



Town of Oakville  
Council

AGENDA

Date: Monday, February 24, 2025  
Time: 6:30 p.m.  
Location: Council Chamber

Live streaming video is available on <https://www.oakville.ca/town-hall/mayor-council-administration/agendas-meetings/live-stream> or at the town's YouTube channel at <https://www.youtube.com/user/TownofOakvilleTV>. Information regarding written submissions and requests to delegate can be found at <https://www.oakville.ca/town-hall/mayor-council-administration/agendas-meetings/delegations-presentations>.

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	Pages
1. O Canada	
2. Regrets	
3. Declarations of Pecuniary Interest	
4. Confirmation of Minutes of the previous Council Meeting(s)	
<i>Item 4.3 see Confidential Agenda.</i>	
4.1 Minutes of the Regular Session of the Planning and Development Session of Council, JANUARY 20, 2025	8 - 15
4.2 Minutes of the Regular Session of Council, JANUARY 27, 2025	16 - 33
4.3 Confidential Minutes of the Closed Session of Council, JANUARY 27, 2025	
4.4 Minutes of the Regular Session of the Planning and Development Session Planning and Development Council, FEBRUARY 3, 2025	34 - 44
5. Public Presentation(s)	
There are no public presentations listed for this agenda.	
6. Standing Committee Report(s)	

**7. Committee of the Whole**

**8. Consent Item(s)**

*Item 8.5 see addendum to be distributed.*

**8.1 2025 Halton Court Services Business Plan and Budget 45 - 59**

Recommendation:

That the 2025 Business Plan and Budget for Halton Court Services, along with the recommendations detailed in Appendix A, be approved.

**8.2 2025 Budgets for Business Improvements Areas 60 - 66**

Recommendation:

1. That the 2025 Recommended Budget for the Downtown Oakville Business Improvement Area, requiring a levy of \$1,261,212, as shown in Appendix A, be approved;
2. That the 2025 Recommended Budget for the Bronte Village Business Improvement Area, requiring a levy of \$391,775, as shown in Appendix B, be approved;
3. That the 2025 Recommended Budget for the Kerr Village Business Improvement Area, requiring a levy of \$459,745, as shown in Appendix C, be approved;
4. That the relevant Board of Management approve any subsequent revision or reallocation of funds, within these budgets. The resolution shall be provided to the Treasurer, or designate of the town, who shall determine the significance of the change and advise if it requires Council approval.
5. That the Boards of Management ensure that the procurement of supplies and services, within the approved budgets, meet the requirements of the town's Purchasing By-law.

**8.3 2023-2026 Council Strategic Action Plan Progress Report 67 - 80**

Recommendation:

That the progress report on the 2023-2026 Council Strategic Action Plan be received.

**8.4 By-law 2025-042 amending By-2024-187, Towing Without the Vehicle Owner's Consent – Response to Staff Direction**

81 - 90

Recommendation:

1. That the penalty for "Park on Private Property Without Authorization" under section 2 of By-law 1981-65 be increased to \$65.
2. That the penalty for "Park on Private Property Without Authorization" under section 2 of By-law 1981-65 be immediately updated in the 2025 Rates and Fees Schedule to \$65.
3. That the amending By-law 2025-042 to the Towing Without The Vehicle Owner's Consent By-law 2024 – 187 attached as Appendix A be passed to better clarify By-law 2024 – 187.

**8.5 Prioritization of the Short-Term Parks, Recreation and Library Master Plan Actions**

**9. Confidential Consent Item(s)**

There are no Confidential Consent Items listed for this agenda.

**10. Discussion Item(s)**

**10.1 Temporary Street Occupancy Permit for 85 Bronte Road and Funding Request**

*Deferred Notice of Motion from January 27, 2025*

Recommendation:

Moved by: Councillor O'Meara

Seconded by: Councillor McNeice

WHEREAS, traffic on Bronte Road, between Lakeshore Road West and Marine Drive, is currently restricted to one-way southbound travel through a Temporary Street Occupancy Permit related to the construction at 85 Bronte Road; and

WHEREAS, a request to extend the Temporary Street Occupancy Permit for 2025 has been received; and

WHEREAS, through the 2025 Budget Process, staff were requested to report back on the potential for a permanent one-way configuration of Bronte Road between Lakeshore Road West and Marine Drive; and

WHEREAS, when the Temporary Street Occupancy Permit expires or fails, Bronte Road would revert to two-way traffic; and

WHEREAS, reverting temporarily to two-way traffic could be disruptive and confusing for residents, businesses and visitor in Bronte.

THEREFORE, be it resolved that:

1. If the current Temporary Street Occupancy Permit for 85 Bronte Road expires or fails, that the Director, Transportation and Engineering be directed and authorized to:
  - a. Implement a temporary one-way southbound traffic configuration on Bronte Road, from Lakeshore Road West to Marine Drive, for a period of 24 months.
  - b. Update the Traffic By-law to reflect the temporary one-way southbound traffic configuration on Bronte Road, from Lakeshore Road West to Marine Drive.
  - c. Sole source contract be approved for the procurement of the equipment necessary to set up the one-way street configuration in order to have the changes in place.
2. That the 2024 capital budget be amended to add \$70,000 from the Capital Reserve to project 53412404 Road Safety Program for the temporary one-way conversion of Bronte Road, from Lakeshore Road West to Marine Drive.

**10.2 To Support Ontario and Canada Opposition to tariffs on Canada and the United States**

*Notice of Motion from January 27, 2025.*

Recommendation:

Moved by: Councillor O'Meara

Seconded by: Councillor Xie

**WHEREAS** the Town of Oakville values the benefit to Oakville business and jobs from strong economic and trade relationship between Canada and the United States, including the mutual benefits derived from a fair and open exchange of goods and services;

**WHEREAS** Oakville businesses are integral to the economic prosperity and vibrancy of our community, creating jobs and supporting local families;

**WHEREAS** the proposed 25% tariffs on all goods by the United States could disproportionately harm Canadian, Ontario and Oakville businesses, leading to increased costs, reduced competitiveness, and potential job losses;

**WHEREAS** tariffs of this nature undermine the principles of free and fair trade and create uncertainty for local businesses that rely on cross-border trade;

**WHEREAS** collaboration with and advocacy at all levels of government are essential to protecting our local economy and supporting our businesses and jobs;

**THEREFORE, BE IT RESOLVED THAT** the Town of Oakville affirms its strong support for the work of the governments of Ontario and Canada to counter the proposed tariffs on Oakville goods and services by the United States;

**THAT** the Town of Oakville expresses its solidarity with Oakville businesses that would be adversely impacted by these tariffs and commits to supporting them through advocacy;

**THAT** the Town of Oakville formally supports the Government of Canada and the Province of Ontario opposition to these tariffs and to protect Canadian businesses, including engaging in diplomacy, trade negotiations, and other appropriate measures;

**THAT** a copy of this resolution be sent to the Association of Municipalities of Ontario (AMO), the Federation of Canadian

Municipalities (FCM), The Great Lakes St. Lawrence Cities Initiative and all local Members of Provincial Parliament (MPPs) and Members of Parliament (MPs) for their information and support; and

**THAT** the Mayor and Town Staff be directed to communicate this resolution to Oakville businesses and to continue to monitor and inform Council on any developments related to these proposed tariffs.

**10.3 Customer Experience in Building Services and Planning and Development Departments**

91 - 102

Recommendation:

1. That the report titled "Customer Experience in Building Services and Planning and Development Departments" be received.

**11. Confidential Discussion Item(s)**

**11.1 Cybersecurity Update**

**12. Advisory Committee Minutes**

There are no Advisory Committee Minutes listed for this agenda.

**13. Rise and Report to Council**

**14. Information Items (Circulated Electronically)**

**14.1 Council Information January 15 - February 11, 2025**

103 - 106

**15. Status of Outstanding Issues**

107 - 114

**16. New Business**

(Notice of Motion, Emergency, Congratulatory or Condolence)

**17. Regional Reports and Question Period Regarding Town Boards and Advisory Committees**

**18. Requests for Reports**

**19. Consideration and Reading of By-Laws**

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

<b>19.1</b>	<b>By-law 2025-038</b>  A by-law to amend Administrative Penalties for Non-Parking Violations and Orders By-law 2021-038	115 - 116
<b>19.2</b>	<b>By-law 2025-039</b>  A by-law to amend EV Charging Station By-law 2020-084	117 - 118
<b>19.3</b>	<b>By-law 2025-040</b>  A by-law to amend Fire Route By-law 1981-066	119 - 120
<b>19.4</b>	<b>By-law 2025-041</b>  A by-law to amend Parks By-law 2013-013	121 - 122
<b>19.5</b>	<b>By-law 2025-042</b>  A by-law to amend Towing Without the Vehicle Owner's Consent By-law 2024-187(RE: Item 8.4)	
<b>19.6</b>	<b>By-law 2025-043</b>  A by-law to amend Uniform Traffic Control By-law 1984-1	123 - 124
<b>19.7</b>	<b>By-law 2025-044</b>  A by-law to By-law 1965-10, being a by-law providing for the use of parking meters and parking payment machines	125 - 126
<b>19.8</b>	<b>By-law 2025-045</b>  A by-law to amend By-law 1981-65, being a by-law to prohibit the parking or leaving of motor vehicles on private property without the consent of the owner or occupant of the property	127 - 128
<b>19.9</b>	<b>By-law 2025-046</b>  A by-law to amend By-law 1979-59, being a by-law to regulate the parking of vehicles on Town parking lots controlled by a parking payment machine or parking permit	129 - 132
<b>19.10</b>	<b>By-law 2025-049</b>  A by-law to confirm the proceedings of a meeting of Council	133 - 133

**20. Adjournment**



**Town of Oakville**  
**Planning and Development Council**  
**MINUTES**

**Date:** January 20, 2025  
**Time:** 6:30 p.m.  
**Location:** Council Chamber

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

Regrets: Councillor Duddeck

Staff: J. Clohec, Chief Administrative Officer  
P. Fu, Commissioner of Community Infrastructure  
M. Mizzi, Commissioner of Community Development  
D. Carr, Town Solicitor  
G. Charles, Director of Planning Services  
J. Huctwith, Assistant Town Solicitor  
K. Biggar, Manager of Policy Planning and Heritage  
S. Campbell, Director Municipal Enforcement Services  
S. von Kursell, Manager of Midtown Oakville Program  
B. Hassan, Senior Planner  
D. McPhail, Planner  
R. Kaminski, Director and Chief Building Official



A. Holland, Acting Town Clerk  
J. Radomirovic, Council and Committee Coordinator  
L. Harris, Council and Committee Coordinator

**The Town of Oakville Council met in regular session to consider planning matters on this 20th day of January, 2025 in the Council Chamber of the Oakville Municipal Building, 1225 Trafalgar Road, commencing at 6:30 p.m.**

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**1. Regrets**

As noted above.

**2. Declarations of Pecuniary Interest**

Councillor Adams declared a pecuniary interest with respect to confidential item 8.1 - Confidential OLT Appeals – Palermo (January 2025), as he has a family member who is employed by the company mentioned in the confidential report.

**3. Committee of the Whole**

Moved by Councillor Longo  
Seconded by Councillor Lishchyna

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

CARRIED

**4. Consent Items(s)**

**4.1 Notice of amendment to By-law 2021-136 – St. John’s United Church at 262 Randall Street (January 7, 2025)**

Moved by Councillor Gittings

That notice be issued under subsection 30.1(3) of the *Ontario Heritage Act* to the owners of 262 Randall Street of the proposed amendments under subsection 30.1(2) of the *Ontario Heritage Act* to By-law 2021-136.

CARRIED

**5. Confidential Consent Item(s)**

There were no confidential consent items.

**6. Public Hearing Item(s)**

**6.1 Public Meeting Report – Official Plan Amendment, Zoning By-law Amendment, and Draft Plan of Subdivision, 3275 Trafalgar Limited Partnership., File Nos.: OPA 1312.12, Z.1312.12, and 24T-24004/1312**

*For the purposes of Planning Act requirements, the following person(s) made an oral submission:*

Paul Demczak, Principal, Batory Planning and Management, presented the proposed Official Plan Application on behalf of the applicant New Horizon Development Group & Wyatt development group.

Moved by Councillor Xie

1. That the comments from the public with respect to the proposed Official Plan Amendment, Zoning By-law Amendment, and Draft Plan of Subdivision applications submitted by 3275 Trafalgar Limited Partnership, File Nos.: OPA 1312.12, Z.1312.12, and 24T-24004/1312, be received.
2. That the analysis of the following matters of interest to Council be included as part of the recommendation report:
  - Identification of any properties that may experience a significant amount of shadow, resulting from the proposed development
  - Confirm that the Natural Heritage System has been delineated appropriately and that the lands are zoned NHS.
  - Consider carbon and lifecycle assessment as potential climate change mitigation.
  - Confirm the amount of commercial space on the ground floor and whether institutional uses could be incorporated into the development.
  - Explore opportunities for at-grade parking for the live/work units.
  - Assess operational issues related to below-grade visitor parking and access to commercial uses.
  - Evaluate the provision of loading facilities for the proposed commercial uses and identify measures to mitigate noise.

- Identify the number of people and jobs per hectare associated with the development.
- Calculate the Floor Space Index (FSI) and compare the proposed development to other developments in the vicinity.

CARRIED

## **6.2 Proposed Midtown Oakville and Community Planning Permit System Official Plan Amendment**

*For the purposes of Planning Act requirements, the following person(s) made an oral submission:*

Harry Shea, BVRA, satisfied with CPPS related to Bronte development, expressed four concerns in regard to CPPS for midtown, implementation, sustainability, green standards, quality of life. Suggested that elements like infrastructure and building efficiencies be required within the Official Plan. He would support green construction, green roofs, district energy, infrastructure, building.

Duncan Galloway, wondering why the population growth is not indicated correctly in OP, concerned about OLT decisions that produces less housing at higher cost. Concerned for the high cost of houses, tall towers that is the most expensive form to build and creates an environmental disaster. Suggested to build the houses that are quick to sell, quick to build, affordable and more sustainable.

Pamela Knight, Coronation Park Residents Association, suggested to pay attention to experts who advises us. Expressed concerns regarding the building sizes, go transit, buses, traffic delays and lack of capability. Suggested an additional crossing over the QEW to extending Cross Avenue to Royal Windsor, Drive and a new on and off ramps at more than one location on the QEW. Significant concerned for the transportation plan, flood risk and lack of recreational facilities, schools, shopping centre and medical services.

Jim Goodfellow and George Niblock, We love Oakville, supports the OP. The principle of comprehensive planning for all of Midtown should not be compromised. Suggested to contemplate density in OP, make serious investments in the livability amenities for Midtown and explain the concept clearly.

Sara Gregory, Bousfield, represents the clients FCHD Holdings, Inc. and shops of Oakville, South, Inc.(483 Trafalgar Rd, 271-361 and 461-399 Cornwall Road). Happy to see that previous comments were addressed. Expressed concerns for the maximum height of 10 storeys, incapability to respond to some of the changing tenant needs and the expectation for 12% gross floor area for new development within the Cornwall precinct.

Marion Richardson, JCRA, supports the CPPS, concerned about density, heights, parking, and funding for parks, schools, amenities, and the infrastructure necessary to ensure midtown develops into a vibrant, livable community. Suggested the implementation of the FSI and heights in the midtown OP. Opposed to proposed 11 towers ranging from 49 to 56 storeys. JCRA supports the proposed community planning system and master cost.

Moved by Councillor Chisholm

1. That comments from the public with respect to the proposed Town-initiated Official Plan Amendment for Midtown Oakville and enabling policies for the Community Planning Permit System (Appendix A) be received.
2. That staff consider such comments as may be provided by Council.
3. That the Town Clerk provide a copy of this staff report to the Ministry of Municipal Affairs and Housing, Central Municipal Services Office, Planning Branch for information.
4. That staff receive comments and report back on the following matters:
  - Clarify sustainable development matters that can be mandated and those that can be encouraged or incentivized, including consideration of whole building life-cycle assessments as they relate to embodied carbon.
  - Describe what will constitute the planned 12 hectares of parkland in Midtown.
  - Explain why finalization of the transportation master plan is proposed to follow the adoption of the official plan amendment.
  - Explain why the development of Midtown is anticipated to occur over 60 years based on the proposed permitted maximum densities.

- Explain how the official plan policies and schedules, inform the development of bonusing provisions within the forthcoming community planning permit by-law.
- Confirm that holding provisions may be applied to development where there is a need to do so.
- Explain how affordable, special needs and rental housing are to be provided within Midtown.
- Explain how landowner agreement policies of the OPA are intended to be implemented.

CARRIED

**7. Discussion Item(s)**

There were no discussion items.

**8. Confidential Discussion Item(s)**

**8.1 Confidential OLT Appeals – Palermo (January 2025)**

Moved by Councillor McNeice

That staff be authorized to proceed in accordance with appeals filed by Palermo Village Corporation, 819655 Ontario Limited, and Enirox (3015) Inc. in accordance with the report from the Legal Department dated January 7, 2025.

CARRIED

*(Councillor Adams having declared a pecuniary interest on this item, did not vote.)*

**9. Advisory Committee Minutes**

**9.1 Heritage Oakville Advisory Committee Minutes December 17, 2024**

Moved by Councillor Gittings

That the following recommendations pertaining to Item 4.1 and Item 4.2 of the Heritage Oakville Advisory Committee minutes from its meeting on December 17, 2024, be approved and the remainder of the minutes be received:

**4.1 Heritage Permit Application HP026/24-42.40T – 179 Trafalgar Road – Reconstruction of Replica Bandstand**

1. That Heritage Permit Application HP026/24-42.20T for the reconstruction of the replica bandstand in George’s Square at 179 Trafalgar Road, as attached in Appendix B to the report dated December 3, 2024, from Planning Services, be approved; and
2. That this heritage permit expires two years from the date of final approval by Council.

**4.2 Heritage permit application HP027/24-42.20L – 1118 Lakeshore Road East – Deconstruction and reconstruction of sunroom wing (December 17, 2024)**

1. That Heritage Permit Application HP027/24-42.20L for the deconstruction and reconstruction of the sunroom wing at 1118 Lakeshore Road East, as attached in Appendix B to the report dated December 3, 2024, from Planning Services, be approved subject to the following:
  - a. That the c.1866 portion of the building, including its existing wood windows, remain and not be removed or replaced;
  - b. That final details on the windows and doors be submitted to Heritage Planning staff for final approval;
2. That this heritage permit expire two years from the date of final approval by Council.

CARRIED

**10. Rise and Report to Council**

Moved by Councillor Elgar

That this committee rise and report.

CARRIED

Moved by Councillor Knoll

Seconded by Councillor Chisholm

The Mayor arose and reported that the Committee of the Whole has met and has made recommendations on Consent Item 4.1, Public Hearing Items 6.1 and 6.2, Confidential Discussion Item 8.1, Advisory Committee Item 9.1.

CARRIED

**11. New Business**

(Emergency, Congratulatory or Condolence)

There was no new business.

**12. Consideration and Reading of By-laws**

**12.1 By-law 2025-011**

A by-law to declare that certain land is not subject to part lot control (Blocks 10, 11, 12 and 13, Plan 20M-1279 – Fernbrook Homes (Seven Oaks 2021) Ltd.)

**12.2 By law 2025-015**

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

Moved by Councillor Longo

Seconded by Councillor Grant

That the by-laws noted above, be passed.

CARRIED

**13. Adjournment**

The Mayor adjourned the meeting at 9:41p.m.

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Andrea Holland, Acting Town  
Clerk



## Town of Oakville

### Council Minutes

**Date:** January 27, 2025  
**Time:** 6:30 p.m.  
**Location:** Council Chamber

Mayor and Council: Mayor Burton  
Councillor Adams  
Councillor Chisholm  
Councillor Duddeck (As of 8:33 p.m.)  
Councillor Elgar  
Councillor Gittings  
Councillor Grant  
Councillor Haslett-Theall  
Councillor Knoll  
Councillor Lishchyna  
Councillor Longo  
Councillor McNeice  
Councillor Nanda  
Councillor O'Meara  
Councillor Xie

Staff: J. Clohecyc, Chief Administrative Officer  
D. Carr, Acting Commissioner of Corporate Services  
P. Fu, Commissioner of Community Infrastructure  
P. Damaso, Commissioner of Community Services  
M. Mizzi, Commissioner of Community Development  
J. Clarke, Director of Corporate Strategy and Government Relations  
A. Holland, Acting Town Clerk  
N. Coric, Council and Committee Coordinator

Others: Rob Lister, President & CEO, Oakville Enterprises Corporation  
Andrew Elnazir, Chief Commercial Officer, Oakville Enterprises Corporation



**The Town of Oakville Council met in regular session this 27th day of January, 2025 in the Council Chamber of the Oakville Municipal Building, 1225 Trafalgar Road, Oakville commencing at 6:30 p.m.**

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**1. O Canada**

**2. Regrets**

There were no regrets for this meeting.

**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 DECEMBER 16, 2024**

**4.2 Minutes of the Special Session of Council DECEMBER 19, 2024**

Moved by Councillor Xie

Seconded by Councillor Chisholm

1. That the minutes of the regular session of Council dated December 16, 2024, be approved.

2. That the minutes of the Special Session of Council dated December 19, 2024, be approved.

CARRIED

**5. Public Presentation(s)**

There were no public presentations.

**6. Standing Committee Report(s)**

There were no standing committee reports for this agenda.

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

**11. Confidential Discussion Item(s)**

**11.1 OEC Acquisition Request - Transmission Line Project**

Moved by Councillor Gittings  
Seconded by Councillor Longo

1. That the confidential resolution contained in the confidential correspondence to the Commissioner of Corporate Services dated December 19, 2024 from Scott Mudie, EVP Chief Energy Transformation Officer, attached as Confidential Appendix A, be approved.
2. That the Mayor, as Shareholder Representative pursuant to the Unanimous Shareholder Agreement, be authorized to sign the resolution for on behalf of the Town in its capacity as the 90% majority shareholder.

CARRIED

#### **11.2 OEC Acquisition Request - January 27, 2025**

Moved by Councillor Gittings  
Seconded by Councillor Longo

1. That the resolution contained in the confidential correspondence from the Oakville Enterprises Corporation (OEC) to the Commissioner of Corporate Services dated December 19, 2024 from Sean McCaughan, EVP, Chief Operating & Strategy Officer, attached as Confidential Appendix A, be approved.
2. That the Mayor, as Shareholder Representative pursuant to the Unanimous Shareholders Agreement, be authorized to sign the resolution for and on behalf of the Town as the 90% majority shareholder.

CARRIED

#### **7. Committee of the Whole**

Moved by Councillor Lishchyna  
Seconded by Councillor McNeice

That this meeting proceed into Committee of the Whole.

CARRIED

**8. Consent Item(s)**

**8.6 Funding Request – Dredging Oakville Harbour Related to July 2024 Rainfall Event**

Moved by Councillor Chisholm

That Council the 2025 capital budget be amended to add a capital project entitled Oakville Harbour Dredging – July 2024 Storm Impacts with a budget of \$1,500,000 funded from the Storm Event Reserve.

CARRIED

**8.1 By-law 2025-003 A By-law to Authorize the Temporary Borrowing of Monies in 2025**

Moved by Councillor Chisholm

That By-law 2025-003 be passed authorizing the temporary borrowing of monies to meet current expenditures should the needs arise in 2025, until taxes are collected and other revenues are received.

CARRIED

**8.2 By-law 2025-004 A By-law to Authorize the Issuance and Sale of Debentures**

Moved by Councillor Chisholm

That By-law 2025-004 be passed, authorizing the raising of \$5,694,800 for various capital projects through the issuance and sale of debentures.

CARRIED

**8.3 Bronte Green Corporation Phase 2 - Plan 20M-1285 - 24T21005 – By-law 2025-002**

Moved by Councillor Chisholm

That By-law 2025-002 - A by-law to dedicate certain land as part of a public highway (Part 1, Plan 20R-20707, except Part 1, Plan 20R-22428 – Charles Cornwall Avenue, Part 3, Plan 20R-20707 – Merton Road) be passed.

CARRIED

**8.4 Building Faster Fund – 2025 Investment Plan**

Moved by Councillor Chisholm

1. That an Investment Plan to use \$9,000,000 in funds for the Royal Windsor Drive Bridge Rehabilitation and up to \$7,908,182 in funds for the Khalsa Gate Urbanization & Streetscape project, be approved to be submitted to the Ministry of Municipal Affairs and Housing for the 2025 Building Faster Fund program year.
2. That staff be delegated the authority to submit any necessary revisions to the 2025 Investment Plan utilizing the projects listed in Table 3 of this report.
3. That the refinancing of capital projects that are approved by the Ministry of Municipal Affairs and Housing for the use of Building Faster Fund program funding be approved.

