous children in youth custody over the next decade.</p> <p>vi. Progress on reducing the rate of criminal victimization of Indigenous people, including data related to homicide and family violence victimization and other crimes.</p> <p>vii. Progress on reducing the overrepresentation of Indigenous people in the justice and correctional systems.</p> | <p>The data for this Call to Action would be collected by other levels of government.</p> |
| 12. | <p>#57 Indigenous Education to Public Servants</p> <p>We call upon <i>federal, provincial, territorial, and municipal governments</i> to provide education to public servants on the history of Indigenous peoples, including the history and legacy of residential schools, the United Nations Declaration on the Rights of Indigenous Peoples, Treaties and Indigenous rights, Indigenous law, and Indigenous–Crown</p> | <p>Town</p> <ul style="list-style-type: none"> • Land acknowledgement on town website • Land acknowledgement plaques installed at Town Hall, recreation centres, Oakville Museum, OCPA • Indigenous language room re-naming at Town Hall • #OurOakville podcast https://youtu.be/QewugDsBCAE • Virtual tour of Woodland Cultural Centre (Mohawk Institute Tour of residential school) through Oakville Learn Woodland Cultural Centre A Museum of Excellence |

| | TRC Calls to Action | Initiatives underway, ongoing, complete |
|-----|---|---|
| | relations. This will require skills based training in intercultural competency, conflict resolution, human rights, and antiracism. | OPL <ul style="list-style-type: none"> • Internal website page with training/events resources • Four Seasons of Reconciliation certificate completed for all OPL staff in 2021 • Information Oakville hosted session on ReconciliACTION to 120 participants in the Information & Referral sector • Partnered with Halton Equity and Diversity Roundtable to offer Indigenous education speaker series and book club with Indigenous authors and issues • Information Oakville developed a national study guide – Serving Indigenous Peoples – for Information Specialist and data base curators certification |
| 13. | #64 Education for reconciliation We call upon <i>all levels of government</i> that provide public funds to denominational schools to require such schools to provide an education on comparative religious studies, which must include a segment on Aboriginal spiritual beliefs, and practices developed in collaboration with Aboriginal Elders. | Town <ul style="list-style-type: none"> • Oakville Museum provides school programming • Recreation and Culture summer camps provides Moccasin Identifier Project, Group of Six (by youth from Six Nations), and Land acknowledgement activities to campers |
| 14. | #69 Museums and archives We call upon <i>Library</i> and Archives Canada to: <ol style="list-style-type: none"> Fully adopt and implement the United Nations Declaration on the Rights of Indigenous Peoples and the United Nations Joint-Orontlicher Principles, as related to Aboriginal peoples' inalienable right to know the truth about what happened and why, with regard to human rights violations committed against them in the residential schools Ensure that its record holdings related to residential schools are accessible to the public. Commit more resources to its public education materials and programming on residential schools. | Town <ul style="list-style-type: none"> • Every Child Matters flag installed at Oakville Museum OPL <ul style="list-style-type: none"> • Adult fiction collection – diversity audit underway • Actively expanding racialized collections • Added full run of MCFN's Eaglepress Newsletter to the Oakville Collection with MCFN permission • Review of OPL catalogue subject heading review/changes underway • Working on a framework/changes to improve outdated/colonial language in subject headings overall. Need to consult with Indigenous community members. The process will take a while and will be ongoing. This review was brought about by the changes in the Indigenous Athletes subject heading |
| 15. | #77 National Centre for Truth and Reconciliation We call upon <i>provincial, territorial, municipal, and community</i> archives to work collaboratively with the National Centre for Truth and Reconciliation to identify and collect copies of all records relevant to the history and legacy of the residential school system, and to provide these to the National Centre for Truth and Reconciliation. | Not aware of what we have – need to explore by the Museum, Clerk's, Oakville Historical Society and OPL. |
| 16. | #79 Commemoration I-iii We call upon the <i>federal government</i> , in collaboration with Survivors, Aboriginal organizations, and the arts community to develop a reconciliation framework for Canadian heritage and commemoration. | Town <ul style="list-style-type: none"> • Temporary orange ribbon memorials on September 30 at Recreation and Culture facilities. Ribbons then offered in ceremony by Grandmother's Voice (2021) • Artist Tracey Mae Chambers temporary installation at Museum west porch (2021) • Temporary memorials to commemorate Kamloops at Oakville Museum and Central Library with shoes (2020) • Gathering circle with Moccasin Identifier Project and Indigenous History wall at Tannery Park • Orange crosswalk at Thomas and Church streets |