CARRIED

**8.5 Corporate Policy Update**

Moved by Councillor Chisholm

1. That Council approve the updated Agendas, Meetings, Resolutions, and Decisions Policy, and the updates to the following related procedures:
  - a. Responding to Resolutions Procedure;
  - b. Submission and Distribution of Agenda Items for Council Meetings Procedure;
  - c. Public Meeting Protocol Procedure; and
  - d. Committee of Adjustment Appeals Procedure.
2. That Council approve the following existing policies:
  - a. Administration of Recreation and Culture Programs and Services Policy; and
  - b. Securities Policy

3. That Council approve the revised Fee Assistance Recreation Connection Program subsidy amount, as listed in the report from the Clerk's department, dated January 14, 2025, effective immediately.

CARRIED

**10. Discussion Item(s)**

**10.1 Temporary Street Occupancy Permit for 85 Bronte Road and Funding Request**

Moved by Councillor O'Meara

That the Temporary Street Occupancy Permit for 85 Bronte Road and Funding Request be deferred to the February 24, 2025 Council meeting.

CARRIED

**9. Confidential Consent Item(s)**

**9.1 Confidential - Notice of Motion dated December 16, 2024 re: Midtown TOC Proposal**

Moved by Councillor Haslett-Theall

That the report from the Legal department, dated January 21, 2025 be received.

CARRIED

**10. Discussion Item(s)**

**10.6 OEC Quarterly Update - December 16, 2024**

Moved by Councillor Chisholm

That the presentation from Rob Lister, President and CEO of Oakville Enterprises Corporation (OEC) regarding the quarterly update be received.

CARRIED

**10.2 Midtown TOC Development Proposal and Official Plan Amendment (OPA)**

The following delegates spoke to this item: Harry Shea, representing BVRA; Morgan Elliot, representing JCRA; Duncan Galloway; Jim Goodfellow and George Niblock, representing We love Oakville; Pamela Knight, representing Coronation Park Residents Association; and Alison Gohel.

Moved by: Councillor Haslett-Theall

Seconded by: Councillor Gittings

WHEREAS, Oakville public feedback consistently supports growth while expressing concerns over excessive density and insufficient parkland;

WHEREAS, Town Council and Town Planning Staff have conducted extensive expert professional studies and engaged the public at every stage in accordance with the principles of good planning to establish the January 17, 2025, Town Planning Staff draft Midtown Official Plan Amendment (OPA) whose bold policies when adopted by Council and approved by the Minister of Municipal Affairs and Housing will guide Midtown's growth;

WHEREAS, the Minister of Municipal Affairs and Housing and the Premier have stated the importance of local officials in planning land use and development;

WHEREAS, the provincially led Transit-Oriented Community (TOC) process removed Oakville's locally elected Council and professional planning staff from the planning process on the Distrikt applications;

WHEREAS, the confidentiality requirements in the provincially-led TOC process limited the public's and Council's ability to understand and discuss the TOC proposal, fostering public mistrust regarding Council's views of the TOC plan;

WHEREAS, in December, the Premier texted to residents, "The Mayor has endorsed the plan". On Dec 19 the Mayor reported to Council he has not endorsed the TOC plan or made commitments to the Province or Distrikt;

WHEREAS, the TOC proposal's density is extreme and increases units beyond Distrikt's initial applications and increased community concerns about density, livability, sustainability and achieving a complete community;

WHEREAS, the Town staff December 19 analysis and critique to the Ministry of Infrastructure responding to the TOC application identifies that Oakville's draft Midtown OPA will more effectively and more quickly achieve the goals of a Transit Oriented Community than the December proposal by the TOC which fails to achieve any of its stated objectives;

WHEREAS, the TOC proposal fails to align with the draft Midtown OPA and may set a dangerous precedent by prioritizing excessive density over more balanced and sustainable development that would produce much needed new housing sooner;

WHEREAS, Oakville continues to meet provincial housing goals and growth requirements achieving 125% of its housing supply goal for 2024 through proactive, holistic planning, including the draft Midtown OPA with supports for community benefits, sustainability, and livability; and

WHEREAS, transparent communication and TOC and Distrikt alignment with the Midtown OPA once approved are essential to achieving Oakville's vision for a compact, complete, and livable Midtown that meets and exceeds Provincial requirements in the Minister's approval with modifications of Halton Region Official Plan Amendment 49 which established Oakville's growth forecasts.

**Therefore, be it resolved that:**

1. Council endorses and aligns with the analysis of the initial TOC proposal in December by Oakville professional Planning Staff and therefore does not support the TOC proposal.
2. The Mayor Burton and Council will strongly advocate to Distrikt and the Province that the TOC respect and align with the Midtown OPA upon approval to support a unified planning approach.
3. Council reaffirms its commitment to an OPA for Midtown that will achieve a liveable, sustainable, complete community while fulfilling provincial growth targets.

For (14): Mayor Burton, Councillor Adams, Councillor Chisholm, Councillor Elgar, Councillor Gittings, Councillor Grant, Councillor Haslett-Theall, Councillor Knoll, Councillor Lishchyna, Councillor Longo, Councillor McNeice, Councillor Nanda, Councillor O'Meara, and Councillor Xie

Absent (1): Councillor Duddeck

CARRIED (14 to 0)

**RECESS**

*The meeting recessed at 8:10 p.m. and reconvened at 8:26 p.m.*

**9. Confidential Consent Item(s)**

**9.2 Election Sign By-law Review - Legal Considerations**

Moved by Councillor Longo

**CLOSED SESSION**

That Council resolve into a closed meeting session for the purpose of litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or board and advice that is subject to solicitor-client privilege, including communications necessary for that purpose with respect to Item 9.2 - Election Sign By-law Review - Legal Considerations.

CARRIED

*Information was provided to Council in closed session.*

**RECESS**

*The meeting recessed at 9:14 p.m. and into closed session at 9:24 p.m. and reconvened in public session at 9:37 p.m.*

**10. Discussion Item(s)**

**10.3 Election Sign By-law 2025-016**

Following delegates spoke to this item: Elizabeth Chalmers; and Pierre Sauvageot.

Moved by Councillor Adams

That the report Election Sign by-law 2025-016 be referred to Staff with a report back to provide additional information based on the questions provided by Council.

*Mayor Burton passed the Chair to Councillor Knoll.*

Moved by Mayor Burton



1. That Staff perform additional consultation with the public in the form of a survey with questions that include restricting signs to private property.
2. That staff engage with Ontario Municipalities who have restricted election signs to private property and discuss their experience with election sign restrictions and the public's feedback.
3. That staff continue to monitor for legal cases that involve the restricting of the placement of election signs.
4. That staff explore and report back on a solution to provide equal public space for election sign placement across all wards, so that the public realm argument is still given some regard.
5. That staff develop a plan to inform the public and Councillors of the survey, in order to provide organizations an opportunity to encourage participation in the survey.
6. That staff explore the feasibility and enforceability of imposing infractions in order to improve the Town's ability to deter vandalizing, destroying and defacing election signs.
7. That staff explore the dispensation that can be given for those with boundary fences.
8. A report that clearly outlines the feasibility and challenges associated with election sign by-law enforcement.
9. That staff provide a measurable breakdown of usable public space in each ward for election signage.
10. That staff report back on how they can educate candidates regarding the proper placement of elections in order to reduce signs from blocking each other.
11. That staff revisit the 20 meter rule on public right of way, when in an area where the lots are 20 meters wide or less to ensure fairness for all candidates and voters who wish to display signs.
12. That staff explore and report back on enforcement fines and if they are counted as an election expense.
13. That staff collaborate with the Region of Halton regarding election sign placement and enforcement on Regional Roads.

14. That staff explore sign material usage and whether or not some materials should be banned.(e.g. wire signs, and T bars).
15. That staff provide clarity on election sign placement for residents who have a lawn and those who live in a high rise, and how do we create opportunity for them to participate in the process.

CARRIED

*Councillor Knoll passed the chair to Mayor Burton.*

Moved by Councillor Adams

That the report Election Sign by-law 2025-016 be referred to Staff with a report back to provide additional information based on the questions provided as follows:

1. That Staff perform additional consultation with the public in the form of a survey with questions that include restricting signs to private property.
2. That staff engage with Ontario Municipalities who have restricted election signs to private property and discuss their experience with election sign restrictions and the public's feedback.
3. That staff continue to monitor for legal cases that involve the restricting of the placement of election signs.
4. That staff explore and report back on a solution to provide equal public space for election sign placement across all wards, so that the public realm argument is still given some regard.
5. That staff develop a plan to inform the public and Councillors of the survey, in order to provide organizations an opportunity to encourage participation in the survey.
6. That staff explore the feasibility and enforceability of imposing infractions in order to improve the Town's ability to deter vandalizing, destroying and defacing election signs.
7. That staff explore the dispensation that can be given for those with boundary fences.
8. A report that clearly outlines the feasibility and challenges associated with election sign by-law enforcement.

9. That staff provide a measurable breakdown of usable public space in each ward for election signage.
10. That staff report back on how they can educate candidates regarding the proper placement of elections in order to reduce signs from blocking each other.
11. That staff revisit the 20 meter rule on public right of way, when in an area where the lots are 20 meters wide or less to ensure fairness for all candidates and voters who wish to display signs.
12. That staff explore and report back on enforcement fines and if they are counted as an election expense.
13. That staff collaborate with the Region of Halton regarding election sign placement and enforcement on Regional Roads.
14. That staff explore sign material usage and whether or not some materials should be banned.(e.g. wire signs, and T bars).
15. That staff provide clarity on election sign placement for residents who have a lawn and those who live in a high rise, and how do we create opportunity for them to participate in the process.

CARRIED

#### **10.4 Heritage Way Neighbourhood 40km/h Area Speed Limit Review**

Moved by Councillor Elgar

That the 40km/h Neighbourhood Speed Limit pilot in the Heritage Way Neighbourhood be concluded and the speed limits within the neighbourhood be maintained as currently posted.

CARRIED

#### **10.5 Oakville Vacant Home Tax**

Moved by Councillor Knoll

1. That staff proceed with a plan to implement a Vacant Home Tax within the municipality and that staff report back in Q3 2025 with more details on a proposed Vacant Home Tax program.

2. That the Town Clerk forward a copy of this report's resolution to Halton Region, City of Burlington, Town of Milton and Town of Halton Hills.

CARRIED

**10.7 Fourteen Mile Creek and McCraney Creek Flood Mitigation Opportunities Study**

The following delegate spoke to this item: Pierre Sauvageot.

Moved by Councillor Chisholm

That the Notice of Completion for the Fourteen Mile Creek and McCraney Creek Flood Mitigation Opportunities Study, Municipal Class Environmental Assessment Study be published, commencing a 30-day public review period from April 1, 2025, to April 30, 2025.

CARRIED

Moved by Councillor Elgar

**BEYOND THE HOUR**

That this meeting proceed beyond the hour of 10:30 p.m.

CARRIED

**11. Confidential Discussion Item(s)**

**11.3 OLT Hearing re Dunpar 1042 et al Sixth Line**

**WAIVING OF PROCEDURE BY-LAW**

Moved by Councillor Longo

In accordance with Section 8.3 of the Procedure By-law, the Rules of Procedure be waived, which requires a minimum of 48 hours public notice for agenda items prior to the meeting to allow Item 11.3 – confidential OLT Hearing re-Dunpar 1042 et al Sixth Line.

CARRIED

Moved by Councillor Longo

**CLOSED SESSION**

That Council resolve into a closed meeting session for the purpose of litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or board and advice that is subject to solicitor-client privilege, including communications necessary for that purpose with respect to Item 11.3 -confidential OLT Hearing re-Dunpar 1042 et al Sixth Line.

CARRIED

*The meeting recessed at 10:18 p.m. and reconvened in public session at 10:55 p.m.*

*Staff direction was provided in closed session.*

**12. Advisory Committee Minutes**

**12.1 Accessibility Advisory Committee Minutes, DECEMBER 12, 2024**

Moved by Councillor Xie

That the Accessibility Advisory Committee minutes dated December 12, 2024 be received.

CARRIED

**13. Rise and Report to Council**

Moved by Councillor Longo

That this Committee rise and report.

CARRIED

Moved by Councillor Grant

Seconded by Councillor Nanda

The Mayor arose and reported that Committee of the Whole has met and made recommendations on Consent Items 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, Confidential Consent Items 9.1, 9.2, Discussions Items 10.1, 10.2, 10.3, 10.4, 10.5, 10.6, 10.7, Confidential Discussion Items 11.1, 11.2, 11.3, and Advisory Committee Minutes 12.1, as noted by the Clerk.

CARRIED

**14. Information Items (Circulated Electronically)**

**14.1 Council Information December 4, 2024 - January 14, 2025**

**14.2 INTERNAL MEMO - Transportation and Engineering RE: Bill 212 Reducing Gridlock, Saving You Time Act, 2024 Framework for bike lanes that require removal of a traffic lane**

**14.3 INTERNAL MEMO - Clerk's Department RE: Municipal Clearance for Liquor Sales Licence**

**14.4 INTERNAL MEMO - Planning and Development RE: Updated - Oakville Growth Analysis**

**14.5 INTERNAL MEMO - Clerk's Department RE: Municipal Clearance for Liquor Sales Licence The Bronte Boathouse**

**14.6 INTERNAL MEMO - Clerk's Department RE: Municipal Accountability Act**

**15. Status of Outstanding Issues**

**16. New Business**

Councillor Xie wished everyone a Happy Lunar New Year, which is the year of the snake. He also invited Council, Staff and Residents to join in on the celebration, Saturday February 1st at 1:00 p.m. at Town Hall.

Councillor Duddeck announced although she could not participate in the vote earlier in the evening, she is thrilled with how it went and would like to thank the Clerk for her assistance with the technology.

**16.1 Notice of Motion - to Support Ontario and Canada Opposition to tariffs on Canada and the United States**

Moved by Councillor O'Meara

Seconded by Councillor Xie

**WHEREAS** the Town of Oakville values the benefit to Oakville business and jobs from strong economic and trade relationship between Canada and the United States, including the mutual benefits derived from a fair and open exchange of goods and services;

**WHEREAS** Oakville businesses are integral to the economic prosperity and vibrancy of our community, creating jobs and supporting local families;

**WHEREAS** the proposed 25% tariffs on all goods by the United States could disproportionately harm Canadian, Ontario and Oakville businesses, leading to increased costs, reduced competitiveness, and potential job losses;

**WHEREAS** tariffs of this nature undermine the principles of free and fair trade and create uncertainty for local businesses that rely on cross-border trade;

**WHEREAS** collaboration with and advocacy at all levels of government are essential to protecting our local economy and supporting our businesses and jobs;

**THEREFORE, BE IT RESOLVED THAT** the Town of Oakville affirms its strong support for the work of the governments of Ontario and Canada to counter the proposed tariffs on Oakville goods and services by the United States;

**THAT** the Town of Oakville expresses its solidarity with Oakville businesses that would be adversely impacted by these tariffs and commits to supporting them through advocacy;

**THAT** the Town of Oakville formally supports the Government of Canada and the Province of Ontario opposition to these tariffs and to protect Canadian businesses, including engaging in diplomacy, trade negotiations, and other appropriate measures;

**THAT** a copy of this resolution be sent to the Association of Municipalities of Ontario (AMO), the Federation of Canadian Municipalities (FCM), The Great Lakes St. Lawrence Cities Initiative and all local Members of Provincial Parliament (MPPs) and Members of Parliament (MPs) for their information and support; and

**THAT** the Mayor and Town Staff be directed to communicate this resolution to Oakville businesses and to continue to monitor and inform Council on any developments related to these proposed tariffs.

**17. Regional Reports and Question Period Regarding Town Boards and Advisory Committees**

**18. Requests for Reports**

**18.1 Gender Neutral Changerooms Report**

Moved by Councillor Xie

Seconded by Councillor Adams

That staff be requested to prepare a report that provides a brief background on the implementation of gender neutral changerooms at town facilities; which includes: a high-level summary of public feedback received to date; adjustments and improvements with managing these facilities since their inception; and operational recommendations moving forward.

CARRIED

**19. Consideration and Reading of By-Laws**

**19.1 By-law 2025-002**

A by-law to dedicate certain land as part of a public highway (Part 1, Plan 20R-20707, except Part 1, Plan 20R-22428 – Charles Cornwall Avenue, Part 3, Plan 20R-20707 – Merton Road) **(Item 8.3)**

**19.2 By-law 2025-003**

A by-law to authorize the temporary borrowing of monies for 2025 **(Item 8.1)**

**19.3 By-law 2025-004**

A by-law to authorize the issuance and sale of debentures up to a maximum of \$5,694,800 towards the financing of the capital projects with an estimated total cost of \$5,694,800 **(Item 8.2)**

**19.4 By-law 2025-016 (Not Passed. Referred back to Staff under 10.3)**

A by-law to regulate election signs in the Town of Oakville **(Item 10.3)**

**19.5 By-law 2025-017 (Not Passed. Referred back to Staff under 10.3)**

A by-law to amend Sign By-law 2018-153 **(Item 10.3)**

**19.6 By-law 2025-018 (Not Passed. Referred back to Staff under 10.3)**

A by-law to amend Administrative Penalties for Non-Parking Violations and Orders By-law 2021-038 **(Item 10.3)**

**19.7 By-law 2025-020**



A by-law to amend By-law 2022-125 as amended, a by-law to make appointments to the Board of Management for the Downtown Oakville Business Improvement Area

**19.8 By-law 2025-021**

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

Moved by Councillor Lishchyna

Seconded by Councillor Elgar

That the by-laws noted above be passed with the exception of 2025-016, 2025-017 and 2025-018.

CARRIED

*The Mayor gave written approval of by-laws 2025-002, 2025-003, 2025-004, 2025-020, and 2025-021 noted above that were passed during the meeting.*

**20. Adjournment**

The Mayor adjourned the meeting at 11:00 p.m.

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Vicki Tytaneck, Town Clerk



**Town of Oakville**  
**Planning and Development Council**  
**MINUTES**

**Date:** February 3, 2025  
**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 McNeice
- Councillor Nanda
- Councillor O'Meara
- Councillor Xie

Staff:

- J. Clohec, Chief Administrative Officer
- P. Fu, Commissioner of Community Infrastructure
- M. Mizzi, Commissioner of Community Development
- P. Damaso, Commissioner of Community Services
- D. Carr, Town Solicitor
- G. Charles, Director of Planning Services
- S. Campbell, Director - Municipal Enforcement
- R. Kaminski, Director and Chief Building Official
- P. Barrette, Manager of Planning Services, West District
- K. Biggar, Manager of Policy Planning and Heritage
- L. Musson, Manager of Planning Services, East District
- K. Parker, Manager of Development Services
- K. Cockburn, Senior Planner

B. Hassan, Senior Planner  
S. Schappert, Heritage Planner  
C. Westerhof, Planner  
A. Holland, Acting Town Clerk  
J. Radomirovic, Council and Committee Coordinator  
L. Harris, Council and Committee Coordinator

**The Town of Oakville Council met in regular session to consider planning matters on this 3rd day of February, 2025 in the Council Chamber of the Oakville Municipal Building, 1225 Trafalgar Road, commencing at 6:30 p.m.**

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**1. Regrets**

There were no regrets for this meeting.

**2. Declarations of Pecuniary Interest**

No declarations of pecuniary interest were declared.

**3. Committee of the Whole**

Moved by Councillor Longo  
Seconded by Councillor Adams

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

CARRIED

**4. Consent Items(s)**

**4.1 Recommendation Report, Draft Plan of Condominium, 2136 & 2148 Trafalgar Road, 2500674 Ontario Inc., 24CDM-24010/1413**

Moved by Councillor McNeice

That the Director of Planning and Development be authorized to grant draft plan approval to the Draft Plan of Condominium (24CDM-24010/1413) submitted by 2500674 Ontario Inc. and prepared by A.T. McLaren Ltd., O.L.S., dated August 1, 2024, subject to the conditions contained in Appendix "A" of the Planning and Development Report dated January 6, 2025.

CARRIED

**4.2 Recommendation Report, Draft Plan of Condominium 24CDM-23010/1634 – 3303-3323 Superior Court**

Moved by Councillor McNeice

That the Director of Planning and Development be authorized to grant draft plan approval of the Draft Plan of Condominium (24CDM-23010/1634) submitted by Beedie ON (Superior Court) Property Ltd., and prepared by MTE Ontario Land Surveyors Ltd. dated November 12, 2024, subject to the conditions contained in Appendix 'A' of the Planning and Development Report dated January 21, 2025.

CARRIED

**4.3 Recommendation Meeting Report, Zoning By-law Amendment, Mattamy (Joshua Creek) Limited – Bressa DUC, By-law 2025-010, File No.: Z.1308.05**

Moved by Councillor McNeice

1. That Zoning By-law Amendment application (File No.: Z.1308.05), submitted by Mattamy (Joshua Creek) Limited, be approved on the basis that the application is consistent with the Provincial Planning Statement, conforms or does not conflict with the Region of Halton Official Plan and North Oakville East Secondary Plan, has regard for matters of Provincial interest, and represents good planning for the reasons outlined in the report from the Planning and Development Department dated January 21, 2025.
2. That By-law 2025-010, a by-law to amend the North Oakville Zoning By-law 2009-189, as amended, to permit the use of lands described as 1415 Dundas Street East, and 3004, 3006, 3008, 3010 and 3014 William Cutmore Boulevard (Mattamy (Joshua Creek) Limited) – Z.1308.05, be passed.
3. That the letter and schedules from Mattamy Homes attached as Appendix "B", "C", "D" and "E" reflect the proposed changes to be made and implemented to Site Plan application SP.1308.003/01, or any subsequent applications, on the subject lands.

4. That notice of Council's decision reflect that Council has fully considered all the written and oral submissions relating to this matter and that those comments have been appropriately addressed.

CARRIED

**5. Confidential Consent Item(s)**

**5.1 Confidential Labour Relations Report Update**

Moved by Councillor McNeice

That Council ratify the Memorandum of Agreement with CUPE Local 136 dated November 10, 2023, and that the agreement be executed in accordance with By-law 2023-057.

CARRIED

**6. Public Hearing Item(s)**

**6.1 Old Oakville Heritage Conservation District – Statutory Public Meeting**

*For the purposes of Planning Act requirements, the following person(s) made an oral submission:*

Anita Mackey, OLRA, thanked Susan Schappert for facilitating their input and for the incredible hard work to revise some of the Heritage Plan, pleased with the progress that has been made on the plan to date, underlined that scale, height, and massing are critical factors to contribute to the character of the area, and they are factors that can easily detract and negatively impact the character of the area.

Jane Hawkrigg, past president of OLRA, suggested revision of some area of guidelines to provide appropriate protections particularly associated with the additions to contributing properties and potentially to non-contributing properties, emphasized that additions should be subordinate to the Heritage building in size, scale, and detailing.

Moved by Councillor Gittings

1. That comments from the public with respect to Appendix A - Old Oakville Heritage Conservation District, Plan and Guidelines, DRAFT – December 2024 be received.

2. That staff considers such comments provided by Council:
  - Consideration should be given to the feedback from the Oakville Lakeside Resident's Association regarding height, scale and massing.
  - Susan Schappert should be included in the report author section of the report.

CARRIED

**6.2 Public Meeting for Official Plan Amendment and Zoning By-law Amendment at 15 Loyalist Trail, Rowhedge Construction Ltd., OPA1215.05 and Z.1215.05**

*For the purposes of Planning Act requirements, the following person(s) made an oral submission:*

Bill Tam, Rowhedge Construction Limited, presented the proposed Official Plan Application on behalf of applicant.

Moved by Councillor Nanda

1. That comments from the public with respect to the proposed Official Plan Amendment and Zoning By-law Amendment submitted by Rowhedge Construction Ltd. (File No.:OPA1215.05 and Z.1215.05), be received.
2. That staff consider such comments as may be provided by Council.
3. That the analysis of the following matters of interest to Council be included as part of the recommendation report:
  - Density of the proposal
  - Traffic and parking impacts
  - Waste collection
  - Height and privacy considerations
  - Conformity with D6 Guidelines related to potential future uses
  - Suitability of the lands for commercial retail uses

CARRIED

**6.3 Public Meeting Report – Official Plan Amendment, Rose Corporation, File Number OPA.1612.19**

*For the purposes of Planning Act requirements, the following person(s) made an oral submission:*

David McKay, MHBC Planning, presented the proposed Official Plan Amendment Application on behalf of South Service Holding Corporation.

Douglas McKirgan, TCRA, emphasized the need for one Official Plan that applies to the whole Midtown with no exception, expressed concerns in regard to building heights, density, FSI, traffic congestion, the new QEW crossing, and plumbing infrastructure, requested to be considered a range and mix of unit sizes, diversify of the housing stock and more attainable housing options close to transit.

Moved by Councillor Knoll

1. That the comments from the public with respect to the proposed Official Plan Amendment application submitted by South Service Holding Corporation (File No.: OPA 1612.19), be received.
2. That staff consider such comments as may be provided by Council.
3. That staff also provide an analysis of the following matters in the future Recommendation Report:
  - Review the number of people and jobs for the site and advise if the heights/density are appropriate for the site.
  - Provide a comparison between the proposed Midtown OPA with this site-specific OPA.
  - Evaluate if the development aligns with Midtown Oakville's projected housing needs, considering built forms, unit types, and tenure.
  - Examine how the development integrates with adjacent streetscapes, including vehicular access, parking, cycling and pedestrian connections, permeability, design, and the timing of the proposed Queen Elizabeth Way overpass.

- Determine whether a lifecycle assessment or similar analysis will be conducted and what sustainable technologies will be incorporated.
- Assess the integration of the development with the adjacent elementary school, including park size, child-friendly design, coordination, and phasing.
- Identify how the heritage building will be incorporated into the development.

CARRIED

**7. Discussion Item(s)**

There were no discussion Items.

**8. Confidential Discussion Item(s)**

There were no confidential discussion Items.

**9. Advisory Committee Minutes**

There were no Advisory Committee Minutes.

**10. Rise and Report to Council**

Moved by Councillor Longo

That this committee rise and report.

CARRIED

The Mayor arose and reported that the Committee of the Whole has met and has made recommendations on Consent Items 4.1, 4.2 and 4.3, Confidential Consent Item 5.1, and Public Hearing Items 6.1, 6.2 and 6.3.

Moved by Councillor Xie

Seconded by Councillor O'Meara

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

CARRIED

**11. New Business**



Councilor Haslett-Theall congratulated Councilor Xie and Councilor Nanda for their hard work in organizing a fantastic Lunar New Year event in the community.

Mayor Burton provided the following statement:

**To provide a directive on the Town of Oakville's response to potential U.S.-Canada tariff measures**

The Town of Oakville acknowledges the potentially significant economic impact of the recent tariff measures proposed between the United States and Canada on trade, affecting local businesses, procurement costs, and municipal operations.

The Town of Oakville must ensure that any response aligns with existing trade agreements and maintains compliance with applicable procurement regulations, while exploring all feasible municipal actions to mitigate negative impacts.

The CAO shall undertake the following:

1. Municipal task force on trade and procurement:
  - The Chief Administrative Officer (CAO) shall convene a cross-departmental staff task force (Task Force) to assess, develop, and report on legally and financially viable municipal responses.
  - The Task Force shall include the CAO and appropriate representatives from town departments, as determined by the CAO, to ensure an informed and comprehensive approach.
1. Local procurement and contract review:
  - The Task Force shall lead an internal review to identify applicable contracts and determine:
    - The feasibility of shifting procurement from U.S. companies without violating existing trade agreements or compromising fiscal responsibility.
    - Cost implications and potential funding sources for any procurement adjustments.
    - Any necessary legal considerations under domestic and international trade agreements.
1. Economic impact assessment and business support, should tariffs be implemented:

- The Task Force shall lead engagement with impacted local businesses to:
    - Understand expected financial impacts (e.g., cost increases, export reductions, job losses).
    - Identify business needs and available municipal support measures.
    - Identify provincial/federal support measures and advocacy initiatives.
  - A report summarizing findings and recommended municipal interventions shall be presented to Council.
4. Transparency and public communication
- The Task Force shall lead the preparation of public information updates for Oakville businesses and residents summarizing the municipal response and available resources.
  - Regular updates on trade-related impacts shall be provided to Council.

Staff shall ensure that all proposed actions are legally compliant, financially responsible, and aligned with best practices for municipal governance.

The Task Force shall submit a final recommendations report to Council for further direction and implementation.

That this statement be made available online.

## **12. Consideration and Reading of By-laws**

### **12.1 By-law 2025-001**

A by-law to designate the Baillie Estate Farm Manager's Cottage at 1110 Lakeshore Road West as a property of cultural heritage value or interest.

### **12.2 By-law 2025-010**

A by-law to amend the North Oakville Zoning By-law 2009-189, as amended, to permit the use of lands described as 1415 Dundas Street East, and 3004, 3006, 3008, 3010 and 3014 William Cutmore Boulevard (Mattamy (Joshua Creek) Limited) – Z.1308.05 .(Re: Item 4.3)

### **12.3 By-law 2025-012**

A by-law to declare that certain land is not subject to part lot control (Blocks 15, 16, 17, 25, 27, 35 and 36, Plan 20M-1275 – GG Redoak Inc.)

**12.4 By-law 2025-013**

A by-law to declare that certain land is not subject to part lot control (Part of Lots 2 and 3, Plan 473 – 2500674 Ontario Inc.)

**12.5 By-law 2025-014**

A by-law to declare that certain land is not subject to part lot control (Part of Lot C, Block 16, Plan 1 – 2848327 Ontario Limited)

**12.6 By-law 2025-022**

A by-law to designate the Glendon House Stone Wall at 225 Bronte Road as a property of cultural heritage value or interest.

**12.7 By-law 2025-023**

A by-law to designate the Glendon House Stone Wall at 231 Bronte Road as a property of cultural heritage value or interest.

**12.8 By-law 2025-024**

A by-law to designate the Glendon House Stone Wall at 235 Bronte Road as a property of cultural heritage value or interest.

**12.9 By-law 2025-025**

A by-law to designate the Chapman House at 2167 Rebecca Street as a property of cultural heritage value or interest.

**12.10 By-law 2025-026**

A by-law to designate the Dane MacKendrick House at 1314 Lakeshore Road East as a property of cultural heritage value or interest.

**12.11 By-law 2025-027**

A by-law to designate the James and Muriel Blakelock House at 123 Trafalgar Road as a property of cultural heritage value or interest.

**12.12 By-law 2025-028**

A by-law to designate the Dorland House at 127 Trafalgar Road as a property of cultural heritage value or interest.

**12.13 By-law 2025-029**

A by-law to designate the Guess House Stone Wall at 323 Douglas Avenue as a property of cultural heritage value or interest.

**12.14 By-law 2025-030**

A by-law to designate the Guess House Stone Wall at 322 Watson Avenue as a property of cultural heritage value or interest.

**12.15 By-law 2025-031**

A by-law to designate the Smith House at 2460 Old Bronte Road as a property of cultural heritage value or interest.

**12.16 By-law 2025-034**

A by-law to declare that certain land is not subject to part lot control (Blocks 1, 14, 26 and 27, Plan 20M-1247 – Mattamy (Joshua Creek) Ltd.)

**12.17 By-law 2025-032**

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

Moved by Councillor Elgar

Seconded by Councillor Adams

That the by-laws noted above, be passed.

CARRIED

*The Mayor gave written approval of the by-law(s) noted above that were passed during the meeting.*

**13. Adjournment**

The Mayor adjourned the meeting at 8:02 p.m.

---

Andrea Holland, Acting Town  
Clerk

## REPORT

### Council

Meeting Date: February 24, 2025

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**FROM:** Finance Department

**DATE:** February 11, 2025

**SUBJECT:** 2025 Halton Court Services Business Plan and Budget

**LOCATION:**

**WARD:** Town-wide

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#### RECOMMENDATION:

That the 2025 Business Plan and Budget for Halton Court Services, along with the recommendations detailed in Appendix A, be approved.

#### KEY FACTS:

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

- Halton Court Services (HCS) provides court services within Halton for offenses under the *Provincial Offences Act (POA)* and the (federal) *Contraventions Act*.
- As the Municipal Partners, the CAO's of each municipality in Halton serve on the Joint Management Board (JMB) to oversee the management and business HCS.
- Each municipality in Halton is required to approve the annual business plan and budget.
- The operation of HCS is funded through fine revenue.
- The annual net revenue from HCS is divided among all the Municipal Partners – 50% to the Region and 50% to the area municipalities allocated according to weighted assessment share.

#### BACKGROUND:

In keeping with the Inter-municipal Agreement between the City of Burlington, the Towns of Halton Hills, Milton, Oakville and the Region of Halton, the City of Burlington is required to provide its partners with an annual business plan and budget for HCS.

**COMMENT/OPTIONS:**

The 2025 Halton Court Services Business Plan and Budget was completed in September and was built on the performance of 2024. The Business Plan and Budget have been reviewed by the JMB and the Area Treasurers and all final recommendations have been included in Appendix A.

**CONSIDERATIONS:**

**(A) PUBLIC**

Overall service levels to the public are maintained within Halton under the proposed business plan and budget.

**(B) FINANCIAL**

The 2025 Budget for HCS includes a net surplus of \$1.87 million (after Reserve Fund transfers) which will be shared among the Municipal Partners, with Oakville's share being \$405 thousand. This figure is slightly higher than the \$369 thousand included in Oakville's 2025 approved budget.

**(C) IMPACT ON OTHER DEPARTMENTS & USERS**

N/A

**(D) COUNCIL STRATEGIC PRIORITIES**

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 – 2025 Halton Court Services Business Plan and Budget

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Treasurer (Acting) and Director of Finance

**ONTARIO COURT OF JUSTICE  
PROVINCIAL OFFENCES OFFICE  
HALTON COURT SERVICES**

**2025 BUSINESS PLAN AND  
BUDGET**

**City of Burlington  
Town of Halton Hills  
Town of Milton  
Town of Oakville  
Regional Municipality of Halton**

**September 2024**

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## RECOMMENDATIONS

1. Approve the 2025 Halton Court Services budget as presented.
2. Write off defaulted fines totaling \$46,348 that have accumulated during 2024 where it has been determined there are no viable means of collection.
3. A contribution of \$50,000 from net revenues is to be made to the Capital Reserve Fund during 2025 to ensure that requirements of the Reserve Fund Policy are maintained.
4. Within the parameters of existing Burlington Procurement By-law and other applicable Burlington policies, and provided no expense beyond that approved as part of the existing budget is expended, that the Manager of Prosecutions and the Manager of Court Administration, as the case may be, be authorized to approve and execute any and all agreements necessary for the proper administration of Halton Court Services and the continued administration of Justice, in such form as is approved by the City Solicitor for The Corporation of The City of Burlington.

## OVERVIEW OF 2024 PERFORMANCE

### 1. BUDGET PERFORMANCE

#### Revenues to End of June

The Municipal Partners had budgeted gross revenues of \$8.9 million for 2024. The chart below summarizes results by end of June and projections for the remainder of the year.

There is an expected increase of approximately 1% in net revenue in 2024.

<b>COMPARISON OF OVERALL PERFORMANCE TO BUDGET for the year ending December 31, 2024</b>					
	<b>2024 Budget</b>	<b>Actual June 30/24</b>	<b>Actual % of Budget</b>	<b>Projection Dec 31/24</b>	<b>Projection % of Budget</b>
Gross Revenue	(\$8,886,327)	(\$4,583,610)	51.6%	(\$8,846,478)	<b>99.6%</b>
Operations	\$7,013,667	\$3,464,069	49.4%	\$6,954,674	<b>99.2%</b>
<b>Net Revenue</b>	<b>(\$1,872,660)</b>	<b>(\$1,119,540)</b>	<b>59.8%</b>	<b>(\$1,891,805)</b>	<b>101.0%</b>

<b>COMPARISON OF 2025 BUDGET TO 2024 BUDGET</b>						
	<b>REVENUE</b>			<b>EXPENSES</b>		
	<b>2024 Budget</b>	<b>2025 Budget</b>	<b>% Difference</b>	<b>2024 Budget</b>	<b>2025 Budget</b>	<b>% Difference</b>
Administration	(\$6,485,827)	(\$6,759,280)	4.2%	\$5,410,794	\$5,421,541	<b>0.2%</b>
Collections	(\$2,400,500)	(\$2,340,500)	-2.5%	\$496,732	\$593,292	<b>19.4%</b>
Prosecution	N/A	N/A	N/A	\$1,106,146	\$1,160,210	<b>4.9%</b>
<b>TOTAL</b>	<b>(\$8,886,327)</b>	<b>(\$9,099,780)</b>	<b>2.4%</b>	<b>\$7,013,662</b>	<b>\$7,175,043</b>	<b>2.3%</b>

### 2. OPERATIONAL PERFORMANCE

#### Provincial Offences Charges

Charge volumes are entirely driven by enforcement agencies and their initiatives, these charges volumes are the main influence on the revenues that are generated through HCS. At the end of Q2 2024 there were 25,666 (51%) charges filed of the projected 50,000 total for

2024. Therefore, the current projection for Q4 is that charges may reach 51,328 (103% of projected total).

The following chart provides the trend in number of filed charges since 2019 and includes totals for Q2 2024 and projected totals for the end 2024:

	2019	2020	2021	2022	2023	2024 Q2	2024 Projected
<b>PART I</b>	53,537	48,269	33,477	30,486	29,630	16,087	32,174
<b>PART III</b>	3,600	3,054	2,972	2,562	2,562	2,053	4,106
<b>RLC</b>	12,513	9,761	17,993	11,589	13,762	7,524	15,048
<b>TOTAL</b>	<b>66,618</b>	<b>69,650</b>	<b>61,084</b>	<b>54,442</b>	<b>47,977</b>	<b>25,664</b>	<b>51,328</b>

The following chart provides the number of charges by enforcement agency that were refused for filing with the reasons for refusal through Q2 2024:

AGENCY	REASON					TOTAL
	Late Filing	Date Error	Young Offender	Wrong Juris	Old / Wrong PON	
HRPS	68	81	7	0	0	156
OPP	3	0	0	0	0	3
MTO	32	0	0	0	2	34
OTHER	272	0	0	0	0	272
<b>Q2 2024 TOTALS</b>	<b>375</b>	<b>81</b>	<b>7</b>	<b>0</b>	<b>2</b>	<b>465</b>

The following charts provide charge volumes for both Part 1 and Part 3 by enforcement agency through Q2 2024.

PART 1	JAN	FEB	MAR	APR	MAY	JUN	Totals
By-laws	6	3	5	1	4	12	31
OTHER ENF.	28	20	39	27	20	25	159
Halton Regional Police	1,996	1,755	1,795	1,958	1,942	1,821	11,267
MTO	261	368	224	331	452	402	2,038
OPP	387	548	423	462	435	337	2,592
Red Light Camera	1,019	1,203	1,076	1,432	1,517	1,277	7,524
<b>Totals</b>	<b>3,697</b>	<b>3,897</b>	<b>3,562</b>	<b>4,211</b>	<b>4,370</b>	<b>3,874</b>	<b>23,611</b>

<b>PART 3</b>							<b>Totals</b>
By-laws	11	12	61	9	9	3	105
OTHER ENF.	33	3	31	-	48	37	152
Halton Regional Police	225	201	163	194	232	233	1,248
MTO	9	11	12	8	35	51	126
OPP	69	43	66	137	89	20	424
<b>Totals</b>	<b>347</b>	<b>270</b>	<b>333</b>	<b>348</b>	<b>413</b>	<b>344</b>	<b>2,055</b>

### 3. AUDITS

#### External Audit

KPMG performed an audit of HCS for the period ended December 31, 2023. There were no items of concern to report to the Partnership by way of an auditors' management letter. KPMG maintains a practice of issuing qualified opinions for all its POA court clients due to the inability to review cash procedures at other POA courts accepting fine payments on behalf of HCS, and to review controls of the provincial ICON system utilized by all POA courts across the province.

### 4. REVENUE STABILIZATION FUND

Following the request of the Area Treasurers, a Municipal Partner Revenue Stabilization Fund (MPRSF) was created in early 2014 to assist the partners in protecting against the impact of volatility in fine revenue, and to provide a source of funding to stabilize revenue sources annually, including the impacts related to the new court facility. Per policy, an annual review of the MPRSF is carried out by the Area Treasurers.

#### Flat-Lining Net Revenue Distribution

Net revenue surplus was transferred to the MPRSF between 2013 and 2017. Interest is allocated to the MPRSF on an annual basis.

The Area Treasurers directed that contributions to the MPRSF end as of 2018 given the healthy balance of the MPRSF. In 2021, the JMB directed to only distribute to the Partners the actual net revenue earned from operations going forward. The balance in the Stabilization Reserve Fund is \$776,486 at the beginning of 2024.

<b>Stabilization Fund</b>			
<b>Year</b>	<b>Use of Funds</b>	<b>Interest (net of Admin Fee)</b>	<b>Balance</b>
<b>Balance Forward</b>			\$776,486
<b>2024*</b>	\$0	\$16,006	\$792,492
<b>2025*</b>	\$0	\$16,342	\$808,835
<b>2026*</b>	\$0	\$16,686	\$825,520
<b>2027*</b>	\$0	\$17,336	\$842,856
<b>2028*</b>	\$0	\$17,700	\$860,556

## 5. REVENUE SHARING

According to the established revenue-sharing agreement, the Region receives 50% while the Municipal Partners receive a percentage of the 50% balance based on assessment rates.

Following is a five-year overview of net revenue distribution since 2020 including the estimated annual distribution for 2024:

<b>Historical Annual Revenue Sharing % Based on Tax Assessment</b>					
	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
Burlington	15.60%	15.44%	15.32%	15.20%	15.08%
Halton Hills	4.60%	4.60%	4.57%	4.54%	4.52%
Milton	8.40%	8.55%	8.64%	8.72%	8.78%
Oakville	21.40%	21.43%	21.48%	21.55%	21.62%
Region of Halton	50.00%	50.00%	50.00%	50.00%	50.00%
<b>TOTAL</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>	<b>100.0%</b>

<b>Historical Annual Revenue Distribution to Partnership</b>					
	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024*</b>
Burlington	726,280	299,980	296,601	373,252	277,744
Halton Hills	214,159	89,430	88,438	111,484	83,250
Milton	391,074	166,029	167,293	214,006	161,710
Oakville	996,307	416,627	415,752	529,183	398,198
Region of Halton	2,327,820	972,066	968,085	1,227,680	920,902
<b>TOTAL</b>	<b>\$4,655,640</b>	<b>\$1,944,132</b>	<b>\$1,936,169</b>	<b>\$2,455,605</b>	<b>\$1,841,805</b>

\*2024 budget to be realized

### **Overall Revenues**

The Municipal Partners are projecting gross revenues based on current trends and although population continues to grow at a fair rate across Halton, the number of charges filed has not been reflected in the population growth for the last several years. A modest increase is projected to 52,000 charges for 2025 over the current projection of 51,328 for 2024. Gross revenue for HCS in 2025 is budgeted at **\$9.1 million** as compared to the **\$8.9 million** originally budgeted for during 2024.

Total expenditures in 2025 are budgeted at **\$7.1 million** compared to the **\$7 million** originally budgeted for 2024.

See Appendix A for a copy of the overall 2025 POA Budget.

**Recommendation #1: Approve the 2025 Halton Court Services budget as presented.**

### **6. WRITING-OFF OF UNCOLLECTABLE FINES**

In accordance with the Write-Off Policy, the Municipal Partners are seeking approval from the Area Treasurers and the Joint Management Board to write-off those defaulted fines that have accumulated during 2024 where it has been determined there are no viable means of collection. Write-offs scheduled during 2024 will total approximately 117 cases with a total value of approximately \$46,348

**Recommendation #2: Write off defaulted fines totaling \$46,348 that have accumulated during 2024 where it has been determined there are no viable means of collection.**

## 7. CAPITAL RESERVE FUND

### Expenditures During 2024

Approximately \$20k was drawn for the 5 year Courtroom computer refresh project to provide HCS with new laptops and docking stations.

### Contribution During 2025

The Municipal Partners regularly conduct an annual review of the Capital Reserve Fund to ensure that future capital cost requirements are reflected and that the required minimum balance of \$300,000 is maintained. The Municipal Partners are recommending that the minimum contribution of \$50,000 continue to be made to the Capital Reserve Fund during 2025.

### Reserve Fund Forecast

Following is the Capital Budget Forecast over the next five years:

Capital Budget Forecast				
Year	Requirements	Use of Funds	Annual Contributions Including Interest	Projected Year-End Balances
	Balance Forward			<b>\$407,629</b>
<b>2024</b>	Courtroom Computer Hard/Soft Replacements	(\$20,000)	\$57,953	\$445,582
<b>2025</b>	None		\$58,712	\$504,293
<b>2026</b>	TBD		\$59,886	\$564,179
<b>2027</b>	TBD		\$61,084	\$625,263
<b>2027</b>	TBD		\$62,505	\$687,768

***Recommendation #3: A contribution of \$50,000 from net revenues is to be made to the Capital Reserve Fund during 2025 to ensure that requirements of the Reserve Fund Policy are maintained.***

## 9. EMERGING ISSUES

### 1. Justice of the Peace shortages

The shortage in judicial resources is anticipated to see improvements in 2025 due to Justice of the Peace appointments made in 2024 which allowed for an additional court opening on

Wednesdays in 2025 and the possibility of even more courts added as the year progresses, and as even more Justice of the Peace appointments are made.

## **2. Backlog**

There are currently approximately 13,000 (last year at this time it was 19,000) Part I charges that require court dates and HCS Administration continues to collaborate with HCS Prosecution to make every effort to have matters scheduled in a timely fashion and have scheduled early resolution meetings outside of court sitting days which allow meetings to take place with prosecution and only those that require a Justice of the Peace for either plea resolution or trial to be scheduled into court sittings, thereby maximizing the court sittings allotted to HCS.

## **3. Increased Workload Demands Relating to Video:**

Workload demands with respect to review of video for disclosure have increased significantly. In the past, video disclosure was reviewed and redacted before it was forwarded to Halton Court Services as part of the evidentiary package for further handling and disclosure to the defendants. Currently, Halton Regional Police send all video content directly to HCS without prior vetting of the video content. The task of reviewing and vetting the video content prior to sending it as part of the disclosure package, accordingly, rests with the Prosecution Unit. Similar process is involved related to statements taken via audio, which requires review by the Prosecution Unit. The process is extremely time consuming and requires a lot of back and forth where issues noted or, in case of audio statements, where transcript request is required. Change in the format of the evidence has also increased the steps and time required in accessing the footage for the review.

Staff are currently assessing the full impact of this new audio/video disclosure development on resources and will report back to the Joint Management Board with the findings in the future. Due to workload demands, additional staffing may be required to ensure the integrity of the disclosure process going forward.

## **4. Delegated Authority:**

In the administration of Halton Court Services, matters arise that, on occasion, require formal agreements (contracts) to be executed. In recent years, these agreements included, but were not limited to, software agreements relating to the use of CAMS, Axon documentary disclosure service, the use of legal research engines such as Westlaw / Quicklaw, agreements with educational institutions in relation to student internship placements, agreement with the Region relating to articling placements, and agreement with per diem French prosecutor who assists HCS in prosecuting matters requiring a French speaking prosecutor. When it is anticipated that an agreement will be required, Municipal Partners engage Burlington Legal Services staff for the review and negotiation of the agreement. That review includes the determination of what authority Municipal Partners will rely on for the execution of such agreements. Ultimately,



staff have found that the authority is often scattered and rests with various Burlington positions, including the City Solicitor, Procurement Manager, Chief Information Officer, and/or others.

Municipal Partners propose that the authority to enter into any and all agreements necessary for the proper administration of Halton Court Services and the continued administration of Justice be delegated to the Manager of Prosecutions and/or the Manager of Court Administration, as the case may be (the subject matter of the agreement would determine which of the Manager's will execute the agreement). Delegating authority in this manner is vital for enhancing organizational efficiency and responsibility. It will allow staff to address day-to-day operation tasks, such as managing contracts, vendor relationships, and facility needs, without requiring the involvement of unrelated parties in the decision making and the execution of the contracts, which on occasion has been the case. This proposed delegation will reduce bottlenecks, speed up and clarify the process, and ensure the court's services are managed effectively. This proposed delegation will not alter the process of reporting to and seeking direction from the Joint Management Board in all cases that have significant implications or budgetary impacts.

***Recommendation #4: Within the parameters of existing Burlington Procurement By-law and other applicable Burlington policies, and provided no expense beyond that approved as part of the existing budget is expended, that the Manager of Prosecutions and the Manager of Court Administration, as the case may be, be authorized to approve and execute any and all agreements necessary for the proper administration of Halton Court Services and the continued administration of Justice, in such form as is approved by the City Solicitor for The Corporation of The City of Burlington.***

## **5. External Service Review from 2023**

To date, Halton Court Services Administration has implemented and completed numerous recommendations that came out of KPMG's 2023 service review. We will continue to implement additional recommendations as we strive to increase efficiency within court operations.

## **6. Sustainability Review**

At its November 20, 2023 meeting, the Joint Management Board requested that the Area Treasurers undertake a review of the long term sustainability of the Provincial Offences Court given the ongoing reduced judicial resources provided by the Province to the Court and potential changes resulting from the Administrative Penalty Program. The JMB provided authorization to the Area Treasurers for funding this further study from HCS Revenues and directed the Area Treasurers report back to JMB with the study results.

The sustainability review has not yet been undertaken. The Municipal Partners would like to obtain further direction given that Halton Court Service is a legislated service, required to be in place to prosecute Part I and Part III offences under the *Provincial Offences Act*. Where Part I and Part III POA offences are issued, the service must be provided whether or not it results in positive revenue. As is set out in this report, however, currently, and historically,

HCS has generated positive net revenues that are shared between the partners. Even with reduced judicial resources, backlogs, lower charge volume and other issues outlined, operations from HCS continues to generate positive net revenue for the Partners. It is anticipated that these issues will improve over time and the net revenues generated for the Partners of Halton Region will remain positive.