| | TRC Calls to Action | Initiatives underway, ongoing, complete |
|-----|---|--|
| 17. | #80 Recognition of Indigenous Holidays We call upon the <i>federal government</i> , in collaboration with Indigenous peoples, to establish, as a statutory holiday, a National Day for Truth and Reconciliation to honor Survivors, their families, and communities, and ensure that public commemoration of the history and legacy of residential schools remains a vital component of the reconciliation process. | Town/OPL <ul style="list-style-type: none"> February 28, 1820 – signing of Treaty 22 in 2022 June – National Indigenous Heritage Month <ul style="list-style-type: none"> Event with Giima LaForme at OCPA (May 24, 2022) MCFN flag raising on Community pole at Town Hall (2018) June 21 - National Indigenous day <ul style="list-style-type: none"> Grandmother's Voice (Urban Indigenous Group) day outside (prior to COVID) September 30 - National Day for Truth and Reconciliation (2021) <ul style="list-style-type: none"> Free event at OCPA Shawnee Kish Outdoor Indigenous film screenings Every Child Matters Flag raised on community pole at Town Hall for month of September (2021) Orange ribbon memorials at R&C facilities (2021) <ul style="list-style-type: none"> Grandmother's Voice (Urban Indigenous Group) led with orange ribbon ceremony Month of May (May 5), Oct and Nov <ul style="list-style-type: none"> For missing and murdered Indigenous women, girls and 2 spirit plus (MMIWG2+) Nov 1-7 treaties week <ul style="list-style-type: none"> Public presentation about Treaties held at QEPCCC 2018 with barrister Kim Fullerton (Vital Conversations, TRC Oakville) Nov 8 - National Indigenous Veteran's day |
| 18. | #87 Indigenous Athletes We call upon <i>all levels of government</i> , in collaboration with Indigenous peoples, sports halls of fame, and other relevant organizations, to provide public education that tells the national story of Indigenous athletes in history. | Town <ul style="list-style-type: none"> Indigenous sports history included in trail marker kiosk in Preserve (trail off George Savage Ave) |
| 19. | #88 Indigenous Athletes We call upon <i>all levels of government</i> to take action to ensure long-term Indigenous athlete development and growth, and continued support for the North American Indigenous Games, including funding to host the games and for provincial and territorial team preparation and travel. | OPL <ul style="list-style-type: none"> Catalogue subject heading change – Indigenous Athletes. This was adjusted to remove outdated/ colonial language. Also making the items more searchable. This relates to #87 Indigenous Athletes. Lacrosse sports kit lending and videos on usage with Toronto Rock Athletic Centre. This relates to #87 |
| 20. | #92 Indigenous Business Opportunities We call upon the corporate sector in Canada to adopt the United Nations Declaration on the Rights of Indigenous Peoples as a reconciliation framework and to apply its principles, norms, and standards to corporate policy and core operational activities involving Indigenous peoples and their lands and resources. This would include, but not be limited to, the following: ii. Ensure that Indigenous peoples have equitable access to jobs, training, and education opportunities in the corporate sector, and that Indigenous communities gain long-term sustainable benefits from economic development projects. | |
| 21. | #94 Oath of Citizenship We call upon the <i>Government of Canada</i> to replace the Oath of Citizenship with the following: I swear (or affirm) that I will be faithful and bear true allegiance to Her Majesty Queen Elizabeth II, Queen of Canada, Her Heirs and Successors, and that I will faithfully observe the laws of Canada including Treaties with Indigenous Peoples, and fulfill my duties as a Canadian citizen. | |

Memo

To: Mayor and Members of Council
From: Planning Services Department
CC: Jane Clohecy, CAO
Neil Garbe, Commissioner of Community Development
Date: June 21, 2022
Subject: 2021 Census Release – Population, Unit Counts and Dwelling Type

This memo provides information about the ongoing release of the 2021 Census Data and the most recent set of Census Data that has been made public. The Census is an ongoing detailed enumeration of the Canadian population taken every five years. The results of the Census are published in the year following the enumeration in stages.