The level of revenue is most significantly driven by charge volumes and the availability of court time. In turn:

- (i) charge volumes are entirely driven by enforcement agencies and their initiatives, which are not within the control of Halton Court Services staff; and,
- (ii) court time is mainly driven by availability of judicial resources, which are determined by the Province and are not within the control of Halton Court Services staff.

It is not expected that the transition of the municipal by-law offence matters to Administrative Penalty System (“APS”) will have a significant impact on revenue generated by HCS given that those charges represent the minority of the charges before the court and do not result in a revenue split between the partners. Should the regional red light camera matters enter the APS stream, however, the impact on the revenues may be significant. We understand that at this time the Region of Halton does not intend to implement that change for red light camera offences. If red light camera offences enter the APS stream, the requirement to operate HCS for the other Part I and Part III offences will remain as otherwise legislated.

Another option available to the partners is for each of the municipalities to operate individual provincial offences courts, which due to the nature and scale of the operation, would result in duplication of capital and staff, which would likely make it not financially feasible.

For all of the above reasons, staff seek further direction or confirmation that no further action is required with respect to this recommendation.

## **APPENDIX A – 2025 OVERALL BUDGET**

**HALTON COURT SERVICES**

**2025 OVERALL POA BUDGET**

20-Sep-24

OVERALL 2024 BUDGET	Projection to Dec 31/24	Expenditures	Cost Element	ADMINISTRATION		PROSECUTION	TOTAL	2025 vs 2024
				Admin/Court Support 461110	Collections 461113	461140		
2,561,048	2,547,266	F/T Salaries	11111	1,528,304	304,301	820,300	2,652,905	3.6%
-	-	Part-time/Temp	11122	-	-	-	-	
-	-	Overtime	11131	-	-	-	-	
-	30,259	Vacation Pay - PT	11248	-	-	-	-	
441,363	472,013	Fringe benefits - FT/PT	11300	274,070	54,248	135,585	463,903	
250,487	240,165	Additional Benefits - FT/PT	11302	152,662	31,192	70,663	254,517	
29,130	22,663	Professional development	11410	12,530	3,450	11,300	27,280	
9,900	9,542	Employee memberships	11412	1,700	300	9,462	11,462	
<b>3,291,929</b>	<b>3,321,909</b>	<b>Total Human Resources</b>		<b>1,969,266</b>	<b>393,491</b>	<b>1,047,310</b>	<b>3,410,067</b>	
9,279	9,115	Books and subscriptions	22220	1,100	200	8,678	9,978	
1,000	800	Meeting expenses	22223	950	-	-	950	
-	-	COVID-related expenses	22226	-	-	-	-	
66,380	67,248	Printing and reproduction	22233	64,180	1,000	1,000	66,180	
12,200	13,945	General office supplies	22242	11,000	600	1,800	13,400	
51,707	52,729	Hydro/Water/Heat	22511	51,864	-	-	51,864	
5,000	5,000	Furniture and office equipment	37102	3,000	-	-	3,000	
100,380	103,397	Comp Software/Hardware/Maintenance	37105	62,719	9,167	19,876	91,762	
1,606,388	1,653,426	Building facility lease	33115	1,700,000	-	-	1,700,000	
17,612	37,731	IT lines	33150	19,261	5,872	12,672	37,805	
11,894	11,273	Equipment rental	33172	8,100	950	2,250	11,300	
4,000	4,130	Bldg repair and maintenance	33210	3,500	-	-	3,500	
13,120	12,992	Equipment maintenance	33240	12,316	-	-	12,316	
45,643	47,109	Courier/Postage services	33250	33,060	10,500	800	44,360	
16,197	17,931	Telephones/Cell Phones	33253	15,592	3,092	2,577	21,261	
-	-	Corporate Communications	33255	-	-	-	-	
1,883	2,886	Travel Exp/Mileage	33320	1,300	100	2,200	3,600	
9,000	9,200	External audit	33359	10,000	-	-	10,000	
2,400	3,141	Security/Armoured car services	33366	3,204	-	-	3,204	
80,000	96,342	Interpreters	33367	97,000	-	-	97,000	
412,086	412,089	Cost recoveries	45701	364,749	-	53,807	418,556	
881,500	702,361	Provincial Recoveries	33369	732,350	-	-	732,350	
137,140	178,871	Contract/External services	33450	50,900	163,320	7,240	221,460	
91,130	44,310	Janitorial Services	33467	43,130	-	-	43,130	
800	5,136	Court Related Fees	33510	-	5,000	-	5,000	
5,000	5,008	Witness fees	33516	5,000	-	-	5,000	
160,000	156,596	Point of sale-service charges	36194	158,000	-	-	158,000	
(20,000)	(20,000)	Reserve Fund offset for expenses	96306	0	0	0	0	
<b>3,721,738</b>	<b>3,632,765</b>	<b>Total Other Expenditures</b>		<b>3,452,274</b>	<b>199,801</b>	<b>112,900</b>	<b>3,764,976</b>	1.2%
<b>7,013,667</b>	<b>6,954,674</b>	<b>TOTAL EXPENDITURES</b>		<b>5,421,541</b>	<b>593,292</b>	<b>1,160,210</b>	<b>7,175,043</b>	2.3%
-	(300)	Parking Fees	90852	(400)	-	-	(400)	2.4%
(6,400,000)	(6,504,715)	Fines (Gen)	91122	(6,640,000)	-	-	(6,640,000)	
(2,400,000)	(2,266,960)	Fines (Collections)	91122	-	(2,340,000)	-	(2,340,000)	
135,000	144,095	Bylaws Distributed	91124	100,000	0	-	100,000	
(500)	(405)	External recoveries	91410	-	(500)	-	(500)	
(4,400)	(1,500)	Miscellaneous Revenue	91154	(2,000)	0	0	(2,000)	
(10,000)	(23,621)	Transcripts	91207	(20,000)	-	-	(20,000)	
(206,427)	(193,072)	Federal subsidy	92705	(196,880)	0	-	(196,880)	
<b>(8,886,327)</b>	<b>(8,846,478)</b>	<b>TOTAL REVENUE</b>		<b>(6,759,280)</b>	<b>(2,340,500)</b>	<b>0</b>	<b>(9,099,780)</b>	
<b>(1,872,660)</b>	<b>(1,891,805)</b>	<b>Net Operating Budget before Reserve Fund</b>		<b>(1,337,739)</b>	<b>(1,747,208)</b>	<b>1,160,210</b>	<b>(1,924,737)</b>	
50,000	50,000	Contribution to Reserve Fund	45100	50,000	-	-	50,000	2.9%
-	-	Contribution to Stabilization Fund	45100	0	-	-	0	
<b>(1,822,660)</b>	<b>(1,841,805)</b>	<b>NET OPERATING BUDGET</b>		<b>(1,287,739)</b>	<b>(1,747,208)</b>	<b>1,160,210</b>	<b>(1,874,737)</b>	

2025 Requisitions  
(Partnership Sharing based on 2024  
weighted average assessment)

Region	(937,369)
Burlington	(282,710)
Halton Hills	(84,738)
Milton	(164,602)
Oakville	(405,318)
<b>Total</b>	<b>(1,874,737)</b>

## REPORT

### Council

Meeting Date: February 24, 2025

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**FROM:** Finance Department

**DATE:** February 11, 2025

**SUBJECT:** 2025 Budgets for Business Improvements Areas

**LOCATION:** Town-wide

**WARD:** Town-wide

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#### RECOMMENDATION:

1. That the 2025 Recommended Budget for the Downtown Oakville Business Improvement Area, requiring a levy of \$1,261,212, as shown in Appendix A, be approved;
2. That the 2025 Recommended Budget for the Bronte Village Business Improvement Area, requiring a levy of \$391,775, as shown in Appendix B, be approved;
3. That the 2025 Recommended Budget for the Kerr Village Business Improvement Area, requiring a levy of \$459,745, as shown in Appendix C, be approved;
4. That the relevant Board of Management approve any subsequent revision or reallocation of funds, within these budgets. The resolution shall be provided to the Treasurer, or designate of the town, who shall determine the significance of the change and advise if it requires Council approval.
5. That the Boards of Management ensure that the procurement of supplies and services, within the approved budgets, meet the requirements of the town's Purchasing By-law.

#### KEY FACTS:

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

- The 2025 budgets of the Downtown Oakville, Bronte Village, and Kerr Village business improvement areas (BIAs) have been approved by their respective boards.

- Under the *Municipal Act*, the adopted budgets of the BIAs must be approved by Council.
- The town is required to levy on behalf of the BIAs; the BIA levies will be included in the town's final tax levy by-law for 2025.

**BACKGROUND:**

Under the *Municipal Act*, Council is required each year to adopt estimates of all sums required during the year for its own purposes and those of its local boards. The 2025 budgets adopted by the boards of the Downtown Oakville, Bronte Village and Kerr Village BIAs are now being submitted for Council's approval.

**COMMENT/OPTIONS:**

The following attached schedules are based on the 2025 budgets for the Business Improvement Areas:

- Appendix A Downtown Oakville Business Improvement Area Budget
- Appendix B Bronte Village Business Improvement Area Budget
- Appendix C Kerr Village Business Improvement Area Budget

The 2025 budgets have been adopted by the BIA Boards. The Downtown Oakville BIA approved their budget by their Board of Directors on October 9, 2024, Bronte Village BIA approved their budget by their Board of Directors on January 28, 2025, and the Kerr Village BIA approved their budget by their Board of Directors on October 24, 2024.

The Town of Oakville is responsible for giving final approval of the BIA budgets, and subsequently, the calculation of the BIA tax rates, which will occur in April 2025 when the final tax levy is submitted for Council approval. The BIA tax rates, as is the case for property taxes in general, are determined by both the amount of the levy requirement and the assessment subject to taxation. Under authority of the *Municipal Act*, any operating fund surplus can be transferred to a reserve fund, and a transfer from a reserve can be used to fund a deficit, with Board approval.

The 2024 figures included in the appendices are for historical comparisons. These figures are preliminary, unaudited figures.

Appendix A – Downtown Oakville Business Improvement Area Budget

The schedule in Appendix A summarizes the Downtown Oakville BIA 2025 budget approved by their Board of Directors meeting on October 9, 2024. The 2025 tax levy requirement of \$1,261,212 is a 2.50% levy increase.

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Appendix B – Bronte Village Business Improvement Area Budget

The schedule in Appendix B summarizes the Bronte Village BIA 2025 budget approved by their Board of Directors meeting on January 28, 2025. The total tax levy requirement of \$391,775 is a 3.00% levy increase.

Appendix C – Kerr Village Business Improvement Area Budget

The schedule in Appendix C summarizes the Kerr Village BIA 2025 budget approved by their Board of Directors meeting on October 24, 2024. The total tax levy requirement of \$459,745 is a 3.50% increase.

**CONSIDERATIONS:**

**(A) PUBLIC**

Property tax notices for all taxable commercial properties in the Business Improvement Areas will include the BIA levy. Members of the BIA areas have had opportunity to discuss the budget with their Boards of Management and membership.

**(B) FINANCIAL**

The BIA Boards of Management provide for the promotion of the areas as business or shopping areas and for improvement, beautification, and maintenance beyond that provided at the expense of the municipality at large.

**(C) IMPACT ON OTHER DEPARTMENTS & USERS**

NA

**(D) COUNCIL STRATEGIC PRIORITIES**

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

- Enhance our economic environment
- Be fiscally sustainable

**(E) CLIMATE CHANGE/ACTION**

NA

**APPENDICES:**

Appendix A 2025 Downtown Oakville Business Improvement Area Budget

Appendix B 2025 Bronte Village Business Improvement Area Budget

Appendix C 2025 Kerr Village Business Improvement Area Budget

Prepared by:  
Mee Ling Honglin  
Accounting Analyst

Recommended by:  
Jonathan van der Heiden  
Deputy Treasurer and Director of Finance

<b>2025 BUDGET (PROPOSED)</b>							
	PROPOSED	APPROVED	CURRENT	2024 to 2025		2024 to 2025	
	2025	2024	2024	Budget to Budget		Forecast to Budget	
	BUDGET	BUDGET	FORECAST	% Change	\$ Change	% Change	\$ Change
<b>REVENUES:</b>							
Tax Levy on Downtown BIA	\$1,261,212	\$1,230,450	\$1,230,449	2.5%	\$30,762	2.5%	\$30,763
Property Tax Write-Offs	(\$20,000)	(\$30,000)	(\$4,025)	-33.3%	\$10,000	396.9%	(\$15,975)
Supplementary Tax Revenue	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
<b>Total Tax Revenue</b>	<b>\$1,241,212</b>	<b>\$1,200,450</b>	<b>\$1,226,424</b>	<b>3.4%</b>	<b>\$40,762</b>	<b>1.2%</b>	<b>\$14,788</b>
Grants	\$20,000	\$10,000	\$78,809	100.0%	\$10,000	-74.6%	(\$58,809)
Event Revenue	\$30,000	\$30,000	\$58,384	0.0%	\$0	-48.6%	(\$28,384)
Other Revenues (sponsorship)	\$40,000	\$40,000	\$52,000	0.0%	\$0	-23.1%	(\$12,000)
Transfer from Reserves	\$30,000	\$25,000	\$0	20.0%	\$5,000	0.0%	\$30,000
Prior Year Surplus (if applicable)	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
<b>Total Non-tax Revenues</b>	<b>\$120,000</b>	<b>\$105,000</b>	<b>\$189,193</b>	<b>14.3%</b>	<b>\$15,000</b>	<b>-36.6%</b>	<b>(\$69,193)</b>
<b>TOTAL REVENUES:</b>	<b>\$1,361,212</b>	<b>\$1,305,450</b>	<b>\$1,415,617</b>	<b>4.3%</b>	<b>\$55,762</b>	<b>-3.8%</b>	<b>(\$54,405)</b>
<b>EXPENSES:</b>							
Administration	\$529,000	\$459,000	\$480,000	15.3%	\$70,000	10.2%	\$49,000
Marketing and Advertising	\$300,000	\$300,000	\$300,000	0.0%	\$0	0.0%	\$0
Beautification	\$515,000	\$515,000	\$515,000	0.0%	\$0	0.0%	\$0
Events and Promotions	\$17,212	\$31,450	\$120,000	-45.3%	(\$14,238)	-85.7%	(\$102,788)
Other	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Transfer to Reserves/Surplus/(Deficit)	\$0	\$0	\$617	0.0%	\$0	-100.0%	(\$617)
Prior Year Deficit (if applicable)	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
<b>TOTAL EXPENSES:</b>	<b>\$1,361,212</b>	<b>\$1,305,450</b>	<b>\$1,415,617</b>	<b>4.3%</b>	<b>\$55,762</b>	<b>-3.8%</b>	<b>(\$54,405)</b>
<b>DIFFERENCE:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>	<b>\$0</b>	<b>0.0%</b>	<b>\$0</b>

<b>TAX LEVY COMPARISON</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
Taxation Levy	\$1,148,382	\$1,171,180	\$1,194,612	\$1,230,450	\$1,261,212
% Increase of Tax Levy	2.0%	2.0%	2.0%	3.0%	2.5%

<b>RESERVE CONTINUITY</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
Balance Beginning of Year	\$170,096	\$312,286	\$349,399	\$374,924	\$375,541
Transfer to Operations	\$0	\$0	\$0	\$0	(\$30,000)
Transfer to Reserves	\$142,190	\$37,113	\$25,525	\$617	\$0
Balance End of Year	\$312,286	\$349,399	\$374,924	\$375,541	\$345,541





2025 BUDGET (REVISED)							
	PROPOSED 2025 BUDGET	APPROVED 2024 BUDGET	CURRENT 2024 FORECAST	2024 to 2025 Budget to Budget		2024 to 2025 Forecast to Budget	
				% Change	\$ Change	% Change	\$ Change
<b>REVENUES:</b>							
Tax Levy on Bronte BIA	\$391,775	\$380,364	\$380,364	3.0%	\$11,411	3.0%	\$11,411
Property Tax Write-Offs	(\$10,000)	(\$10,000)	\$8,224	0.0%	\$0	-221.6%	(\$18,224)
Supplementary Tax Revenue	\$0	\$0	\$1,944	0.0%	\$0	-100.0%	(\$1,944)
Total Tax Revenue	\$381,775	\$370,364	\$390,533	3.1%	\$11,411	-2.2%	(\$8,758)
Grants	\$20,000	\$20,000	\$97,731	0.0%	\$0	-79.5%	(\$77,731)
Other Revenues	\$42,460	\$29,000	\$39,689	46.4%	\$13,460	7.0%	\$2,771
Transfer from Reserves	\$30,000	\$0	\$0	0.0%	\$30,000	29999900%	\$30,000
Prior Year Surplus (if applicable)	\$0	\$0	\$0	0.0%	\$0	0.0%	(\$0)
Total Non-tax Revenues	\$92,460	\$49,000	\$137,420	88.7%	\$43,460	-32.7%	(\$44,960)
<b>TOTAL REVENUES:</b>	<b>\$474,235</b>	<b>\$419,364</b>	<b>\$527,953</b>	<b>13.1%</b>	<b>\$54,871</b>	<b>-10.2%</b>	<b>(\$53,718)</b>
<b>EXPENSES:</b>							
Administration	\$224,750	\$188,394	\$176,513	19.3%	\$36,356	27.3%	\$48,237
Marketing	\$28,885	\$72,970	\$78,662	-60.4%	(\$44,085)	-63.3%	(\$49,777)
Beautification	\$97,000	n/a	n/a	0.0%	\$97,000	0.0%	\$97,000
Events & Activations	\$123,600	\$158,000	\$211,877	-21.8%	(\$34,400)	-41.7%	(\$88,277)
Other	\$0	\$0	\$0	0.0%	\$0	-100.0%	(\$0)
Transfer to Reserves/Surplus	\$0	\$0	\$60,901	0.0%	\$0	-100.0%	(\$60,901)
Prior Year Deficit (if applicable)	\$0	\$0	\$0	0.0%	\$0	-100.0%	(\$0)
<b>TOTAL EXPENSES:</b>	<b>\$474,235</b>	<b>\$419,364</b>	<b>\$527,953</b>	<b>13.1%</b>	<b>\$54,871</b>	<b>-10.2%</b>	<b>(\$53,718)</b>
<b>DIFFERENCE:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>	<b>\$0</b>	<b>0.0%</b>	<b>\$0</b>

TAX LEVY COMPARISON	2021	2022	2023	2024	2025
Taxation Levy	\$351,500	\$358,530	\$369,285	\$380,364	\$391,775
% Increase of Tax Levy	2.0%	2.0%	3.0%	3.0%	3.0%

RESERVE CONTINUITY	2021	2022	2023	2024	2025
Balance Beginning of Year	\$145,187	\$168,820	\$134,744	\$133,997	\$194,898
Transfer to Operations	\$0	(\$34,076)	(\$747)	\$0	(\$30,000)
Transfer to Reserves	\$23,633	\$0	\$0	\$60,901	\$0
Balance End of Year	\$168,820	\$134,744	\$133,997	\$194,898	\$164,898

**Note(s):**

**1. Revenue**

3% levy increase on 2024 budget re: increased costs

Property Tax Write-Offs - estimate only: a \$10,000 write-down of loss of levy revenue is included as a placeholder

Grants: \$20,000 events grant from Town of Oakville

Other revenues: Transfer from Reserves (\$30,000), interest and sub-let rent, sponsorship program, Farmers' Market Vendor Fees and investment income

**2. Expenses**

Administration: includes 2 FT Staff, 1PT beautification staff, 2 temporary PT Farmers' Market Staff

Marketing: includes general advertising, member communications, contesting and creative services

Beautification: includes new banners in 2025, flags, summer flower displays, winter décor and public art

Events & Activations: BIA-led events (Farmers' Market, tree lighting, etc.), Community Investment Program, placemaking (art tables in Bronte Market Square)

**3. Reserves**

Transfer to Reserve: none anticipated



<b>2025 BUDGET (PROPOSED)</b>							
	<b>PROPOSED 2025 BUDGET</b>	<b>APPROVED 2024 BUDGET</b>	<b>CURRENT 2024 FORECAST</b>	<b>2024 to 2025 Budget to Budget</b>		<b>2024 to 2025 Actuals to Budget</b>	
				<b>% Change</b>	<b>\$ Change</b>	<b>% Change</b>	<b>\$ Change</b>
<b>REVENUES:</b>							
Tax Levy on Kerr BIA	\$459,745	\$444,198	\$444,198	3.5%	\$15,547	3.5%	\$15,547
Property Tax Write-Offs	(\$12,000)	(\$12,000)	(\$1,171)	0.0%	\$0	924.8%	(\$10,829)
Supplementary Tax Revenue		\$0		0.0%	\$0	0.0%	\$0
<b>Total Tax Revenue</b>	<b>\$447,745</b>	<b>\$432,198</b>	<b>\$443,027</b>	<b>3.6%</b>	<b>\$15,547</b>	<b>1.1%</b>	<b>\$4,718</b>
Grants	\$25,492	\$5,170	\$25,233	393.1%	\$20,322	1.0%	\$259
Sponsorships	\$100,000	\$120,000	\$88,108	-16.7%	(\$20,000)	13.5%	\$11,892
Event Revenue	\$50,000	\$50,000	\$56,892	0.0%	\$0	-12.1%	(\$6,892)
Other Revenues	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Transfer from Reserves	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
Prior Year Surplus (if applicable)	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
<b>Total Non-tax Revenues</b>	<b>\$175,492</b>	<b>\$175,170</b>	<b>\$170,233</b>	<b>0.2%</b>	<b>\$322</b>	<b>3.1%</b>	<b>\$5,259</b>
<b>TOTAL REVENUES:</b>	<b>\$623,237</b>	<b>\$607,368</b>	<b>\$613,260</b>	<b>2.6%</b>	<b>\$15,869</b>	<b>1.6%</b>	<b>\$9,977</b>
<b>EXPENSES:</b>							
Expenses & Administration	\$175,000	\$165,000	\$170,000	6.1%	\$10,000	2.9%	\$5,000
Marketing and Advertising	\$50,000	\$50,000	\$48,000	0.0%	\$0	4.2%	\$2,000
Beautification	\$110,000	\$100,000	\$88,247	10.0%	\$10,000	24.7%	\$21,753
Events and Promotions	\$258,237	\$262,368	\$258,222	-1.6%	(\$4,131)	0.0%	\$15
Other	\$5,000	\$5,000	\$0	0.0%	\$0	0.0%	\$5,000
Transfer to Reserves/Surplus	\$25,000	\$25,000	\$48,791	0.0%	\$0	-48.8%	(\$23,791)
Prior Year Deficit (if applicable)	\$0	\$0	\$0	0.0%	\$0	0.0%	\$0
<b>TOTAL EXPENSES:</b>	<b>\$623,237</b>	<b>\$607,368</b>	<b>\$613,260</b>	<b>2.6%</b>	<b>\$15,869</b>	<b>1.6%</b>	<b>\$9,977</b>
<b>DIFFERENCE:</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0.0%</b>	<b>\$0</b>	<b>0.0%</b>	<b>\$0</b>

<b>TAX LEVY COMPARISON</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
Taxation Levy	\$412,511	\$418,699	\$431,260	\$444,198	\$459,745
% Increase of Tax Levy	57.1%	1.5%	3.0%	3.0%	3.5%

<b>RESERVE CONTINUITY</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
Balance Beginning of Year	(\$59,010)	(\$48,279)	(\$82,770)	\$4,343	\$53,134
Transfer to Operations	\$0	\$0	\$0	\$0	\$0
Transfer to Reserves	\$10,731	(\$34,491)	\$87,113	\$48,791	\$25,000
Balance End of Year	(\$48,279)	(\$82,770)	\$4,343	\$53,134	\$78,134



## REPORT

### Council

**Meeting Date: February 24, 2025**

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**FROM:** Corporate Strategy and Government Relations Department

**DATE:** February 11, 2025

**SUBJECT:** **2023-2026 Council Strategic Action Plan Progress Report**

**LOCATION:**

**WARD:** Town-wide Page 1

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#### **RECOMMENDATION:**

That the progress report on the 2023-2026 Council Strategic Action Plan be received.

#### **KEY FACTS:**

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

- The Town of Oakville Council Strategic Plan and 2023–2026 Action Plan (“the Strategic Plan”) was approved on July 11, 2023.
- Council and town staff are committed to serving the community in a responsible, inclusive way, dedicated to building economic, social, and environmental sustainability and to act on the strategic priorities that have been set in the action plan.
- The four strategic priorities that have been identified focus on what matters most to the community:
  - Growth Management
  - Community Belonging
  - Environmental Sustainability
  - Accountable Government
- The 2023-2026 Council Strategic Action Plan with estimated deliverable dates creates accountability, shared understanding, common goals and a prioritization mechanism to be used in annual budget preparation and resource allocation.
- Appendix A outlines the progress towards the plan at the midterm of Council.

**BACKGROUND:**

Establishing a long-term vision, strategic plan and four-year action plan is one of the most important responsibilities of Council. It establishes Council's vision, mission and values and sets the strategic goals that serve as the framework for both Council decision-making and day-to-day employee choices.

A comprehensive approach was undertaken to develop the updated Town of Oakville Council Strategic Plan and 2023–2026 Action Plan, including extensive community engagement, best practice research and innovative opportunities to integrate learnings and best practices from other jurisdictions.

To support this work, staff engaged Deloitte LLP, who were selected through a competitive request for proposals process. Deloitte is a well-known leader in public and private sectors globally with expertise in visioning, strategic planning, public sector market research, continuous improvement and innovation, and engagement.

**COMMENT/OPTIONS:**

A progress report on the 2023-2026 Council Strategic Action Plan is provided on an annual basis. The overall completion rate is 21% and staff are actively working on several initiatives to be delivered in 2025 and 2026, with estimated timelines noted in Appendix A. It is expected all projects in the Action Plan will be completed by the end of Council's current term.

Town-wide key initiatives that are listed as ongoing on the 2023-2026 Council Strategic Action Plan represent a level of guidance and expectations for staff to use to develop their annual workplans and operational priorities. Additional details on these ongoing initiatives will be shared during the annual budget process through Commissioner presentations, including progress made in service & process reviews, administrative best practices, online services, community development and execution of growth-related infrastructure.

The [Key Community Indicator dashboard](#) provides Council, staff and citizens with performance measures to assess and action. The dashboard will grow and be enhanced as measures are automated and reported on and will be available for Council, staff and the community to be accessed on an ongoing basis. The dashboard, featuring 2023 data measures, is available online. Staff are actively monitoring it and will update it with new 2024 data as it becomes available over the next six months.

The 2023-2026 Council Strategic Action Plan initiatives are brought to Council as needed for decisions, approvals, and guidance. This report provides an overall update on the plan's progress. Please note that the estimated dates may change at any time based on new developments.

The Executive Leadership Team, Department Directors, and Corporate Strategy work together to monitor external and internal environments. Timelines are adjusted as required based on a variety of factors, including:

- **Federal and Provincial Policies:** Changes in government policies, for example, housing (e.g., Bill 23), infrastructure funding and climate change goals.
- **Inflation and Interest Rates:** Elevated costs for materials, labor, and borrowing could affect project feasibility and capital planning.
- **Trade and Investment Policies:** Shifts in the US trade strategy, including tariffs or incentives for domestic manufacturing, could affect Ontario's manufacturing sector and related municipal tax revenues.

## **CONSIDERATIONS:**

### **(A) PUBLIC**

Council and town staff are committed to serving the community in a responsible, inclusive way, dedicated to building economic, social, and environmental sustainability and to act on the strategic priorities that have been set in the action plan.

### **(B) FINANCIAL**

Council's action plan provides direction to assist in financial decision-making. The long-range financial forecast and annual budgeting process is aligned with Council's 2023-2026 strategic goals.

### **(C) IMPACT ON OTHER DEPARTMENTS & USERS**

Council's action plan influences every department across the organization. Departmental work plans and budgets reflect strategic directions established by Council and results are reported through annual departmental business plans and budgeting process. All reports to Council are aligned with Council's 2023-2026 strategic goals.

### **(D) COUNCIL STRATEGIC PRIORITIES**

The 2023-2026 Council Strategic Action Plan addresses all of Council's strategic priorities including growth management, community belonging, environmental sustainability and accountable government.

### **(E) CLIMATE CHANGE/ACTION**

The 2023-2026 Council Strategic Action Plan includes a number of initiatives to help the town and community adapt to and mitigate the effects of climate change

**APPENDICES:**

Appendix A – 2023-2026 Council Strategic Action Plan Update

Prepared by:  
Neera Mehta, Strategic Business Advisor

Submitted by:  
Julie Clarke, Director – Corporate Strategy and Government Relations



OAKVILLE

# 2023-2026 Council Strategic Action Plan Update



# Executive Summary

In June 2023, Town Council approved the Town of Oakville Council Strategic Plan and 2023-2026 Action Plan. Together, the plans serve as a roadmap to help guide Council with their decision making over the next four years to achieve the town's vision to be a vibrant and livable community for all.

Council and town staff have made a commitment to serve the community in a responsible, inclusive way, dedicated to building economic, social, and environmental sustainability. They have also committed to taking action on the specific initiatives identified under four strategic priorities:

- **Growth management**
- **Community belonging**
- **Environmental sustainability**
- **Accountable government**

The 2023-2026 Action Plan Update outlines when the town's key initiatives are anticipated to be complete. The timeframes create accountability, common goals and help prioritize initiatives during annual budget preparation. A Key Communicator Indicator dashboard will be available on oakville.ca at the end of March 2024 to share the town's progress in achieving the community's shared goals and priorities.



## Guiding principles

Guiding principles provide a broad philosophy that encompasses the values of the Town of Oakville. They extend beyond the life of the strategic plan and ground strategy design and delivery. These values also serve as a lens through which to evaluate all decisions. They support the development of a culture where everyone understands what is important.

### Leadership

We will strive to innovate and set a positive example

### Inclusivity

We will create a welcoming and inclusive community

### Fiscal Responsibility

We will make decisions driven by economic sustainability

### Sustainability

We will act on environmental sustainability and natural spaces

### Excellence

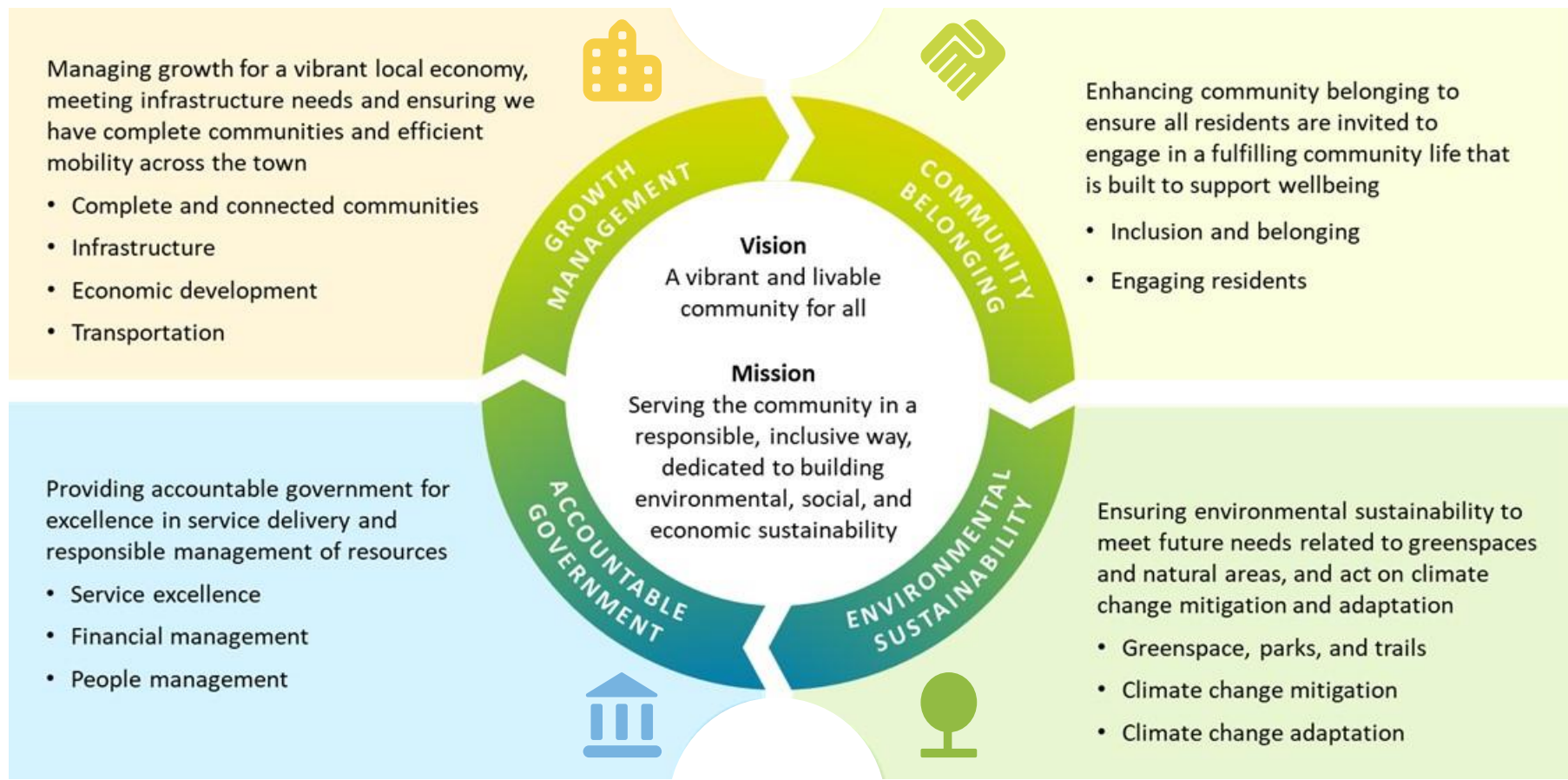
We will commit to quality in the delivery of public services to residents and businesses

### Quality of Life

We will provide vibrant culture, heritage, and community amenities for all stages of life

# Strategic priorities and objectives

Strategic priorities are based on the vision, purpose, and guiding principles, designed to connect vision with action. They guide specific deliverables and performance metrics and are enacted through municipal policy and departmental plans. The collective aspirations of Town of Oakville’s Council, leadership, residents, businesses, and stakeholders are reflected in the four strategic priority areas of growth management, community belonging, environmental sustainability, and accountable government.



# Community indicators

Community indicators represent the shared role that Council, town staff, and the community have in working towards the achievement of the town's vision. These indicators are measurements of the action plan's impact, with progress reporting at specific intervals. They are the foundation of accountability and transparency and are meant to be shared with the public to encourage civic engagement.



## Growth Management

- Percentage of tax revenue from non-residential sources relative to total assessed value
- Labour force participation rates
- Annual number of public transport trips per capita
- Percentage of active transportation infrastructure per population
- Recreation facilities and libraries per capita
- Traffic calming locations across town



## Community Belonging

- Percentage of residents who identify a sense of belonging with the community
- Engagement rate on oakville.ca, the town's primary website
- Followers on social media
- Resident satisfaction with parks, culture, and recreation facilities



## Accountable Government

- Own source revenue as a percentage of total revenue
- Percentage of service requests completed within service standards (for ServiceOakville integrated services)
- Asset renewal ratio
- Employee turnover rate
- Tracking overall property tax impacts tied to inflation



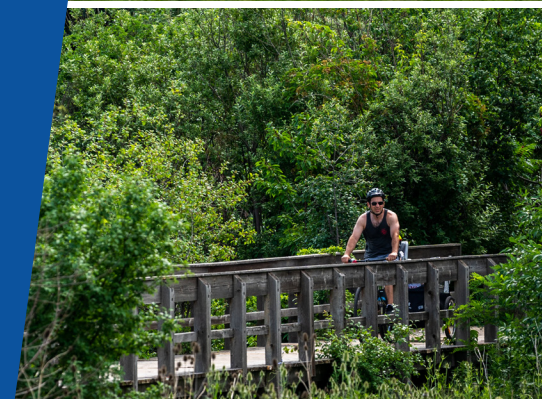
## Environmental Sustainability

- Green area (hectares) per 100,000 population
- Percentage reduction in corporate GHG emissions
- Total residential energy usage per capita
- Dollars of stormwater infrastructure investment to increase resiliency
- Tracking approved development proposals that incorporate sustainability



OAKVILLE

# Action Plan Tracker



# Completed actions

*\*Target dates subject to change*

Initiative / action item	Lead Commission	Lead Department	Target completion
 <b>Growth Management</b>			
Urban Mobility and Transportation Strategy	Community Development Commission Community Infrastructure Commission	Planning/ Transportation and Engineering	Complete
Downtown Cultural Hub – Future Use of Former Fire Hall	Community Services Commission	Fire Services	Complete
Construction of North Park	Community Services Commission	Community Services Commission	Complete
Bronte Paid Parking	Community Development Commission	Municipal Enforcement Services	Complete
 <b>Community Belonging</b>			
Parks, Recreation and Library Master Plan	Community Services Commission	Community Services Commission	Complete
2024 Community Satisfaction Survey	Corporate Strategy and Gov't Relations	Corporate Strategy and Gov't Relations	Complete
 <b>Environmental Sustainability</b>			
Urban Forest Management Plan	Community Services Commission	Parks and Open Space	Complete
Evaluating and exploring opportunities for district energy (Oakville Hospital District)	Corporate Strategy and Gov't Relations	Corporate Strategy and Gov't Relations	Complete

# 2025-2026 actions

\*Target dates subject to change



Initiative / action item	Lead Commission	Lead Department	Target completion
<b>Growth Management</b>			
Midtown Oakville Growth Area Review	Community Development Commission	Community Development Commission	Q1 2025
Old Oakville Heritage Conservation District Update	Community Development Commission	Planning Services	Q1 2025
Neyagawa Urban Core Review	Community Development Commission	Planning Services	Q1 2025
Parking Management Plan	Community Development Commission	Municipal Enforcement Services	Q2 2025
Economic Development Plan	Community Development Commission	Economic Development	Q2 2025
Transportation Master Plan	Community Infrastructure Commission	Community Infrastructure Commission	Q3 2025
- Low Carbon Mobility Plan/Strategy			
Sixteen Mile Community Centre and Library	Community Services Commission	Community Services Commission	Q3 2025
Electric Vehicle Plan			
- Phase 1: Corporate Electric Vehicle Charging Management Policy	Corporate Strategy and Gov't Relations	Corporate Strategy and Gov't Relations	Q3 2025
- Phase 2: Green Fleet Electrification Plan	Community Infrastructure Commission	Roads and Works	Q4 2026
Bronte Streetscape Study	Community Development Commission	Planning/Transportation and Engineering	Q4 2025
Kerr Streetscape Study	Community Development Commission	Planning/Transportation and Engineering	Q4 2025
Uptown Review	Community Development Commission	Planning Services	Q4 2025
Housing Plan Review	Community Development Commission	Community Development Commission	Q4 2025
Downtown Cultural Hub implementation			
- Downtown Parking Needs and Property Assessment	Community Development Commission	Community Development	Q4 2025
- Downtown Library Design	Community Services Commission	Facility Services	Q2 2026
- Downtown Centennial Square	Community Development Commission	Community Development	Q4 2025
Towne Square	Community Services Commission	Parks and Open Space	Q2 2026

# 2025-2026 actions

\*Target dates subject to change

Initiative / action item	Lead Commission	Lead Department	Target completion
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## Community Belonging

Review engagement policies and procedures	Corporate Strategy and Gov't Relations	Corporate Strategy and Gov't Relations	Q2 2025
Special Events Plan	Community Services Commission	Community Services Commission	Q2 2025
Cultural Plan Refresh	Community Services Commission	Recreation and Culture	Q4 2025
2026 Community Satisfaction Survey	Corporate Strategy and Gov't Relations	Corporate Strategy and Gov't Relations	Q2 2026



## Environmental Sustainability





Land Acquisition Plan (Phase 1)	Corporate Services Commission	Corporate Services Commission	Q1 2025
Rainwater Management Financial Plan	Community Infrastructure Commission	Community Infrastructure Commission	Q2 2025
Develop and implement Corporate Climate Resiliency Plans	Community Services Commission	Facility Services	Q4 2025
Climate Action and Sustainability Policy Review	Corporate Strategy and Gov't Relations	Corporate Strategy and Gov't Relations	Q4 2025
Support energy efficiency opportunities for renovations and new builds	Community Development Commission	Building Services	Q4 2025
Developing Green Development Standards	Community Development Commission	Planning Services	Q4 2025
Reviewing and updating the Community Energy Plan in partnership with community stakeholders	Corporate Strategy and Gov't Relations	Corporate Strategy and Gov't Relations	Q4 2026



## Accountable Government

Workforce planning and succession management for critical positions	Corporate Services Commission	Human Resources	Q4 2025
Oakville Marinas Business Model Review	Community Services Commission	Parks and Open Space	Q1 2026
A health and wellness plan	Corporate Services Commission	Human Resources	Q2 2026

# Ongoing actions

Initiative / action item	Lead Commission	Lead Department
 <b>Growth Management</b>		
Specific by-law Reviews	Town-Wide	Town-Wide
Execute growth-related infrastructure in 10-year capital plan	Town-Wide	Town-Wide
 <b>Community Belonging</b>		
Explore new tools to drive engagement	Corporate Services Commission	Communications and Customer Exp.
Continued community development and outreach work to formal and informal community groups	Community Services Commission	Community Services Commission
Inclusion, Diversity, Equity and Accessibility Multi-Year Plan Implementation	Corporate Strategy and Gov't Relations	Corporate Strategy and Gov't Relations
 <b>Environmental Sustainability</b>		
Technological optimizations to reduce power and waste	Town-Wide	Town-Wide
Community resilience in partnership with faith and community organizations	Corporate Strategy and Gov't Relations	Corporate Strategy and Gov't Relations
Aligning with recommendations from the Task Force on Climate-Related Financial Disclosures	Corporate Strategy and Gov't Relations	Corporate Strategy and Gov't Relations
Continuing to implement the Corporate Energy Conservation and Demand Mangement Plan	Community Services Commission	Facility Services
Promoting home energy retrofits through education and outreach	Corporate Strategy and Gov't Relations	Corporate Strategy and Gov't Relations
 <b>Accountable Government</b>		
Service and process reviews	Town-Wide	Town-Wide
Customer experience standards and tool improvements	Town-Wide	Town-Wide
Additional online services and tools	Town-Wide	Town-Wide
Administrative best practices	Town-Wide	Town-Wide
Future-focused training opportunities	Town-Wide	Town-Wide
A competitive total rewards program	Corporate Services Commission	Human Resources
Leveraging all available funding sources	Town-Wide	Town-Wide
Considering debt financing options/limits, town reserve funds and resident affordability	Corporate Services Commission	Corporate Services Commission
Advocating with provincial and federal governments for sustainable and stable financial support	Town-Wide	Town-Wide
Standardizing tools and processes to reduce costs	Town-Wide	Town-Wide





# REPORT

## Council

Meeting Date: February 24, 2025

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**FROM:** Municipal Enforcement Services Department

**DATE:** February 11, 2025

**SUBJECT:** By-law 2025-042 amending By-2024-187, Towing Without the Vehicle Owner’s Consent – Response to Staff Direction

**LOCATION:** Town-wide

**WARD:** Town-wide

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### RECOMMENDATION:

1. That the penalty for “Park on Private Property Without Authorization” under section 2 of By-law 1981-65 be increased to \$65.
2. That the penalty for “Park on Private Property Without Authorization” under section 2 of By-law 1981-65 be immediately updated in the 2025 Rates and Fees Schedule to \$65.
3. That the amending By-law 2025-042 to the Towing Without The Vehicle Owner’s Consent By-law 2024 – 187 attached as Appendix A be passed to better clarify By-law 2024 – 187.

### KEY FACTS:

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

- Council approved Towing Without the Vehicle Owner’s Consent By-law 2024-187 on December 16, 2024, with a referral back to staff to investigate and comment on the viability of including designating special paid parking or reserved parking in the exceptions to the waiting period included in subsection 5(2)(e) of the By-law.
- Information on the use of parking boots for enforcement is included in this report, as requested by Council.

- Information on the number of multiple penalty notices issued to the same vehicle for parking on private property without authorization is included in this report, as requested by Council.
- Results of a municipal scan of the parking penalty for “park on private property without authorization” is included in this report, as requested by Council.

**BACKGROUND:**

Council approved By-law 2024-187 at its meeting of December 16, 2024, and passed the following resolution:

“That exceptions to the waiting period in section 5(2)(e) of By-law 2024-187 be referred back to staff for further investigation and comment regarding the viability of designating special paid parking or reserved parking.”

Council also requested that staff report back on the use of parking boots for enforcement, the number of multiple penalty notices issued to vehicles for parking on private property without authorization and the penalty amount other municipalities have set for parking on private property without authorization.

**COMMENT/OPTIONS:**

*Viability of Including Special Paid Parking or Reserved Parking in the Exceptions to the Waiting Period Included in Subsection 5(2)(e) of By-law 2024-187*

A 30-minute waiting period between the issuance of a penalty notice and the towing of a vehicle has been established under subsection 5(2)(e) of By-law 2024-187. The By-law includes a number of exceptions to the waiting period; thereby allowing for an immediate tow once a penalty notice has been issued and served. Council directed staff to investigate and comment on the viability of adding unauthorized vehicles parked in special paid or reserved parking as an exception to the waiting period.

The major challenge to adding special paid or reserved parking as an exception to the waiting period is how a Municipal Law Enforcement Officer (MLEO) or a Mobile Compliance Officer (MCO) would determine who is permitted to park in the special paid or reserved parking space. These parking spaces would have to be signed as reserved parking, but the sign would not identify the “owner” of the space.

If special paid or reserved parking was added as an exception to the waiting period, an MLEO or MCO would require a list of employees or tenants who have permission to park in the reserved space, and the employee or tenant would have to display a permit or other documentation on the vehicle’s dashboard. This permit would have to be filed with Municipal Enforcement Services. Further, if the owner of the special

paid or reserved parking space allows another person to park in their space, the person would have to display a parking permit on their dashboard.

The purpose of adding special paid or reserved parking as an exception to the 30-minute waiting period is to provide for an immediate tow, however, it is unlikely that a vehicle could be towed in less than 30 minutes. As such, Municipal Enforcement Services staff do not recommend including unauthorized vehicles parked in special paid or reserved parking as an exception to the 30-minute waiting period.

### Parking Boot

A parking boot, also known as a wheel clamp or Denver Boot, is a device that locks onto a vehicle's wheel to immobilize the vehicle. The boot remains in place until the driver pays any outstanding parking fines or addresses other unresolved issues.

Using a parking boot for enforcement is a time-intensive process. The situation must first be assessed and the boot properly installed. The vehicle then requires monitoring to determine when the driver returns. The driver would typically need to pay outstanding parking fines, as well as a fee to have the boot removed. Once payment is received, the boot must be removed.

Parking boots are used in some jurisdictions in Canada for enforcement, private property protection or to ensure payment of outstanding parking fines. Examples include:

- The City of Moncton's Vehicle Immobilization By-law T-618 which requires that vehicle immobilizing businesses obtain a licence to operate in Moncton.
- The Halifax Regional Municipality By-law V-200 respecting the immobilizing of vehicles on private property. By-law V-200 does not require licensing; however, it does require that staff of immobilization businesses be appointed as special constables by the Province of Nova Scotia in accordance with the Police Act.
- The City of Saskatoon's Impounding By-law, 2007 permits a police officer or a by-law officer to immobilize vehicles for outstanding parking fines, for non-compliance with the City's Traffic By-law, or immobilizing vehicles that are unlawfully parked on privately owned shopping centre properties.
- Parking enforcement officers at Carleton University, Trent University, Brock University and the University of Saskatchewan may install parking boots on vehicles with outstanding parking violations that are parked on university property.

Municipal Enforcement Services staff do not recommend implementing parking boots as an enforcement option in place of towing for the following reasons:

- The use of a parking boot seems contrary to the intention to use penalty notices and towing to free up a parking space as the time needed to install a boot, monitor for a driver's return and remove the boot would likely result in an unauthorized vehicle occupying a parking space for longer than the 30-minute waiting period specified in the Towing Without the Vehicle Owner's Consent By-law.
- The Parking Administrative Penalties By-law and the Administrative Penalties Procedure allow a person to request a review of the penalty by a screening officer within 15 days of the date of the penalty notice. If payment of the penalty is required prior to removing the boot, the owner of the vehicle would not have the ability to request such a review.
- A parking boot program would be resource-intensive and would have budgetary impact. To provide a comprehensive program, the town would be required to purchase and maintain a number of parking boots that cost anywhere from \$103 to \$919 each, depending on quality and the type of boot. As well, the time a Mobile Compliance Officer would spend to install, monitor and remove a parking boot would temporarily divert the Officer from other duties.
- The use of parking boots may present several risks, including:
  - legal and liability issues arising from claims of vehicle damage or actual damage caused during boot installation or removal;
  - the safety of Officers who might be confronted by a driver whose vehicle has been immobilized. To ensure Officer safety, two Officers would have to be deployed to the location for boot installation and removal; and
  - the possibility of injury to Officers while installing or removing the parking boot.
- Residents and visitors may perceive the use of parking boots as overly punitive.

#### Vehicles Issued Multiple Penalty Notices For Parking Private Property Parking Offences

At the December 16, 2024 Council meeting, Council requested that Municipal Enforcement Services staff report back with the number of multiple penalty notices issued to the same licence plate for private property parking violations.