As shown in the table below, there have been two releases of Census Data in 2021 covering various levels of geography, including provinces and territories, census metropolitan areas, communities and census tracts. Additional data will be released according to themes on pre-determined release dates. Staff will provide further information later this year as more information is released. Once all of the information is released staff will request more detailed data at a finer grain level to better understand the demographics of the town to inform policy decision making and approach to current planning.

Census Release Schedule:

| Theme | Topic | Release Date |
|---|--|------------------|
| <ul style="list-style-type: none">• Canada's growing population and where they are living | <ul style="list-style-type: none">• Population and dwelling counts | February 9, 2022 |
| <ul style="list-style-type: none">• Canada's shifting demographic profile | <ul style="list-style-type: none">• Age• Sex at birth and gender• Type of dwelling | April 27, 2022 |
| <ul style="list-style-type: none">• Portrait of Canada's families and households• Canadian Military Experience• Income profile of Canadians | <ul style="list-style-type: none">• Families, households, and marital status• Canadian military experience• Income | July 13, 2022 |

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| | | |
|---|---|--------------------|
| <ul style="list-style-type: none"> • Linguistic diversity and use of English and French in Canada | <ul style="list-style-type: none"> • Language | August 17, 2022 |
| <ul style="list-style-type: none"> • First Nations people, Métis and Inuit in Canada • Canada's housing portrait | <ul style="list-style-type: none"> • Indigenous peoples • Housing | September 21, 2022 |
| <ul style="list-style-type: none"> • Portrait of citizenship and immigration in Canada • Ethnocultural and religious composition of the population • Mobility and migration | <ul style="list-style-type: none"> • Immigration, place of birth, and citizenship • Ethnocultural and religious diversity • Mobility and migration | October 26, 2022 |
| <ul style="list-style-type: none"> • Education in Canada • The changing dynamics of the Canadian labour force and how people get to work • Instruction in the official minority language | <ul style="list-style-type: none"> • Education • Labour • Language of work • Commuting • Instruction in the official minority language | November 30, 2022 |

Population and Dwelling Counts

Staff prepared the attached maps which are snapshots of the Town's population and dwelling counts in 2021. Map 1 demonstrates the number of people per hectare by dissemination area and Map 2 demonstrates the number of dwellings per hectare by dissemination area. Each map paints a picture of the distribution of population and dwelling density across the Town. The distribution of population and dwellings is consistent with the Livable Oakville Official Plan Urban Structure (included as Map 3 attached) and the Land Use Schedules which specify the permitted unit densities amongst the residential areas. Under the Livable Oakville Official Plan, Low Density Residential areas have a density of up to 29 dwelling units per site hectare, Medium Density Residential is characterized by a density range between 30 to 50 dwelling units per site hectare and High Density Residential areas are characterized by a density range between 51 to 185 units per site hectare.

Map 4 presents the percent population change by dissemination area between 2016 and 2021. It is important to note that north of Dundas Street (North Oakville) was broken down into 16 dissemination areas between 2016 and 2021 but in Map 4 it is presented as one dissemination area consistent with the 2016 Census. The population increase is consistent with the pattern of development and introduction of new subdivisions and units in North Oakville. Maps 1 and 3 provide an indication of where the greatest density actually is in the Town.

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Between 2016 and 2021, the total population increased by **10.28%** (19,927 people) and the number of dwellings increased by **11.02%** (7,562 units).

Based on the census data for 2021, the total population in the Town of Oakville is 213,759; however, this has not accounted for undercounting or other factors. Based on estimates prepared by Planning, the estimated population of Oakville for 2022 is 224,690 and for communication purposes, this is being rounded to 225,000.

The total number of private dwellings counted in 2021 is 76,179 units. The population density per hectare across the Town has increased from 13.96 people/ha in 2016 to 15.38 people/ha in 2021. Additionally, private dwelling density per hectare has increased from 4.94 units/ha in 2016 to 5.48 units/ha in 2021.

Dwelling Type

Figure 1 below provides a snapshot of the number and types of dwellings in the Town of Oakville in 2016 and 2021. Single detached houses are still the greatest housing tenure available in the Town with row house (townhouses) being the second. The greatest growth since 2016 appears to be in single detached houses followed by apartments in a building that has fewer than five storeys, row houses and apartment in a building that has five storeys or more.