MCOs and MLEOs issue penalty notices for two private property parking violations under By-law 1981-65; namely "park on private property without authorization" and "park in a designated accessible parking space". From January 1 to December 31, 2024, MCOs issued 1,427 penalty notices for these violations, while MLEOs issued 7,083 penalty notices. Of the total 8,510 penalty notices issued in 2024 under By-law 1981-65, almost 50% of the tickets issued were to repeat offenders (two or more penalty notices issued).

*Administrative Penalty for “Park on Private Property Without Authorization”*

The *Municipal Act, 2001* provides that a municipality may establish a system of administrative penalties in respect of the parking, standing or stopping of vehicles; the purpose of which is to assist the municipality in regulating the flow of traffic and the use of land by promoting compliance with its by-laws. The Act further states that administrative penalties shall not be punitive in nature or exceed the amount reasonably required to promote compliance with a by-law.

By-law 1981-65 prohibits the parking or leaving of motor vehicles on private property without the consent of the owner or occupant of the property. The administrative penalty for “Park on Private Property Without Authorization” under section 2 of By-law 1981-65 is \$50.

A scan was conducted to compare Oakville’s \$50 administrative penalty for “Park on Private Property Without Authorization” with the penalty other municipalities have in place for a similar violation. The results are:

- Ajax - \$45
- Brampton - \$40
- Hamilton - \$55
- London - \$65
- Markham - \$45
- Mississauga - \$45
- Vaughan - \$70

Municipal Enforcement Services has set other administrative penalties that range from \$65 to \$125 for parking violations that affect safety and access; a sample of which is below:

<b>Violation</b>	<b>Penalty</b>
<b>Traffic Control By-law 1984-1</b>	
Park Facing Wrong Way on Street	\$65
Park Wrong Way - One Way Street	\$65
Park Within 3 metres of Fire Hydrant	\$125
Park Obstructing Emergency Entrance / Exit	\$65
Park Obstructing Traffic	\$65
Park Obstructing Snow Removal	\$65
Stop Within 3 metres of Fire Hydrant	\$125
<b>Parking or Leaving of Motor Vehicles on Private Property By-law 1981-65</b>	
Park in a Designated Accessible Space <i>*the Highway Traffic Act states that the fine cannot be less than \$300</i>	\$400

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<b>Fire Route By-law 1981-66</b>	
Park in a Designated Fire Route	\$125

Municipal Enforcement Services staff are recommending that the penalty for “Park on Private Property Without Authorization” be increased to \$65 which will keep the penalty in line with other violations.

*Clarification of By-Law 2024-187 as to the elimination of or overriding of any common law right of trespass to remove and impound vehicles without the vehicle owner’s consent and the Trespass To Property Act*

As preparations proceeded towards the implementation of By-law 2024 – 187 questions arose with respect to the issue of the elimination of or overriding of any common law right of trespass to remove and impound vehicles without the vehicle owner’s consent and the *Trespass to Property Act*.

Those questions have led to an amending bylaw 2025 – 042 being prepared attached as Appendix A to this report which is recommended for approval by Council.

The intention of By-law 2024 – 187, Towing Without The Vehicle Owner’s Consent Bylaw is among other things to eliminate or override any common law right to remove or impound vehicles without the vehicle owner’s consent as a matter of trespass from land in the Town of Oakville and require that if the remedy of removal and impounding is to be used in the Town of Oakville it must be done in accordance with the provisions of By – law 2024 – 187. It became apparent that the mention of the *Trespass to Property Act* in the By-Law had become confusing in association with the remedy of removal and impounding as that remedy does not exist within the *Trespass to Property Act*. Under the *Trespass to Property Act* one can only lay trespass charges. Thereafter and up to the effective date (February 28<sup>th</sup> 2025) of bylaw 2024 – 187 one would purport to use a common law right to remove or impound vehicles without the vehicle owner’s consent as a matter of trespass on land in Oakville or the then existing Town By-Laws. As of the effective date (February 28,2025) of By-law 2024 – 187 any such common law right in the Town of Oakville is eliminated or overridden by the By-law regardless of the *Trespass to Property Act* and can only be done under the By-law. Thus, the proposed amending bylaw 2025 – 042 to make that clear.

**CONSIDERATIONS:**

- (A) PUBLIC  
N/A

**(B) FINANCIAL**

N/A

**(C) IMPACT ON OTHER DEPARTMENTS & USERS**

Municipal Enforcement Services and Legal have been involved in the preparation of this report.

**(D) COUNCIL STRATEGIC PRIORITIES**

This report addresses Council's strategic priority of accountable government.

**(E) CLIMATE CHANGE/ACTION**

N/A

**APPENDICES:**

Appendix A - By-Law 2025-042-Amending By-Law to the Towing Without The Vehicle Owner's Consent Bylaw 2024 – 187

Prepared by:

Margaret Boswell, Manager – Enforcement Services

Recommended by:

Selena Campbell, Director – Municipal Enforcement



## THE CORPORATION OF THE TOWN OF OAKVILLE

### BY-LAW NUMBER 2025-042

APPENDIX A - By-law 2025-042 - Amend Towing By-law 2024-187.docx

**WHEREAS** subsection 101(1) of the Municipal Act, 2001, S.O. 2001, c.25, as amended (“Municipal Act”) provides that if a municipality passes a by-law regulating or prohibiting the parking or leaving of a motor vehicle on land, it may provide for the removal and impounding or restraining and immobilizing of any vehicle, at the vehicle owner’s expense, parked or left in contravention of the by-law;

**WHEREAS** the Towing Without the Vehicle Owner’s Consent By-law 2024-187 was passed by the Council for the Corporation of the Town of Oakville (the “Council”) on December 16, 2024;

**WHEREAS** Council wishes to amend the Towing Without the Vehicle Owner’s Consent By-law 2024-187 to clarify that in the Town of Oakville the removal and impounding of any vehicle at the vehicle owner’s expense, parked or left in contravention of a by-law regulating or prohibiting the parking or leaving of a motor vehicle on land may only be done pursuant to By-Law 2024-187 or TSSEA;

#### **COUNCIL ENACTS AS FOLLOWS:**

1. The seventeenth recital of By-law 2024-187 be deleted and the following substituted therefor:

**WHEREAS** Council, for the purpose of consumer protection, is desirous of eliminating or overriding any common law right there may be related to trespass that enabled the towing or impounding of vehicles without the vehicle owner’s consent from land in the Town of Oakville such that the towing or impounding of vehicles in the Town of Oakville without the vehicle owner’s consent from the effective date of this By-law must be in accordance with the provisions of this By-law or TSSEA;

2. The definition of “Trespass to Property Act” in subsection 1(1) “Definitions” of By-law 2024-187 be deleted.



3. Subsection 2(1) and subsection 2(2) “Elimination of any Common Law Right Under Trespass to Remove or Impound any Vehicle Without the Vehicle Owner’s Consent” of By-law 2024-187 each be amended to delete mention of the *Trespass To Property Act* so as to read as follows:
  - 2(1) No person who is the owner of any land, or an employee, contractor or agent of the owner of any land shall tow or authorize the towing of any vehicle parked on the land without the consent of the vehicle owner unless doing so in accordance with the provisions of this By-law.
  - 2(2) For the purpose of clarity, any common law right to tow or impound a vehicle from land without the consent of the vehicle owner strictly as a matter of trespass no longer exists in the Town as of the effective date of this By-law. Any towing of a vehicle from land without the consent of the vehicle owner can only be done in the Town in accordance with the provisions of this By-law.
4. Subsection 5(1) “Prohibitions” of By-law 2024-187 is hereby amended to delete mention of the *Trespass To Property Act* so as to read as follows:
  - 5(1) No person shall tow or authorize the towing of a vehicle from land without the consent of the vehicle owner unless the tow is caused or authorized by a Municipal Law Enforcement Officer, Mobile Compliance Officer, police officer or the Director in accordance with the provisions of this By-Law.
5. Subsection 6(1) “Signage” of Towing Without the Vehicle Owner’s Consent By-law 2024-187 be amended by the deletion of the words “double sided” in line three of the subsection.
6. Subsection 6(2) “Signage” of Towing Without the Vehicle Owner’s Consent By-law 2024-187 be deleted and the following substituted therefor:
  - 6(2) Despite subsection 6(1), such signage is not required to be installed in municipal rights-of-way, on a driveway to a private dwelling, at a signed fire route, in emergency situations or as determined by the Director.
7. That all other provisions of Towing Without the Vehicle Owner’s Consent By-law 2024-187 hereby remain in force and effect.
8. This By-law comes into force and effect on February 28, 2025 at 12:01 a.m..

PASSED this 24th day of February, 2025

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MAYOR

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CLERK

## REPORT

### Council

**Meeting Date: February 24, 2025**

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**FROM:** Community Development Commission

**DATE:** February 11, 2025

**SUBJECT:** **Customer Experience in Building Services and Planning and Development Departments**

**LOCATION:** Town-wide

**WARD:** Town-wide

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**RECOMMENDATION:**

1. That the report titled "Customer Experience in Building Services and Planning and Development Departments" be received.

**KEY FACTS:**

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

- The Town of Oakville is experiencing significant growth while responding to frequent legislative changes and increased application complexity.
- The Building Services and Planning and Development departments offer most services online with customers able to apply, pay fees, track status, and request:
  - All building inspections
  - Zoning Certificate of Occupancy
  - Property Surveys
  - Planning Applications (Part Lot Control Exemption, Fence Variance, Zoning Removal of Holding Provision)
  - Development Engineering applications and inspections
  - Development Applications – planned for 2025/2026
- In-person support by building and planning staff remains available at Town Hall, Monday through Friday, 8:30 am – 4:30 pm.
- Recent and planned initiatives will enhance service delivery and transparency by providing applicants with real time tracking of their progress.

- The development of a Customer Experience Plan (CX) is underway for 2025. This is a long-term plan to clarify service expectations and accountabilities across all departments, increasing the use of ServiceOakville as the first point of contact and exploring changes to ServiceOakville's model to support end-to-end service resolution.

## BACKGROUND:

The Town of Oakville continues to grow, resulting in increased demands on department staff and resources. In particular, the Building Services and Planning and Development departments manage development applications, building permits, and planning initiatives to support the Town's sustainable growth. However, this growth is accompanied by several challenges, including:

1. **Legislative Complexity:** Frequent changes in legislation at provincial and federal levels add complexity to the development approval process, proving challenging for staff, applicants and the public to remain informed and compliant.
2. **Rising Service Demands:** The growing volume of complex applications and inquiries has placed significant pressure on existing systems and resources, leading to customer service inconsistencies.
3. **Digital Expectations:** There is an increasing demand for accessible online services, aligning with national trends in municipal service delivery. According to the *2023 Citizen First National Report*, online transactions are the most preferred method for Canadians.
4. **Customer Experience Challenges:** Services provided by Building Services and Planning and Development are not fully integrated with ServiceOakville and do not use the Town's Customer Relationship management (CRM) system. As a result, current systems for tracking and responding to inquiries and complaints are inconsistent and can cause confusion and delays. The public may encounter delays and confusion due to misrouted inquiries and inadequate communication among stakeholders throughout the process. Additionally, there has been a growing trend of customers seeking design advice from Town staff before and during the application process, which may indicate a lack of the necessary skills, resources, or qualifications to prepare a complete and accurate application submission. This additional support demands significant staff time, diverting resources from processing other applications which can contribute to further delays.

To address these challenges, the Town has outlined a series of planned enhancements. These include the implementation of advanced digital tools like ProjectDox for electronic plan mark up, the integration of CRM systems, and the development of a comprehensive Customer Experience Strategy in 2025. These initiatives aim to:

- Clarify service expectations and accountabilities.
- Streamline workflows and reduce processing times.
- Enhance transparency and accessibility through improved digital platforms.
- Establish standardized service protocols to ensure consistency.
- Improve our educational approach and resources by offering additional information and early guidance on essential information applicants need to have.
- Build public trust by addressing customer needs effectively and fostering continuous improvement through feedback mechanisms.

#### **COMMENTS:**

The report presents an overview of current practices, highlights key challenges, and outlines a roadmap for enhancing customer experience in Building Services and Planning and Development departments.

#### **Overview of Current Practices**

**Customer Service Response Standard:** Both Building Services and Planning and Development departments' staff aim to respond to inquiries within 24–48 hours, prioritizing same-day responses whenever possible. This standard applies across email, phone, and in-person inquiries, although complex issues may take longer to resolve.

#### **Online Services:**

The Citizen Portal (since 2021) and Planning Application Expansion (since 2022) allow applicants to:

- Apply for building and development engineering permits and select planning applications, pay fees, track application status, and schedule inspections.
- Virtual pre-consultation and technical meetings (since 2020) are held weekly, providing structured discussions with cost and time savings for applicants.

#### **In-Person Support:**

- Zoning Examiner on Duty handles over 5,200 inquiries annually, serving as the first contact for zoning-related inquiries.

- Planner on Duty system (rotating daily) ensures staff availability for planning-related inquiries.
- Building Services Representative (BSR) Rotation System ensures in-person staff presence at Town Hall for walk-ins, phone calls, and emails.
- Quarterly meetings with development industry stakeholders to maintain engagement.
- Appointments are encouraged for detailed discussions to ensure the necessary personnel are available.

#### **Phone Support:**

- Some inquiries are recorded in the Town CRM system via ServiceOakville, while others are lost in email exchanges.
- Developers and experienced applicants often bypass ServiceOakville and communicate directly with staff managing their applications

#### **Email Support**

- There are various dedicated email accounts for customer inquiries.
- Complex application inquiries vary in response time, with appointments encouraged for detailed discussions.

#### **Key Challenges**

- 1. Legislative Changes and Process Complexity:** Frequent legislative changes and the increasing complexity of the development approval process create significant challenges for both staff and customers, leading to delays and confusion, particularly when digital services and website information are not promptly updated. Additionally, the transfer of responsibilities from Regional and Conservation Halton authorities to local municipalities has increased workloads, straining resources as staff adapt to new roles with limited training.
- 2. Inconsistent Inquiry Tracking:** Building Services and Planning and Development inquiries lack uniform tracking with only application-based inquiries formally logged. General inquiries can get lost in emails, making it difficult to assess service demands and staffing needs.
- 3. Response Delays:** Misrouted inquiries, redundant communication, and complex issues contribute to response delays, prompting the development of an approval wizard to improve efficiency.
- 4. Owner and Applicant Communication:** Owners are not always aware of their application status due to miscommunication with their agent or contractor. New technology improvements will provide direct updates to owners, eliminating this gap.

Several initiatives are planned for 2025-2026, as outlined in Appendix B, aim to address these challenges by focusing on:

- **Staffing and Service Improvements:** Filling vacancies, evaluating service capacity and assessing any additional staffing needs or position changes, and enhancing customer service training will improve communication, issue management, and overall service efficiency.
- **Digital Tools Enhancements:** Upgrade the Citizen Portal, implement electronic plan review (ProjectDox), introduce a mobile inspection app, and expand self-service tools will streamline application processing and reduce reliance on staff for routine inquiries.
- **Customer Support and Engagement:** Enhance customer education, expand ServiceOakville's role and its knowledgebase, and create technology-equipped meeting space to provide better guidance and support for applicants.
- **Strategic Customer Experience Enhancements:** Develop a Town-wide Customer Experience Strategy to improve service delivery, customer satisfaction, and operational efficiency including the development of customer satisfaction measurement framework.

By focusing on delivering an effective and efficient service, the Town will:

- Streamline workflows and reduce service delivery times.
- Enhance transparency and accessibility through digital platforms.
- Build trust and improve public perceptions by addressing both staff and customer obligations.

The Building Services and Planning and Development departments have demonstrated a commitment to responsive customer service. However, opportunities remain to elevate communication, efficiency, transparency, and consistency. By leveraging modern digital tools, formalizing service standards, and improving inquiry tracking, the Town can better inform the applicant on their obligations and deliver a more efficient, seamless, and satisfying experience for residents and applicants.

Additional information on current customer experience practices, key challenges and future enhancements are outlined in Appendices A and B.

## **CONSIDERATIONS:**

### **(A) PUBLIC**

Improvements will enhance accessibility and transparency for residents and developers, reducing confusion and dissatisfaction with the development approval process.

**(B) FINANCIAL**

None

**(C) IMPACT ON OTHER DEPARTMENTS & USERS**

Collaboration with Service Oakville and ITS will be crucial to ensure seamless integration of new tools and processes.

**(D) COUNCIL STRATEGIC PRIORITIES**

This report addresses Council's strategic priorities of Growth Management and Accountable Government.

**(E) CLIMATE CHANGE/ACTION**

Reducing paper usage through online applications and digital communications aligns with the Town's sustainability efforts. In addition, improved operational efficiency through streamlined workflows contributes to a reduced environmental footprint.

**APPENDICIES:**

Appendix A – Current Customer Experience Practices and Key Challenges

Appendix B – Future Customer Experience Enhancement Projects

Prepared by:

Lina Marinova, Manager, Business Support Services

Submitted by:

Ralph Kaminski, Director, Building Services



## Current Customer Experience Practices & Key Challenges

### Building Services Department - Customer Experience Practices

#### Customer Service Response Standard

The Building Department aims to respond to inquiries within 24–48 hours, prioritizing same-day responses whenever possible. This standard applies across email, phone, and in-person inquiries, though complex issues may take longer to resolve.

The Building Department engages with customers through multiple channels to ensure accessibility and responsiveness:

#### Online Services:

- Since, 2021, applicants can apply for permits, pay fees, track application status, and schedule inspections via the Citizen Portal.
- Approximately 90% of applications are submitted online.
- Continuous efforts are underway to enhance the digital experience for applicants.

#### In-Person Support:

- Operates five days a week with a consistent in-office presence.
- Zoning Examiner on Duty handles approximately 5,200 inquiries annually, serving as the first point of contact for zoning-related inquiries.
- Building Services Representative (BSR) Rotation System ensures in-person attendance at Town Hall allowing for prompt responses to phone calls, emails, and walk-in inquiries.
- Quarterly meetings with Development industry stakeholders
- Technology training for customers

#### Email Support:

- Primary channel for communication via dedicated email accounts:
  - Building Requests: General permit and inspection inquiries.
  - Building Inspection Requests: For scheduling and inspection updates.
- Regular email newsletters provide updates and guidance on various topics.
- Daily email volume (based on emails received):
  - 20–30 emails during normal activity.
  - 40–50 emails during peak periods.

#### Phone Support:

- Phone support is provided both by ServiceOakville and Building Services staff.

- Building Services staff shared phone lines ensure coverage, with voicemails checked and returned daily.
- Most Zoning-related inquiries are responded to within 24 hours. Staff often receive compliments regarding this service.

**Inquiry Tracking:**

- Inquiries related to illegal construction and permit/inspection requests are logged in AMANDA, a system for tracking building complaints. However, general inquiries are not consistently tracked, some go through Service Oakville while other directly to the building services mailbox.
- Complex inquiries received via email involving multiple departments can take several days to get to the correct department/person.
- Some inquiries are captured in the town CRM system by Service Oakville
- Email trails serve as informal records, but a comprehensive tracking system is not in place.

Efforts are being made to strengthen support across all channels. For in-person services, the focus is on increasing accessibility and collaboration for both Building and Development Engineering teams. This includes creating a new collaborative space and implementing systems to optimize the customer experience and improve service efficiency.

**Planning & Development Department Customer Experience Practices**

**Customer Service Response Standard**

Response times for general inquiries are within 24 hours with many inquiries receiving same-day service. Complex or application-related matters may require additional time to thoroughly research and address the question and may require input from other town departments and public agencies.

**Online Services:**

Since 2022, applicants can apply for three types of planning applications online: part lot control, fence variance, and holding by-law removal.

- Development engineering permits and inspections can also be submitted and booked online.
- The frequency of legislative changes in the past four years has forced staff and the town to constantly change and adapt processes to respond and ensure legislative compliance.
- Town staff host fully virtual pre-consultation and technical meetings with applicants on a weekly basis. The transition to virtual occurred in April 2020 and has proven popular for applicants due to the set schedule and efficiency for both applicants and their consultants due to enhanced cost and time-savings.

**In-Person Support:**

- Planning staff have a rotating “Planner on Duty” daily schedule which allows staff to respond to, and manage, inquiries, ensuring that a dedicated team member is always available.
- Appointments are strongly encouraged for the public seeking detailed discussions. This ensures that all necessary personnel are available for in-person meetings, replacing the ad hoc "drop-in" practice which was inefficient for customers. Instead, staff are available to manage inquiries through the appropriate workflow.
- Developers and applicants familiar with the process rarely utilize ServiceOakville and instead liaise directly with staff since the staff members are the “point person” who manages the application workflow and sets in-person meetings.

**Email Support:**

- Handles two primary types of inquiries:
  - Developers/applicants/residents requesting updates on active applications.
  - Residents seeking information on zoning or land-use planning permissions.
- Response standards:
  - General inquiries: Staff respond within 24 hours and where additional time is required to fully address issues; inquirers will be advised on timing.
  - Application-specific inquiries: Varies depending on complexity. Appointments are strongly encouraged for developers seeking detailed discussions.

**Phone Support:**

- Managed by ServiceOakville, Planning & Development staff, and the Planner on Duty (responsible for same-day or 24-hour responses).
- Some inquiries are also managed by Planning and Engineering Clerks.
- Development Engineering Review Team:
  - Responds within 48 hours, even if detailed answers are unavailable immediately.
- Most applicants and developers are familiar with town staff and therefore by-pass ServiceOakville to communicate with staff directly.

## **Inquiry Tracking:**

- Development engineering inquiries are primarily tracked through the CRM system, initially managed by Service Oakville. Staff report misrouting of inquiries as an issue that will be improved through process enhancements.

Inquiries related to planning applications are not formally tracked, with some planners using Excel spreadsheets or AMANDA for recording relevant actions.

## **Key Challenges**

### **1. Legislative Changes and Process Complexity**

- **Frequent legislative changes and the inherent complexity** of the development approval process pose significant challenges for both staff and customers. Delays in updating digital services and website information exacerbate customer confusion and dissatisfaction with service delivery.
- Additionally, the recent **downloading of responsibilities from Regional and Conservation Halton authorities** to local municipalities has increased workloads, delays, and confusion regarding jurisdiction. The same staff are now expected to take on these additional responsibilities, with limited training to adapt to the new responsibilities and processes, further straining resources and capacity.

### **2. Inconsistent Inquiry/Issue Tracking**

- Building and Planning & Development inquiries lack uniform tracking with only application-based inquiries formally logged.
- General inquiries are occasionally lost in emails, making it difficult to fully assess service demands and staffing needs.

### **3. Response Delays**

- **Inquiries are occasionally misrouted** due to the absence of a clearly documented approval system, causing delays as they are redirected to the wrong departments. This realization has allowed us to begin creating an approvals wizard (AI or chatbot).
- **Balancing Communication and Processing Efforts:** Staff efforts to respond to inquiries while maintaining their obligations to their active applications, creates a challenging balance between timely communication and operational efficiency.
- **High Volume of Redundant Communication:** The practice of sending multiple emails about the same issue to various departments increases inefficiencies and delays. The "copy everyone approach," can lead to duplicate efforts, with multiple staff responding to the same inquiry, or, conversely, no response at all due to assumptions that someone else will reply.

- **Complexity of Issues:** Some inquiries or applications are inherently complex, and demand extended review periods to ensure thorough evaluation and compliance. While this additional time is essential, customers may perceive it as a delay, contributing to frustration and dissatisfaction with the process.
- **Service Standard Goal:** Staff intend to respond within 24 hours but may take up to 48 hours.

4. **Owner and Applicant Communication**

- **Owners are not always aware of their application status** due to miscommunication with their agent or contractor.
- **New technology improvements** will provide direct updates to owners, eliminating this gap.

## Future Customer Experience Enhancement Projects

### Planned Enhancements for 2025-2026

#### Staffing and Service Improvements

1. **Hire additional contract staff** to close dormant or inactive building permits.
2. **Recruit a Development Coordinator** in Building Services to improve communication and manage issues related to active development construction.
3. **Evaluate staffing levels and service capacity** in Building Services to determine the need for additional staff.
4. **Enhance customer service training** for staff in Building, Planning, and ServiceOakville to improve communication and support.

#### Digital Tools Enhancements

5. **Upgrade the Citizen Portal** to improve navigation, functionality, and clarity on application requirements.
6. **Implement ProjectDox electronic plan review** to enhance transparency, accelerate reviews, provide real-time status updates, and enable collaborative reviews.
7. **Introduce a mobile inspection app** to streamline the booking process and improve communication of on-site inspection results.
8. **Expand self-service tools**, including the development of an **application wizard**, to reduce reliance on staff for routine inquiries.

#### Customer Support & Engagement

9. **Develop a customer education and support program** for development-related permits and planning applications.
10. **Enhance Service Oakville's role** as the first point of contact for inexperienced customers navigating Planning, Development, and Building Services and explore ways to leverage the town's Customer Relationship Management system for inquiry tracking.
11. **Expand the Service Oakville knowledge base** with improved online resources to guide customers.
12. **Create technology-equipped meeting spaces** for customers to meet with staff and work through their application and review process.

#### Strategic Customer Experience Enhancements

13. **Develop a town-wide Customer Experience Strategy** to improve service delivery, customer satisfaction, and operational efficiency.

DATE OF ITEM	<p style="text-align: center;"><b>January 15 - 21, 2025</b></p> <p style="text-align: center;"><b>COUNCIL INFORMATION INDEX</b></p> <p style="text-align: center;"><b>CONTENT</b></p>	DATE RECEIVED	PAGE
January 15, 2025	INTERNAL – Office of the Mayor RE: Novae Res Urbis Vol. 28 No. 3	January 15, 2025	<b>1</b>
January 15, 2025	EMAIL – AMO Policy RE: Policy Update – AMO 2025 Pre-Budget Submission	January 16, 2025	<b>17</b>
January 16, 2025	EMAIL – Town of Pelham RE: Redistribution of the Provincial Land Transfer Tax and GST to Municipalities	January 16, 2025	<b>19</b>
January 16, 2025	EMAIL- AMO Communications RE: AMO Watchfile - January 16, 2025	January 16, 2025	<b>22</b>
January 17, 2025	INTERNAL – Office of the CAO RE: Follow up on Town of Oakville transportation priorities	January 20, 2025	<b>25</b>
January 19, 2025	EMAIL – AMO RE: AMO Policy Update – Vote Like Your Quality of Life Depends on It	January 20, 2025	<b>35</b>
January 20, 2025	EMAIL – Corbett Land Strategies RE: January 20th Planning Committee Meeting - Midtown Oakville Official Plan Comments - MGM Development (2652508 Ontario Inc.) re: 627 Lyons Lane	January 20, 2025	<b>36</b>
January 20, 2025	EMAIL – Joe Brandt RE: Midtown Proposals Jan 20th, 2025 Meeting	January 20, 2025	<b>47</b>
January 20, 2025	EMAIL – GSAI RE: 354 Davis Road - Midtown Oakville Official Plan Amendment Comment Letter	January 20, 2025	<b>49</b>
January 20, 2025	INTERNAL – Office of the Mayor RE: Canadian Chamber of Commerce – Partners in Prosperity – October 2024	January 20, 2025	<b>52</b>
January 21, 2025	EMAIL – City of Peterborough RE: Bill 242, Safer Municipalities Act, 2024 Council Resolution	January 21, 2024	<b>88</b>

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January 22, 2025	INTERNAL – Office of the Mayor RE: Novae Res Urbis RE: Vol. 28 No. 4	January 22, 2025	<b>1</b>
January 22, 2025	EMAIL - MEPCO RE: Important MEPCO and OMERS Updates - January 2025	January 22, 2025	<b>13</b>
January 23, 2025	EMAIL – AMO Communications RE: Watchfile - January 23, 2025	January 23, 2025	<b>15</b>
January 15, 2025	EMAIL – Municipality of Grey Highlands RE: Establishment of an Ontario Rural Road Safety Program	January 24, 2025	<b>18</b>
January 23, 2025	EMAIL – Conservation Halton RE: 2024 Reporting of Remuneration & Expenses for Town of Oakville Appointees	January 24, 2025	<b>20</b>
January 24, 2025	EMAIL – Ministry of Infrastructure RE: Health and Safety Water Stream (HSWS) Overview Webinar – Feb. 5	January 24, 2025	<b>21</b>
January 27, 2025	EMAIL – Morgan Elliott JCRA RE: Delegation Request	January 27, 2025	<b>22</b>
January 27, 2025	EMAIL – Chris Kowalchuk RE: TOC Motion	January 27, 2025	<b>23</b>
January 27, 2025	EMAIL – Jan Westcott RE: TOC Proposal as <i>forwarded by Councillor Haslett-Theall</i>	January 28, 2025	<b>24</b>
January 27, 2025	EMAIL – Leona Gremmen RE: TOC	January 28, 2025	<b>25</b>
January 27, 2025	EMAIL – Ken Miner RE: Town Council Meeting January 2025 Agenda item 10.2	January 28, 2025	<b>26</b>
January 28, 2025	EMAIL – AMO Policy RE: Ontario investing \$175 million to launch the Health and Safety Water Stream (HSWS) – Webinar	January 28, 2025	<b>27</b>



<b>DATE OF ITEM</b>	<b>January 29 – February 04, 2025 COUNCIL INFORMATION INDEX CONTENT</b>	<b>DATE RECEIVED</b>	<b>PAGE</b>
January 29, 2025	INTERNAL – Office of the Mayor RE: Novae Res Urbis Vol. 28 No. 5	January 29, 2025	<b>1</b>
January 29, 2025	EMAIL – Town of Halton Hills RE: Resolution No. 2025-0010 - Sovereignty of Canada	January 29, 2025	<b>14</b>
January 29, 2025	EMAIL – City of Burlington RE: Buy Canadian Resolution	January 30, 2025	<b>17</b>
January 29, 2025	EMAIL – City of Burlington RE: Endorsement for World Health Organization (WHO) Standards for Air Quality Emissions	January 30, 2025	<b>19</b>
January 29, 2025	EMAIL – City of Burlington RE: Protection of Jefferson Salamander Habitat under the Niagara Escarpment Plan	January 30, 2025	<b>21</b>
February 03, 2025	EMAIL – AMO Policy RE: Policy Update - Statement on Trade and Update on Provincial Election Advocacy	February 03, 2025	<b>23</b>
January 30, 2025	EMAIL – AMO Watchfile RE: January 30, 2025	February 04, 2025	<b>26</b>
February 03, 2025	EMAIL – Julian Novick RE: Old Oakville Heritage Conservation District – Statutory Public Meeting	February 04, 2025	<b>29</b>
February 04, 2025	EMAIL – AMO Education RE: AMO Land Use Planning Training for Elected Officials	February 05, 2025	<b>30</b>

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February 05, 2025	INTERNAL – Office of the Mayor RE: Novae Res Urbis Vol. 28 No. 6	February 05, 2025	<b>1</b>
February 05, 2025	EMAIL – AMO Education RE: Building Resilient Communities through Managing Assets - New 2025 AMO Workshop	February 05, 2025	<b>16</b>
February 05, 2025	EMAIL - Peterborough County Council Resolution Re: Proposed U.S. tariffs on Canadian Goods	February 06, 2025	<b>18</b>
February 05, 2025	EMAIL – AMO Events RE: AMO 2025: Registration Open	February 06, 2025	<b>21</b>
February 06, 2025	EMAIL – AMO Communications RE: AMO Watchfile - February 6, 2025	February 06, 2025	<b>22</b>
February 06, 2025	EMAIL – Town of Hanover RE: United States Imposition of Tariffs on Canada	February 07, 2025	<b>25</b>
February 07, 2025	EMAIL – Enterprise Canada RE: Request for Policy Consideration Letter on Behalf of Construction Coalition	February 07, 2025	<b>27</b>
February 07, 2025	EMAIL – AMO Policy RE: Update - Provincial Election Tracking and Guidance for Municipal Energy Decisions	February 10, 2025	<b>29</b>
February 11, 2025	EMAIL – AMO Education RE: Building Resilient Communities through Managing Assets - New 2025 AMO Workshop	February 11, 2025	<b>31</b>
February 11, 2025	EMAIL – EOWC RE: Resolution - EOWC Support for Canadian and Ontario Government Negotiations with the U.S. Government on Trade Tariffs	February 11, 2025	<b>33</b>
February 11, 2025	EMAIL – Town of Newmarket RE: Resolution - Redistribution of the Provincial Land Transfer Tax and GST to Municipalities	February 11, 2025	<b>35</b>

Agenda Item	Due Date	Description	Meeting Type	Meeting Date	Department
Procedure By-law Review	3/31/25	That the Budget Standing Committee size and composition be amended to reflect a membership of all Council members, and that a Chair be elected annually. That revisions to the Procedure By-law reflecting this change be brought forward to a future Council meeting. That the Clerk consider the comments of Council in finalizing the draft procedure by-law for consideration by Council. That staff report back with a draft version of the Procedure By-law 2023-066 in June 2023.	Council	5/29/23	Clerk's Department
2026 Municipal Election Preparation	12/31/24	That the Town Clerk report back to Council in Q2 2025 on a Campaign Contribution Rebate Program for the 2026 Oakville municipal election. That the resolution endorsing the Association of Municipal Managers, Clerks and Treasurers of Ontarios proposed updates to the Municipal Elections Act, attached as Appendix B to the report from the Clerks department dated November 5, 2024, be adopted.	Council	11/18/24	Clerk's Department
Tasks before Escribe	11/30/24	WHEREAS Regional Governance review by the Province has begun and is moving quickly; and  WHEREAS the Public and Council require fulsome fact-based information on the potential impact a change in our governance model may have on our finances, services, current priorities and future.  THEREFORE staff be directed to prepare a report forthwith on best practices in municipal governance including finances and debt level, potential service changes and service level changes and possible risks in consultation with our Regional Government, and provide it to Council at the next Council meeting.	Council	1/1/20	Corporate Strategy & Government Relations
Town of Oakville Council Strategic Plan and 2023-2026 Action Plan	8/31/24	That staff report back on how green space is measured.	Council	7/11/23	Corporate Strategy & Government Relations
Climate Emergency Declaration Progress Report	8/31/24	That staff report on the operation, success and progress of the Guelph local improvement charge program.	Council	7/11/23	Corporate Strategy & Government Relations
Public Notice and Engagement Policy and Procedure Update	12/31/24	That this item be referred to staff to further explore public notice requirements for statutory public meetings and the timeframe to inform Council members of the matters within their ward and report back to Council at the August 13th Council meeting.	Council	6/17/24	Corporate Strategy & Government Relations
Public Notice and Engagement Policy and Procedure Update	12/31/24	That this item be referred back to staff to further review procedures to ensure that Council members are informed on local issues in advance of the public when permitted by law.	Council	11/18/24	Corporate Strategy & Government Relations
Tasks before Escribe	11/30/25	That staff delay the release of the public tender/RFP for lease proposals for the Deerfield Golf Course until the short term extension with the current tenant expires, and report back to Council with the results of the tender.	Council	1/1/20	Legal Department
Regulating the Display and Distribution of Objectionable Images	6/23/25	See confidential minutes for direction.	Council	6/17/24	Legal Department
Fishing from Town Parkland - Update	3/24/25	That the amendments to the Parks By-law 2013-013, to reflect the permission for night fishing to be a permanent program, be included in the next council agenda for approval.	Council	9/16/24	Legal Department
Tasks before Escribe	3/17/25	THEREFORE, staff are requested to review opportunities to regulate the number and location of Pay Day Loan businesses as well as determine what other regulatory authority the Town might have to protect consumers from potentially usurious rates and predatory practices and to report back to Council with information and potential methods to regulate these businesses in the interest of consumer protection.	Council	1/1/20	Municipal Enforcement Services Department

Agenda Item	Due Date	Description	Meeting Type	Meeting Date	Department
Tasks before Escribe	8/11/25	That staff report to Council in the fourth quarter of 2021 on the outcomes of the pilot overnight parking program in downtown Oakville and next steps.	Council	1/1/20	Municipal Enforcement Services Department
Requests for Reports	11/30/24	That staff report on the feasibility, costs, implications and timing of switching out level 1 EV charging stations installed on Lakeshore Road East (Downtown Oakville) with level 3 fast charging stations. And that staff review the implications and considerations of some or all of the costs of installing level 3 chargers being off-set by sponsors.	Council	7/5/21	Municipal Enforcement Services Department
Bronte Paid Parking Pilot Program	6/30/24	That the report from Municipal Enforcement Services, titled Bronte Paid Parking Pilot Program, dated November 2, 2021 be received; That the pilot commercial parking program in the Bronte Village continue; and That staff report to Council in the first quarter 2023 on the Bronte Village commercial parking pilot program outcomes and next steps.	Council	11/15/21	Municipal Enforcement Services Department
Business Licensing By-law Review Update	3/17/25	3.That the Director of Municipal Enforcement Services be authorized to continue by-law preparations in accordance with the direction set out within this report, considering any comments received and report back with a new licensing by-law at a future Council meeting. 4.That Municipal Enforcement undertake a full food truck licensing review, including consultation with the industry, residents and BIAs, to develop a strategy framework for future licensing opportunities and report back to Council at a later date, maintaining the priority of the property standards and noise by-law review.	Council	1/31/22	Municipal Enforcement Services Department
Notice of Motion: Election Sign Regulations	3/24/25	THEREFORE BE IT RESOLVED THAT: No person shall display an Election Sign at any location other than entirely on private property; No person shall display an Election Sign on private property without the permission or consent of the owner of the property; No person shall display, or permit to be displayed, an Election Sign which is in a state of disrepair so as to be unsafe or unsightly; and THAT staff develop a comprehensive set of rules that ensure signs are installed safely so as not to cause harm or hazard to residents on private property That the motion be referred to staff to undertake community consultation and report back, including legal advice, on the existing by-law regulations and availability of election signage, and options to further regulate and prohibit election signage, including third party elections signs on public property and the resources and cost of implementation.	Council	1/30/23	Municipal Enforcement Services Department
Teo's Law	2/24/25	That staff report back to Council on the feasibility of implementing a by-law for pool safety when hosting guests at their home where there is a unsecured pool present.	Council	8/15/23	Municipal Enforcement Services Department
Sale and Discharge of Consumer Fireworks Response to Staff Direction	2/24/25	That Council and staff consult with the public on the use and sale of consumer fireworks and report back to Council in the Fall of 2024.	Council	11/20/23	Municipal Enforcement Services Department
Business Licensing By-law Review Draft By-law	3/17/25	That Council's comments and draft licensing by-law attached as Appendix A to the report from Municipal Enforcement Services dated June 4, 2024 be received for consideration and not passed at this time. That Municipal Enforcement Services report back with comments received from the business community and the final version of the licensing by-law in Q4 of 2024.	Council	6/17/24	Municipal Enforcement Services Department

Agenda Item	Due Date	Description	Meeting Type	Meeting Date	Department
Towing Without the Vehicle Owners Consent, By-law 2024-187	2/24/25	That By-law 2024-187, a by-law to regulate the towing of any vehicle without the vehicle owners consent from land in the Town of Oakville, as detailed in Appendix A of the Municipal Enforcement Services report, as amended, be passed. That any Town by-laws requiring amendments to enable and implement By-law 2024-187 be presented to Council at a future Council meeting for passage, without a separate report. That the waiting period of one (1) hour be reduced to 30 minutes in Section 5(2)(e) of By-law 2024-187. That staff provide a review of the effectiveness of By-law 2024-187 in one year. That exceptions to the waiting period in section 5(2)(e) of By-law 2024-187 be referred back to staff for further investigation and comment regarding the viability of designating special paid parking or reserved parking.	Council	12/16/24	Municipal Enforcement Services Department
Election Sign By-law 2025-016	12/31/25	That the report Election Sign by-law 2025-016 be referred to Staff with a report back to provide additional information based on the questions provided as follows:  That Staff perform additional consultation with the public in the form of a survey with questions that include restricting signs to private property. That staff engage with Ontario Municipalities who have restricted election signs to private property and discuss their experience with election sign restrictions and the publics feedback. That staff continue to monitor for legal cases that involve the restricting of the placement of election signs. That staff explore and report back on a solution to provide equal public space for election sign placement across all wards, so that the public realm argument is still given some regard. That staff develop a plan to inform the public and Councillors of the survey, in order to provide organizations an opportunity to encourage participation in the survey. That staff explore the feasibility and enforceability of imposing infractions in order to improve the Towns ability to deter vandalizing, destroying and defacing election signs. That staff explore the dispensation that can be given for those with boundary fences. A report that clearly outlines the feasibility and challenges associated with election sign by-law enforcement. That staff provide a measurable breakdown of usable public space in each ward for election signage. That staff report back on how they can educate candidates regarding the proper placement of elections in order to reduce signs from blocking each other. That staff revisit the 20 meter rule on public right of way, when in an area where the lots are 20 meters wide or less to ensure fairness for all candidates and voters who wish to display signs. That staff explore and report back on enforcement fines and if they are counted as an election expense. That staff collaborate with the Region of Halton regarding election sign placement and enforcement on Regional Roads. That staff explore sign material usage and whether or not some materials should be banned.(e.g. wire signs, and T bars). That staff provide clarity on election sign placement for residents who have a lawn and those who live in a high rise, and how do we create opportunity for them to participate in the process.	Council	1/27/25	Municipal Enforcement Services Department
Tasks before Escribe	3/31/25	That staff report back on the creation of a safety protocol for homeowners/tenants in private residences where they are unable to self-evacuate. That the report includes, but is not limited to, a communication strategy developed in partnership with community agencies serving vulnerable populations on how to develop a personal fire emergency escape plan, information on current subsidies available for renovations, creation of a registry for dwellings that have residents with mobility issues.	Council	1/1/20	Oakville Fire Department
Tasks before Escribe	3/24/25	That staff report on the maintenance and design standards for new and existing walkways including standards for widths, construction, fencing, lighting, safety and security, plantings and landscaping, winter and summer seasonal maintenance and the process for interacting with abutting landowners when changes to walkways occur.	Council	1/1/20	Parks and Open Space Department
Tasks before Escribe	12/14/26	1. That the report from the Parks and Open Space department, dated May 22, 2012, entitled Marina Facility at Bronte Harbour - Oakville Harbours Section, be received; 2. That the continued operation of the Marina Facility at Bronte Harbour be approved as identified in Option 1 of the staff report; and 3. That staff be requested to conduct a further analysis of the marina facility in Bronte Harbour in five (5) years and at that time, provide recommendations for the continued operation of the marina facility.	Council	1/1/20	Parks and Open Space Department

Agenda Item	Due Date	Description	Meeting Type	Meeting Date	Department
Tasks before Escribe	12/31/26	That staff review and discuss options for the creation and operation of a waterfront attraction or destination or feature with the Oakville Yacht Squadron and potentially other third parties and that the proposal be a recommendation under the forthcoming Harbours Master Plan.	Council	1/1/20	Parks and Open Space Department
Sunningdale Tennis Court	3/24/25	That staff report back on the feasibility and options for the acquisition, leasing, or other forms of acquisition or for entering into an agreement for the management of the Sunningdale Tennis Court located at Sunningdale Public School as a town facility from the Halton District School Board with the goal of keeping it open to the public and repairing and maintaining it in accordance with the standards offered at other Town owned and operated tennis courts.	Council	5/25/22	Parks and Open Space Department
Region Pumping Station in Bronte Beach August 9, 2022	7/7/25	4. That in using a build back better approach, the Region be requested to cost share with the planned Town Phase 2 improvements at Bronte Beach Park that will incorporate the pumping station in a plan that benefits the residents of Oakville. 5. That staff report back to Council once discussions have been completed.	Council	8/9/22	Parks and Open Space Department
Potential Park Uses for McCraney Reservoir Park	9/29/25	That staff report on potential park uses of the McCraney Reservoir Park upon completion of the Regions Master Plan for the McCraney Reservoir.	Council	8/9/22	Parks and Open Space Department
48 Bronte Road	1/19/26	Staff be directed to report on the potential public ownership of the former Greb Property in order to address such issues as:  Potential threats to this section of the Bronte Creek due to extreme weather events/flooding, in consultation with Conservation Halton; The role of this property and section of the Bronte Creek to provide protection/climate proofing, reduction in erosion risks and public infrastructure, and loss of top of bank, in consultation with Conservation Halton; The strategic role of this property to provide a connection to the Fishermans Park and pier, Bronte Heritage Waterfront Park, the Bronte Inner Harbour lands, with connections to Berta Point and Bronte Beach for recreational purposes in consultation with Conservation Halton and Halton Region; A potential role of this property as a cultural heritage landscape and as part of the Harbours portfolio of offerings to boaters and connection to Bronte Road; and, The ability to access any available Federal, Provincial, and Regional funding and other programs for climate proofing.	Council	11/20/23	Parks and Open Space Department
Parks & Open Space Strategy: Town of Oakville Parks Plan 2031 and Parkland Dedication By-law 2024-034	5/26/25	That prior to the finalization of the Land Acquisition Strategy, Staff continue to monitor land acquisition opportunities within the towns Strategic Growth Areas, and where acquisition supports community and infrastructure needs, staff will present options to Council for consideration.	Planning and Development Council	4/8/24	Parks and Open Space Department
Oakville Marine Search and Rescue - Relocation to Bronte Harbour	12/15/25	That this matter be referred back to staff to develop more options, conduct public consultation and produce a recommendation to Council. That staff consult the public about future uses of 2 Navy Street, where TOWARF was located before their name change to Oakville Search and Rescue.	Council	7/9/24	Parks and Open Space Department
Tasks before Escribe	11/30/25	3. That Planning Services be directed to report back on the implementation initiatives and incentives for Midtown as outlined in the report dated May 13, 2014 (PD-009-14), which includes a Community Improvement Plan, a municipal parking strategy and alternative parkland dedication requirements.	Council	1/1/20	Planning and Development Department
Tasks before Escribe	11/30/25	That staff be requested to report back to Council on the timing and type of Community Improvement Plan, and funding sources, that may be appropriate for Bronte Village following the conclusion of the growth area review and Livable Oakville Plan policy update for Bronte Village.	Council	1/1/20	Planning and Development Department
Tasks before Escribe	11/30/25	practice for locating seniors residential developments in the Town of Oakville. That staff also define the uses occurring within these developments and what additional infrastructure needs may be required to accommodate the needs of the residents.	Council	1/1/20	Planning and Development Department

Agenda Item	Due Date	Description	Meeting Type	Meeting Date	Department
Public Meeting and Recommendation Report Deferred Items from OPA 34, North West Area and Palermo Village OPA 37 and OPA 38 By-law 2021-096 and By-law 2021-097 July 5, 2021	11/30/25	4. That Planning staff report back on potential official plan policy updates with respect to parking for the Palermo Village growth area upon completion of the town-wide Parking Strategy.	Planning and Development Council	7/5/21	Planning and Development Department
Recommendation Report FCHT Holdings (Ontario) Corporation Z.1612.14 and OPA 1612.14 - 271 Cornwall Road and 485 Trafalgar Road By-laws 2022-051 and 2022-052	12/30/24	That the site plan for this application be brought to Council for final approval.	Planning and Development Council	5/16/22	Planning and Development Department
North Oakville Driveway Extensions Report for Information	2/3/25	That the report titled North Oakville Driveway Extensions Report for Information be received and staff report back in 2023 with any recommended changes to the Zoning By-law or process.	Planning and Development Council	6/7/22	Planning and Development Department
Implementation of Bill 109 Amendments to Site Plan Control By-law 2019-114 (July 11, 2022) By-law 2022-093	12/31/24	That staff arrange for a Council workshop regarding this issue.	Planning and Development Council	7/11/22	Planning and Development Department
Streetscape Improvements	11/30/25	That staff report on options to improve the streetscapes on arterial and collector roads.	Council	2/27/23	Planning and Development Department
Bronte Village Revitalization Comprehensive Plan	11/30/25	That staff prepare a report outlining the terms of reference, workplan, resources, and timing needed to create a comprehensive and integrated plan to better coordinate the vision, revitalization, and investments in Bronte Village, comparable to the approach taken for the Downtown Oakville Plan, their strategic action plan and associated initiatives.	Council	3/27/23	Planning and Development Department
Information Report Warehousing and Distribution Industries Review (File No. 42.15.61)	12/8/25	1. That this item be referred back to staff to seek additional research from other jurisdictions, identify options for definitions that recognize the difference between warehouses and distribution centres in terms of scale, operational impacts, and best practices in land use compatibility requirements for Q1 2024. 2. That this will allow staff to identify implications from the 2023 Provincial Planning Statement, and provide residents a greater opportunity to review and comment to Planning and Development Council.	Planning and Development Council	6/12/23	Planning and Development Department
Old Oakville Heritage Conservation District Revised Study	2/3/25	That the Old Oakville Heritage Conservation District Revised Study as attached in Appendix A to the staff report dated January 23, 2024 and revised in accordance with the memo dated February 5, 2024 from Planning Services, be approved. That staff be directed to continue work on the Old Oakville Heritage Conservation District Update to create a revised Plan and Guidelines.	Planning and Development Council	2/5/24	Planning and Development Department
White Paper: Planning Act Tools to Facilitate Development of Affordable Housing	11/30/24	That staff initiate and undertake work programs in an efficient, and where possible, concurrent manner to investigate, and if deemed appropriate, implement the following Planning Act tools:  Inclusionary Zoning within Protected Major Transit Station Areas; Community Planning Permit System within Midtown Oakville and with opportunity to do so in other parts of the Town; and Community Improvement Plan to incentivize affordable housing across the Town.	Planning and Development Council	3/18/24	Planning and Development Department
Parks & Open Space Strategy: Town of Oakville Parks Plan 2031 and Parkland Dedication By-law 2024-034	12/31/24	That prior to the finalization of the Land Acquisition Strategy, Staff continue to monitor land acquisition opportunities within the towns Strategic Growth Areas, and where acquisition supports community and infrastructure needs, staff will present options to Council for consideration.	Planning and Development Council	4/8/24	Planning and Development Department