Figure 1:

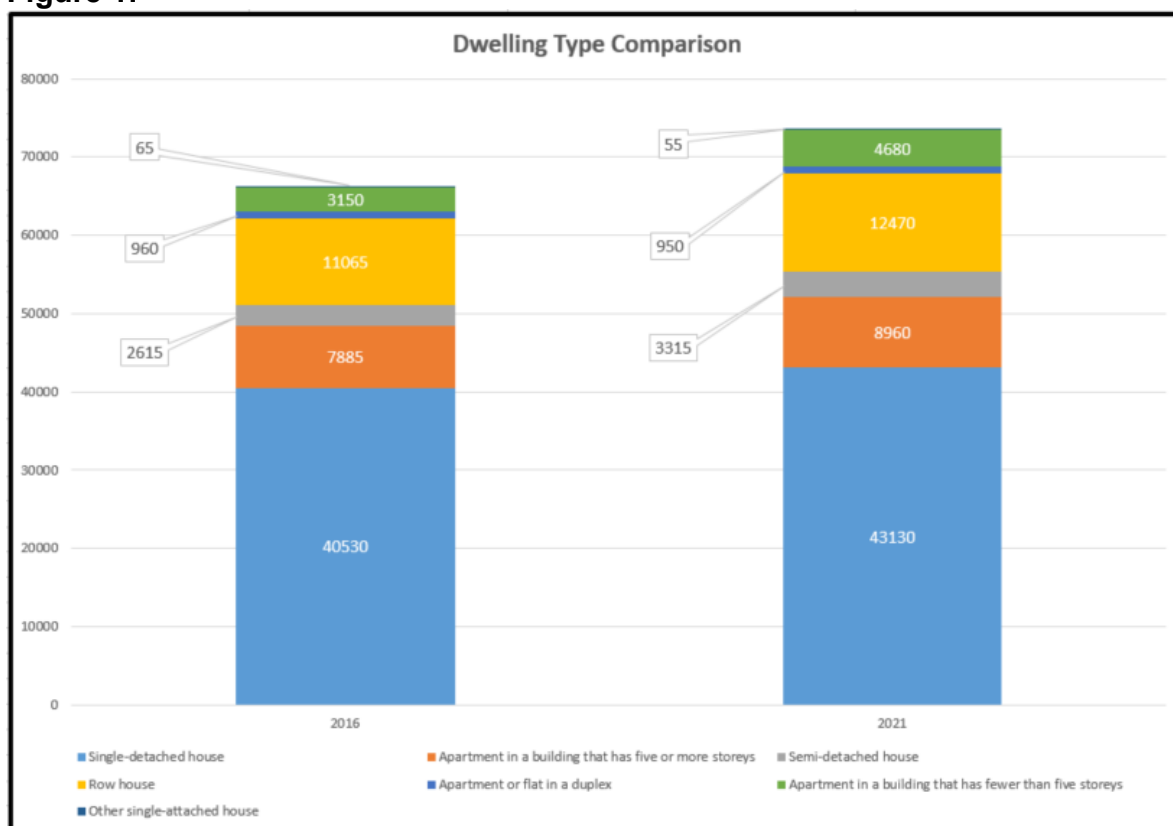


Figure 2 demonstrates the average household size by structural type of dwelling for 2016 and 2021. The total average household size remains at 2.9 between both years.

Figure 2:

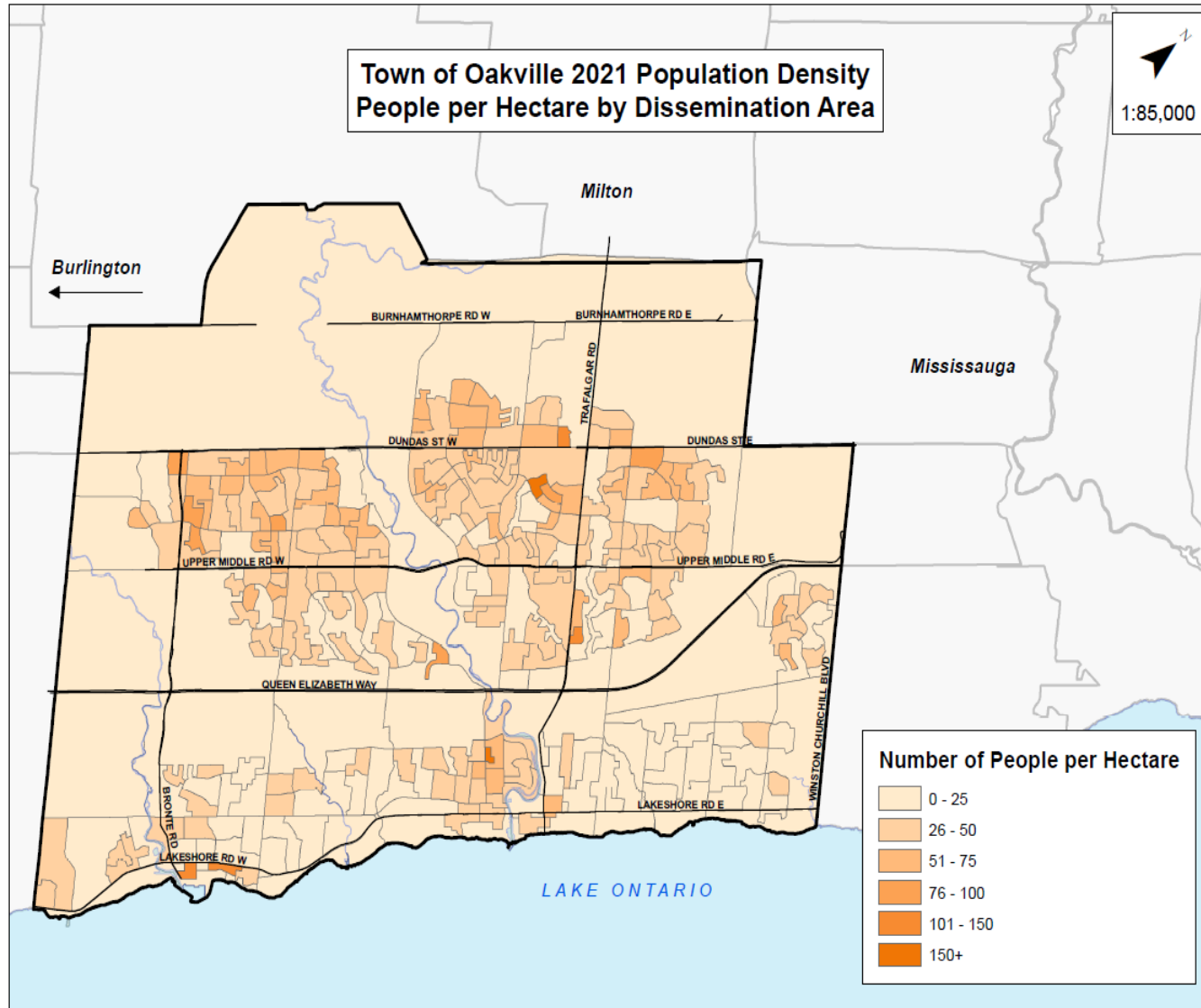
| Structural Type of Dwelling and Household Size | | |
|--|---|-----------------------------|
| Structural type of dwelling | Average household size (people per unit) 2016 | Average household size 2021 |
| Single-detached house | 3.3 | 3.3 |
| Apartment in a building that has five or more storeys | 1.7 | 1.8 |
| Other attached dwelling | 2.6 | 3 |
| Semi-detached house | 3 | 3 |
| Row house | 2.7 | 2.8 |
| Apartment or flat in a duplex | 2.7 | 2.7 |
| Apartment in a building that has fewer than five storeys | 1.8 | 2 |
| Other single-attached house | 2.1 | 2.3 |
| Movable dwelling | 0 | ... |
| All Dwelling Types | 2.9 | 2.9 |

Planning Services staff will be incorporating Census Data into the ongoing Official Plan Review, and will continue to update Council on data releases as they become available.

The Oakville Community Foundation Census Profile includes further demographics for the Town of Oakville:

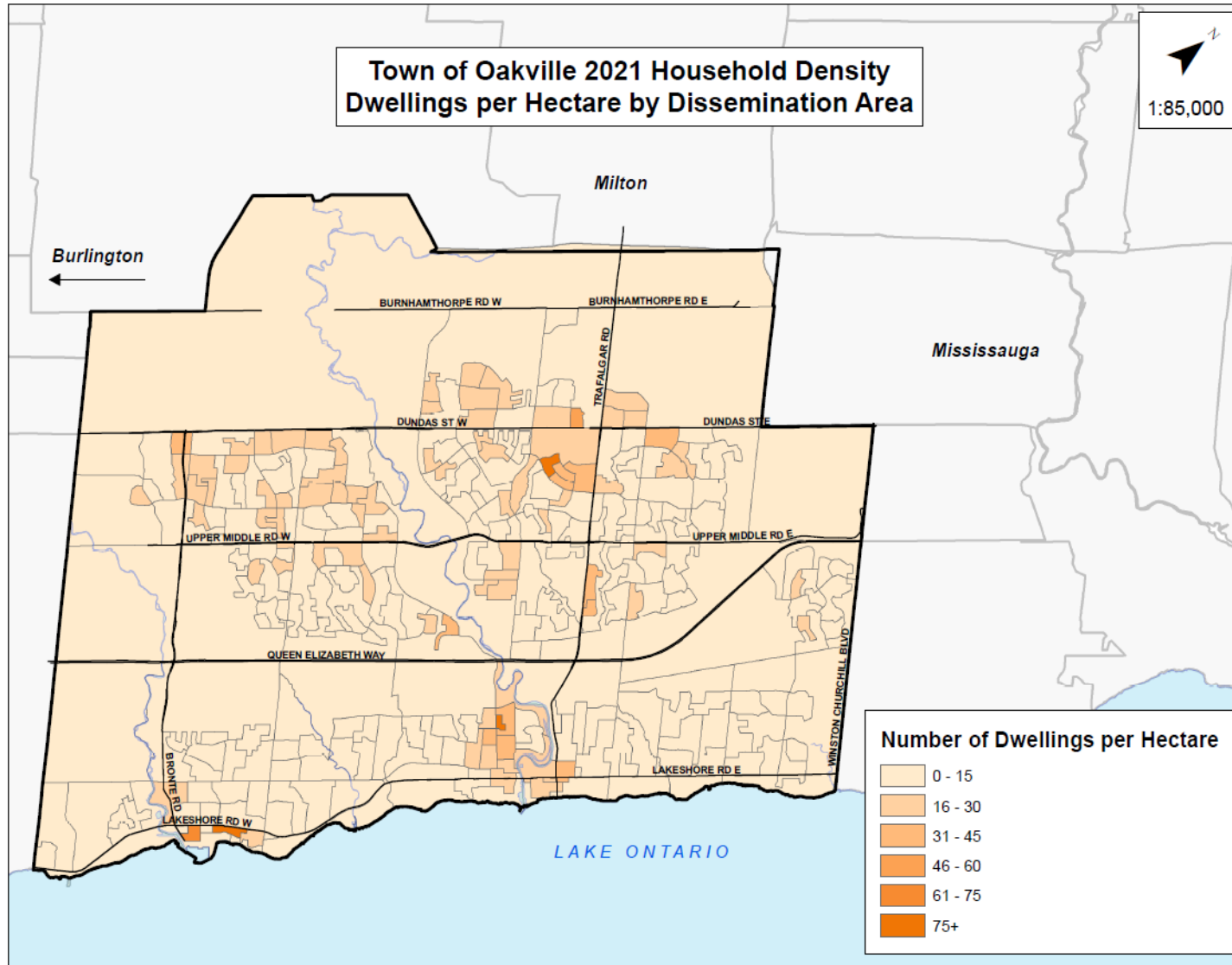
- [#WeekendReads: Oakville's Growing and Changing Demographic – Oakville Community Foundation \(theocf.org\)](https://theocf.org/#WeekendReads:Oakville'sGrowingandChangingDemographic)

Map 1:



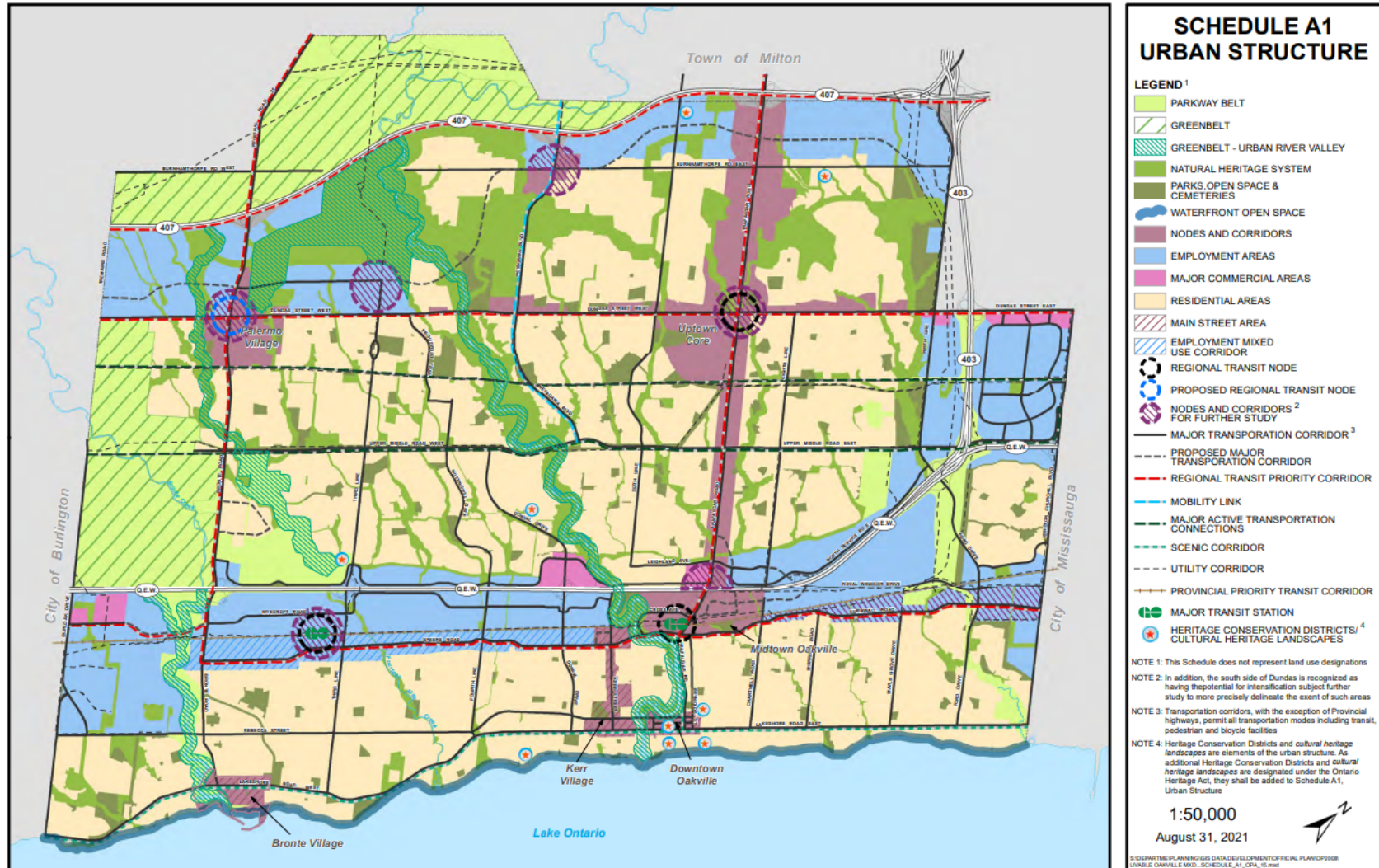
Town of Oakville | 1225 Trafalgar Road, Oakville L6H 0H3 | 905-845-6601 | oakville.ca

Map 2:



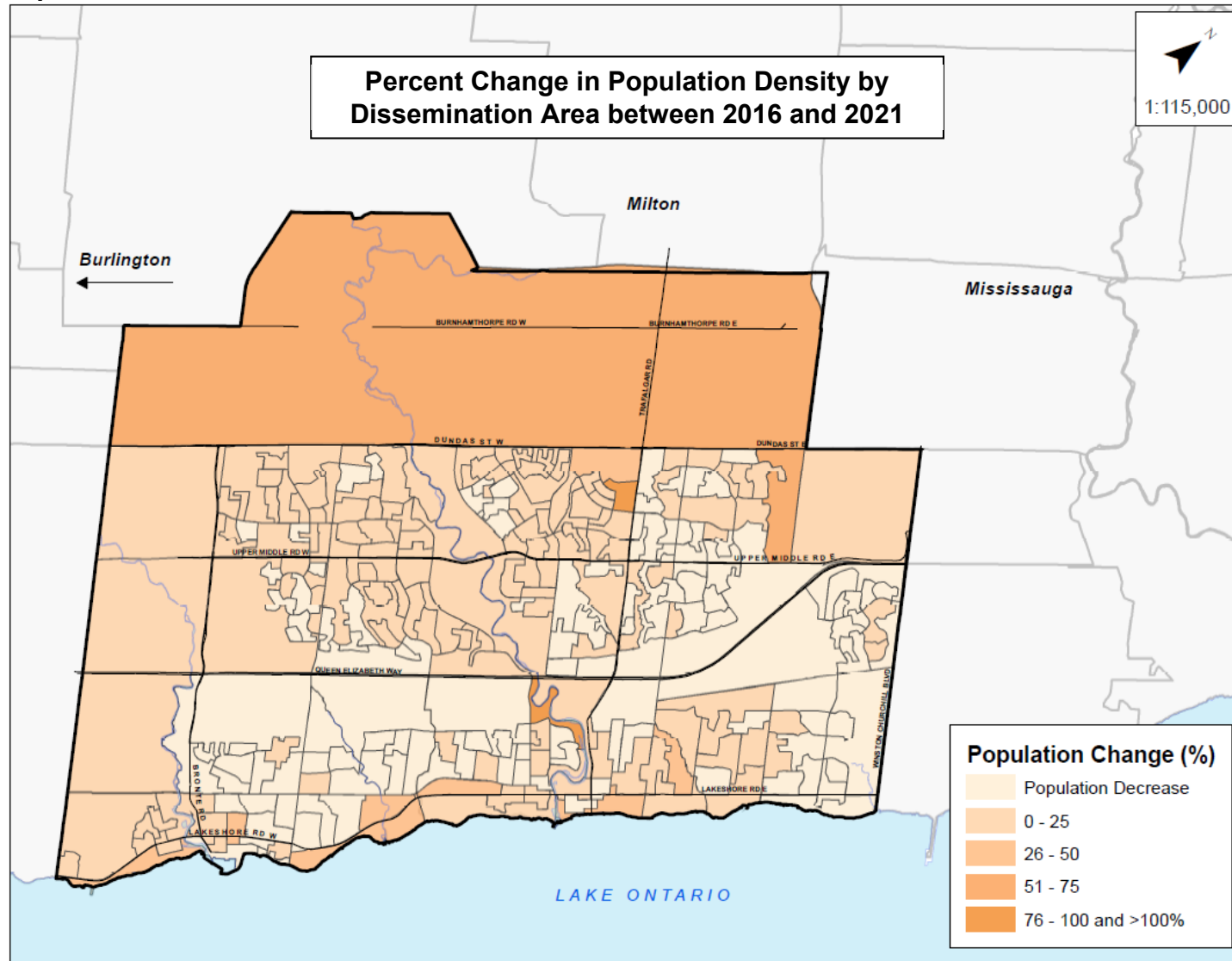
Town of Oakville | 1225 Trafalgar Road, Oakville L6H 0H3 | 905-845-6601 | oakville.ca

Map 3:



Town of Oakville | 1225 Trafalgar Road, Oakville L6H 0H3 | 905-845-6601 | oakville.ca

Map 4:



Town of Oakville | 1225 Trafalgar Road, Oakville L6H 0H3 | 905-845-6601 | oakville.ca



THE CORPORATION OF THE TOWN OF OAKVILLE

BY-LAW NUMBER 2022-092

A by-law to confirm the proceedings of a meeting of Council.

COUNCIL ENACTS AS FOLLOWS:

1. Subject to Section 3 of this by-law, every decision of Council taken at the meeting at which this by-law is passed and every resolution passed at that meeting shall have the same force and effect as if each and every one of them had been the subject matter of a separate by-law duly enacted.
2. The execution and delivery of all such documents as are required to give effect to the decisions taken at the meeting at which this by-law is passed and the resolutions passed at that meeting are hereby authorized.
3. Nothing in this by-law has the effect of giving to any decision or resolution the status of a by-law where any legal prerequisite to the enactment of a specific by-law has not been satisfied.

PASSED this 12th day of July, 2022

Rob Burton

Mayor

Vicki Tytaneck

Town Clerk