Agenda Item	Due Date	Description	Meeting Type	Meeting Date	Department
Public Meeting and Recommendation Report Town-initiated Official Plan and Zoning By-law Amendments Four Units As-of-Right and Sheridan College Housing Area (File No. 42.15.62 and 42.15.63) May 6, 2024	12/31/24	Staff be directed to create a Sheridan College Housing Taskforce with the objective to enable, advance, and accommodate the development of residential uses, including student housing, on the Sheridan College campus; and Staff be directed to create a work program, in alignment with ongoing HAF initiatives, to bring forward any necessary recommendations, including programs, Official Plan and/or Zoning By-law Amendments, to achieve the findings of the Sheridan College Housing Taskforce to expedite the delivery of student housing on the Sheridan Campus.	Planning and Development Council	5/6/24	Planning and Development Department
Official Plan Amendment and Zoning By-law Amendment, Dhan Dhan Baba Budha Ji Gurdward Sahib, File Numbers OPA.1430.34 and Z.1430.34	12/31/25	That the analysis of the following matters of interest to Council be included as part of the recommendation report: Provide for the history and rationale related to the potential extension of Barronwood Drive Examine the parking rate proposed to confirm there will be sufficient space to accommodate the expansion of the existing use Provide for clarification on whether the height is appropriate in the context of the existing neighbourhood Review potential impacts on traffic Explore opportunities to measure where patrons are travelling from Report back on who will be responsible for the maintenance of potential easements	Planning and Development Council	12/9/24	Planning and Development Department
Public Meeting Report Official Plan Amendment, Zoning By-law Amendment, and Draft Plan of Subdivision, 3275 Trafalgar Limited Partnership., File Nos.: OPA 1312.12, Z.1312.12, and 24T-24004/1312	12/31/25	1.That the comments from the public with respect to the proposed Official Plan Amendment, Zoning By-law Amendment, and Draft Plan of Subdivision applications submitted by 3275 Trafalgar Limited Partnership, File Nos.: OPA 1312.12, Z.1312.12, and 24T-24004/1312, be received. 2.That the analysis of the following matters of interest to Council be included as part of the recommendation report: Identification of any properties that may experience a significant amount of shadow, resulting from the proposed development Confirm that the Natural Heritage System has been delineated appropriately and that the lands are zoned NHS. Consider carbon and lifecycle assessment as potential climate change mitigation. Confirm the amount of commercial space on the ground floor and whether institutional uses could be incorporated into the development. Explore opportunities for at-grade parking for the live/work units. Assess operational issues related to below-grade visitor parking and access to commercial uses. Evaluate the provision of loading facilities for the proposed commercial uses and identify measures to mitigate noise. Identify the number of people and jobs per hectare associated with the development. Calculate the Floor Space Index (FSI) and compare the proposed development to other developments in the vicinity.	Planning and Development Council	1/20/25	Planning and Development Department



Agenda Item	Due Date	Description	Meeting Type	Meeting Date	Department
Proposed Midtown Oakville and Community Planning Permit System Official Plan Amendment	12/31/25	<p>1. That comments from the public with respect to the proposed Town-initiated Official Plan Amendment for Midtown Oakville and enabling policies for the Community Planning Permit System (Appendix A) be received.</p> <p>2. That staff consider such comments as may be provided by Council.</p> <p>3. That the Town Clerk provide a copy of this staff report to the Ministry of Municipal Affairs and Housing, Central Municipal Services Office, Planning Branch for information.</p> <p>4. That staff receive comments and report back on the following matters:</p> <p>Clarify sustainable development matters that can be mandated and those that can be encouraged or incentivized, including consideration of whole building life-cycle assessments as they relate to embodied carbon.</p> <p>Describe what will constitute the planned 12 hectares of parkland in Midtown.</p> <p>Explain why finalization of the transportation master plan is proposed to follow the adoption of the official plan amendment.</p> <p>Explain why the development of Midtown is anticipated to occur over 60 years based on the proposed permitted maximum densities.</p> <p>Explain how the official plan policies and schedules, inform the development of bonusing provisions within the forthcoming community planning permit by-law.</p> <p>Confirm that holding provisions may be applied to development where there is a need to do so.</p> <p>Explain how affordable, special needs and rental housing are to be provided within Midtown.</p> <p>Explain how landowner agreement policies of the OPA are intended to be implemented.</p>	Planning and Development Council	1/20/25	Planning and Development Department
Public Meeting Report – Official Plan Amendment, Rose Corporation, File Number OPA.1612.19	12/31/25	<p>1. That the comments from the public with respect to the proposed Official Plan Amendment application submitted by South Service Holding Corporation (File No.: OPA 1612.19), be received.</p> <p>2. That staff consider such comments as may be provided by Council.</p> <p>3. That staff also provide an analysis of the following matters in the future Recommendation Report:</p> <p>Review the number of people and jobs for the site and advise if the heights/density are appropriate for the site.</p> <p>Provide a comparison between the proposed Midtown OPA with this site-specific OPA.</p> <p>Evaluate if the development aligns with Midtown Oakville's projected housing needs, considering built forms, unit types, and tenure.</p> <p>Examine how the development integrates with adjacent streetscapes, including vehicular access, parking, cycling and pedestrian connections, permeability, design, and the timing of the proposed Queen Elizabeth Way overpass.</p> <p>Determine whether a lifecycle assessment or similar analysis will be conducted and what sustainable technologies will be incorporated.</p> <p>Assess the integration of the development with the adjacent elementary school, including park size, child-friendly design, coordination, and phasing.</p>	Planning and Development Council	2/3/25	Planning and Development Department
Old Oakville Heritage Conservation District Statutory Public Meeting	12/31/25	<p>That comments from the public with respect to Appendix A - Old Oakville Heritage Conservation District, Plan and Guidelines, DRAFT December 2024 be received.</p> <p>That staff considers such comments provided by Council:</p> <p>Consideration should be given to the feedback from the Oakville Lakeside Residents Association regarding height, scale and massing.</p> <p>Susan Schappert should be included in the report author section of the report.</p>	Planning and Development Council	2/3/25	Planning and Development Department

Agenda Item	Due Date	Description	Meeting Type	Meeting Date	Department
Public Meeting for Official Plan Amendment and Zoning By-law Amendment at 15 Loyalist Trail, Rowhedge Construction Ltd., OPA1215.05 and Z.1215.05	12/31/25	That comments from the public with respect to the proposed Official Plan Amendment and Zoning By-law Amendment submitted by Rowhedge Construction Ltd. (File No.:OPA1215.05 and Z.1215.05), be received. That staff consider such comments as may be provided by Council. That the analysis of the following matters of interest to Council be included as part of the recommendation report:  Density of the proposal Traffic and parking impacts Waste collection Height and privacy considerations Conformity with D6 Guidelines related to potential future uses Suitability of the lands for commercial retail uses	Planning and Development Council	2/3/25	Planning and Development Department
Gender Neutral Changerooms Report	4/28/25	That staff be requested to prepare a report that provides a brief background on the implementation of gender neutral changerooms at town facilities; which includes: a high-level summary of public feedback received to date; adjustments and improvements with managing these facilities since their inception; and operational recommendations moving forward.	Council	1/27/25	Recreation & Culture
Heritage Way Speed Limit	1/27/25	That staff conduct public consultation in the Heritage Way neighbourhood for reinstating the 50 km/h previously posted speed limit from the current posted speed limit of 40 km/h on all streets in Heritage Way 40 km/h Area (excluding 40 km/h school zones on Heritage Way) and report back to Council on the results.	Council	7/9/24	Transportation and Engineering Department
Sports Activities and Equipment within Municipal Rights-of-Way	6/23/25	That the general prohibition be lifted, in a limited fashion to allow identified sports (to be determined) on only specific types of roads and at certain times of day (to be determined) at the participants own risk, through a staff report that further informs Council on best practices in other jurisdictions.	Council	9/16/24	Transportation and Engineering Department
On-Street Daytime Parking	6/23/25	That staff be requested to conduct a scan of Parking Regulations/By-laws in other municipalities within the GTHA and report back with recommendations regarding daytime on-street parking restrictions and the current three (3) hour on-street parking limit to accommodate more people working from home, multiple car families, contractors working at residence and multiple car families managing limited driveway space.	Council	11/18/24	Transportation and Engineering Department



## THE CORPORATION OF THE TOWN OF OAKVILLE

### BY-LAW NUMBER 2025-038

A by-law to amend Administrative Penalties for Non-Parking Violations and Orders  
By-law 2021-038

**WHEREAS** subsection 434.1(1) of the *Municipal Act, 2001*, S.O. 2001, c. 25 provides that a municipality may require a person, subject to such conditions as the municipality considers appropriate, to pay an administrative penalty if the municipality is satisfied that the person has failed to comply with a by-law of the municipality passed under this Act;

**WHEREAS** the Administrative Penalties for Non-Parking Violations and Orders By-law 2021-038, as amended was approved by the Council for the Corporation of the Town of Oakville (the "Council") on February 22, 2021;

**WHEREAS** Council, at its meeting of December 16, 2024 approved amendments to any Town By-laws required to enable the implementation of By-law 2024-187, Towing Without the Vehicle Owner's Consent By-law, to be presented to Council at a future Council meeting without a separate report;

**WHEREAS** Council wishes to amend subsection 1.1(1) of the Administrative Penalties for Non-Parking Violations and Orders By-law 2021-038 as set out in this By-law;

#### **COUNCIL ENACTS AS FOLLOWS:**

1. Subsection 1.1(1) "Application of this By-law" of Administrative Penalties for Non-Parking Violations and Orders By-law 2021-038 is hereby amended by adding the following:
  - (x) Towing Without the Vehicle Owner's Consent By-law 2024-187
2. That all other provisions of Administrative Penalties for Non-Parking Violations and Orders By-law 2021-038 hereby remain in force and effect.
3. This By-law comes into force and effect on February 28, 2025 at 12:01 a.m.

PASSED this 24th day of February, 2025

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MAYOR

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CLERK



## THE CORPORATION OF THE TOWN OF OAKVILLE

### BY-LAW NUMBER 2025-039

A by-law to amend EV Charging Station By-law 2020-084

**WHEREAS** EV Charging Station By-law 2020-084 was approved by the Council for the Corporation of the Town of Oakville (the “Council”) on August 4, 2020;

**WHEREAS** Council, at its meeting of December 16, 2024 approved amendments to any Town By-laws required to enable the implementation of By-law 2024-187, Towing Without the Vehicle Owner’s Consent By-law, to be presented to Council at a future Council meeting without a separate report;

**WHEREAS** Council wishes to amend EV Charging Station By-law 2020-084 as set out in this By-law;

#### **COUNCIL ENACTS AS FOLLOWS:**

1. Section 1 “Definitions” of EV Charging Station By-law 2020-084 be amended by adding the following new definition in alphabetical order:

**“OFFICER”** means any person authorized by the Town of Oakville to enforce by-laws and includes Mobile Compliance Officers, Municipal Law Enforcement Officers, and police officers;
2. EV Charging Station By-law 2020-084 be amended by adding the following new section 2.1:
  - 2.1 Upon discovery of any vehicle parked or stopped in contravention of the provisions of this By-law, an Officer may provide for the removal and impounding of the vehicle in accordance with Towing Without the Vehicle Owner’s Consent By-law 2024-187.
3. That all other provisions of EV Charging Station By-law 2020-084 hereby remain in force and effect.
4. This By-law comes into force and effect on February 28, 2025 at 12:01 a.m.

PASSED this 24th day of February, 2025

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MAYOR

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CLERK



OAKVILLE

**THE CORPORATION OF THE TOWN OF OAKVILLE**

**BY-LAW NUMBER 2025-040**

A by-law to amend Fire Route By-law 1981-066

**WHEREAS** subsection 11(2) of the *Municipal Act, 2001*, S.O. 2001, c. 25 provides that a local municipality may pass by-laws respecting the health, safety and well-being of persons;

**WHEREAS** subsection 7.1(1)(c) of the *Fire Protection and Prevention Act, 1997*, S.O. 1997, c.4 provides that a municipality may pass by-laws designating private roads as fire routes along which no parking of vehicles shall be permitted and providing for the removal and impounding of any vehicle parked or left along any of the fire routes at the expense of the owner of the vehicle;

**WHEREAS** Fire Route By-law 1981-066, as amended was approved by the Council for the Corporation of the Town of Oakville (the “Council”) on May 4, 1981;

**WHEREAS** Council, at its meeting of December 16, 2024 approved amendments to any Town By-laws required to enable the implementation of By-law 2024-187, Towing Without the Vehicle Owner’s Consent By-law, to be presented to Council at a future Council meeting without a separate report;

**WHEREAS** Council wishes to amend Fire Route By-law 1981-066 as set out in this By-law;

**COUNCIL ENACTS AS FOLLOWS:**

1. The definition of “enforcement officer” in subsection 1(a) of Fire Route By-law 1981-66 is hereby amended by adding “, a Mobile Compliance Officer” after “special constable” in line 3 of the definition.
2. Fire Route By-law 1981-66 is hereby amended by adding new section 13 as follows:
  13. Upon discovery of any vehicle parked or left along a fire route in contravention of the provisions of this by-law, an enforcement officer may provide for the removal and impounding of the vehicle in accordance with Towing Without the Vehicle Owner’s Consent By-law 2024-187.

2. That all other provisions of Fire Route By-law 1981-066 hereby remain in force and effect.
3. This By-law comes into force and effect on February 28, 2025 at 12:01 a.m.

PASSED this 24th day of February, 2025

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MAYOR

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CLERK





## THE CORPORATION OF THE TOWN OF OAKVILLE

### BY-LAW NUMBER 2025-041

A by-law to amend Parks By-law 2013-013

**WHEREAS** subsection 11(3) of the *Municipal Act, 2001*, S.O. 2001, c. 25 provides that a local municipality may pass by-laws respecting culture, parks, recreation and heritage;

**WHEREAS** Parks By-law 2013-013, as amended was approved by the Council for the Corporation of the Town of Oakville (the "Council") on March 25, 2013;

**WHEREAS** Council, at its meeting of December 16, 2024 approved amendments to any Town By-laws required to enable the implementation of By-law 2024-187, Towing Without the Vehicle Owner's Consent By-law, to be presented to Council at a future Council meeting without a separate report;

**WHEREAS** Council wishes to amend subsection 12(b) of Parks By-law 2013-013 as set out in this By-law;

#### **COUNCIL ENACTS AS FOLLOWS:**

1. Subsection 12(b) "Vehicles" of Parks By-law 2013-013 be deleted and the following substituted therefor:  
  
12(b) Upon discovery of any vehicle parked in contravention of the provisions of this by-law, an enforcement officer may provide for the removal and impounding of the vehicle in accordance with Towing Without the Vehicle Owner's Consent By-law 2024-187.
2. That all other provisions of Parks By-law 2013-013 hereby remain in force and effect.
3. This By-law comes into force and effect on February 28, 2025 at 12:01 a.m.

PASSED this 24th day of February, 2025

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MAYOR

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CLERK



**THE CORPORATION OF THE TOWN OF OAKVILLE**

**BY-LAW NUMBER 2025-043**

A by-law to amend Uniform Traffic Control By-law 1984-1

**WHEREAS** subsection 11(3) of the *Municipal Act, 2001*, S.O. 2001, c. 25 provides that lower-tier municipalities may pass by-laws respecting matters pertaining to highways, including parking and traffic on highways;

**WHEREAS** Uniform Traffic Control By-law 1984-1, as amended was approved by the Council for the Corporation of the Town of Oakville (the “Council”) on December 17, 1984;

**WHEREAS** Council, at its meeting of December 16, 2024 approved amendments to any Town By-laws required to enable the implementation of By-law 2024-187, Towing Without the Vehicle Owner’s Consent By-law, to be presented to Council at a future Council meeting without a separate report;

**WHEREAS** Council wishes to amend Part III subsections 5(5)(c), 5(14) and 6(3) of Uniform Traffic Control By-law 1984-1 as set out in this By-law;

**COUNCIL ENACTS AS FOLLOWS:**

1. Part III subsection 5(5)(c) of Uniform Traffic Control By-law 1984-1 be deleted and following substituted therefor:

5(5)(c) Removal

Where,

- (i) the owner or driver so notified to remove the vehicle does not do so, or
- (ii) the owner or driver cannot immediately be located, then the said vehicle may be removed and impounded in accordance with Towing Without the Vehicle Owner’s Consent By-law 2024-187.

2. Part III subsection 5(14) of Uniform Traffic Control By-law 1984-1 be deleted and following substituted therefor:

5(14) Towing

Vehicles parked in contravention of this Section may be towed away in accordance with Towing Without the Vehicle Owner’s Consent By-law 2024-187.

3. Part III subsection 6(3) of Uniform Traffic Control By-law 1984-1 be deleted and following substituted therefor:

6(3) Towing  
Vehicles parked in contravention of this Section may be towed away in accordance with Towing Without the Vehicle Owner’s Consent By-law 2024-187.

4. That all other provisions of Uniform Traffic Control By-law 1984-1 hereby remain in force and effect.

5. This By-law comes into force and effect on February 28, 2025 at 12:01 a.m.

PASSED this 24th day of February, 2025

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MAYOR

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CLERK



**THE CORPORATION OF THE TOWN OF OAKVILLE**

**BY-LAW NUMBER 2025-044**

A by-law to By-law 1965-10, being a by-law providing for the use of parking meters and parking payment machines

**WHEREAS** By-law 1965-10, a by-law providing for the use of parking meters and parking payment machines was approved by the Council for the Corporation of the Town of Oakville (the “Council”) on January 18, 1965;

**WHEREAS** Council, at its meeting of December 16, 2024 approved amendments to any Town By-laws required to enable the implementation of By-law 2024-187, Towing Without the Vehicle Owner’s Consent By-law, to be presented to Council at a future Council meeting without a separate report;

**WHEREAS** Council wishes to amend By-law 1965-10 as set out in this By-law;

**COUNCIL ENACTS AS FOLLOWS:**

1. Section 1 “Definitions” of By-law 1965-10 be amended by adding the following new definition (a.1):
  - (a.1) “Officer” means any person authorized by the Town of Oakville to enforce by-laws and includes Mobile Compliance Officers, Municipal Law Enforcement Officers, and police officers;
2. By-law 1965-10 be amended by adding the following new section 12.1:
  - 12.1 Upon discovery of any vehicle parked or stopped in contravention of the provisions of this By-law, an Officer may provide for the removal and impounding of the vehicle in accordance with Towing Without the Vehicle Owner’s Consent By-law 2024-187.
3. That all other provisions of By-law 1965-10 hereby remain in force and effect.
4. This By-law comes into force and effect on February 28, 2025 at 12:01 a.m.

PASSED this 24th day of February, 2025

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MAYOR

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CLERK



OAKVILLE

**THE CORPORATION OF THE TOWN OF OAKVILLE**

**BY-LAW NUMBER 2025-045**

A by-law to amend By-law 1981-65, being a by-law to prohibit the parking or leaving of motor vehicles on private property without the consent of the owner or occupant of the property

**WHEREAS** section 100.1 of the *Municipal Act, 2001*, S.O. 2001, c. 25 provides that a local municipality may, in respect of land not owned or occupied by the municipality, regulate or prohibit the parking or leaving of motor vehicles without the consent of the owner of the land;

**WHEREAS** subsection 101(3) of the *Municipal Act* provides that if signs are erected on land specifying conditions on which a motor vehicle may be parked or left on the land or regulating or prohibiting the parking or leaving of a motor vehicle on the land, a motor vehicle parked or left on the land contrary to the conditions or prohibition shall be deemed to have been parked or left without consent;

**WHEREAS** By-law 1981-65, a by-law to prohibit the parking or leaving of motor vehicles on private property without the consent of the owner or occupant of the property, as amended was approved by the Council for the Corporation of the Town of Oakville (the “Council”) on May 4, 1981;

**WHEREAS** Council, at its meeting of December 16, 2024 approved amendments to any Town By-laws required to enable the implementation of By-law 2024-187, Towing Without the Vehicle Owner’s Consent By-law, to be presented to Council at a future Council meeting without a separate report;

**WHEREAS** Council wishes to amend By-law 1981-65 as set out in this By-law;

**COUNCIL ENACTS AS FOLLOWS:**

1. The definition of “enforcement officer” in subsection 1(a) of By-law 1981-65 is hereby amended by adding “, a Mobile Compliance Officer” after “special constable” in line 3 of the definition.
2. Section 1 of By-law 1981-65 be amended by the addition of new definition (e) as follows:

- (e) “private property” means any land not owned or occupied by the Town of Oakville, including parking lots;
  
- 3. Section 3 of By-law 1981-65 be deleted and the following substituted therefor:
  - 3. Upon discovery of any vehicle parked in contravention of the provisions of this by-law, an enforcement officer may provide for the removing and impounding of the vehicle in accordance with Towing Without the Vehicle Owner’s Consent By-law 2024-187.
  
- 4. New Section 12 be added to By-law 1981-65 as follows:
  - 12. This by-law may be known as the “Parking on Private Property Without Consent By-law”.
  
- 5. That all other provisions of By-law 1981-65 hereby remain in force and effect.
  
- 6. This By-law comes into force and effect on February 28, 2025 at 12:01 a.m.

PASSED this 24th day of February, 2025

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MAYOR

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CLERK





OAKVILLE

**THE CORPORATION OF THE TOWN OF OAKVILLE**

**BY-LAW NUMBER 2025-046**

A by-law to amend By-law 1979-59, being a by-law to regulate the parking of vehicles on Town parking lots controlled by a parking payment machine or parking permit

**WHEREAS** subsection 11(3) of the *Municipal Act, 2001*, S.O. 2001, c. 25 provides that a local municipality may pass by-laws respecting parking and traffic on highways and parking except on highways;

**WHEREAS** By-law 1979-59, a by-law to regulate the parking of vehicles on Town parking lots controlled by a parking payment machine or parking permit, as amended was approved by the Council for the Corporation of the Town of Oakville (the “Council”) on June 9, 1979;

WHEREAS Council, at its meeting of December 16, 2024 approved amendments to any Town By-laws required to enable the implementation of By-law 2024-187, Towing Without the Vehicle Owner’s Consent By-law, to be presented to Council at a future Council meeting without a separate report;

**WHEREAS** Council wishes to amend By-law 1979-59 as set out in this By-law;

**COUNCIL ENACTS AS FOLLOWS:**

1. The title of By-law 1979-59 be amended by deleting “controlled by a parking payment machine or parking permit”.
2. The definition of “ENFORCEMENT OFFICER” in subsection 1(a) of By-law 1979-59 is hereby amended by adding “, a Mobile Compliance Officer” after “special constable” in line 2 of the definition.
3. The definition of “SPECIAL EVENT” in subsection 1(g) of By-law 1979-59 be amended by deleting “Engineering and Construction” and substituting “Transportation and Engineering” therefor.
4. Section 3 of By-law 1979-59 be deleted and the following substituted therefor:

3. The Director of Transportation and Engineering or designate, or the Direction of Municipal Enforcement Services or designate shall lay out the parking lot in clearly defined parking spaces.
  
5. Section 4 of By-law 1979-59 be deleted and the following substituted therefor:
  4. A parking payment machine shall be installed and maintained on the parking lot where paid parking applies.
  
6. New section 8.1 be added to By-law 1979-59 as follows:
  - 8.1 Upon discovery of any vehicle parked in contravention of the provisions of this by-law, an enforcement officer may provide for the removing and impounding of the vehicle in accordance with Towing Without the Vehicle Owner’s Consent By-law 2024-187.
  
7. Section 11 of By-law 1979-59 be deleted and the following substituted therefor:
  11. Unless otherwise permitted in this by-law or unless authorized by the Director of Municipal Enforcement Services, or designate, no person shall park a vehicle between 2:00 a.m. and 6:00 a.m. on any parking lot identified in Schedule B.
  
8. New section 15 be added to By-law 1979-59 as follows:
  15. This by-law may be known as the “Parking on Town Parking Lots By-law”.
  
9. Schedule A to By-law 1979-59 be amended by deleting parking lot 6)A;
  
10. Schedule A to By-law 1979-59 be amended by adding new parking lot 13 in numerical order as follows:

	<b><u>COLUMN 1</u></b> <b><u>Parking Lot Number &amp; Location</u></b>	<b><u>COLUMN 2</u></b> <b><u>Periods When Fees to be Paid</u></b>	<b><u>COLUMN 3</u></b> <b><u>Maximum Periods Covered by Fees</u></b>	<b><u>COLUMN 4</u></b> <b><u>Fee</u></b>	
13)	Water Street, west side, north of Lot 14 and Randall Street Bridge	Monday to Saturday 9:00 a.m. to 6:00 p.m.	Permit only	Note <sup>1</sup>	13)

11. Schedule A to By-law 1979-59 be amended by deleting the parking lot location for Lot F and substituting “161 Water Street” therefor.

12. Schedule A to By-law 1979-59 be amended by adding new parking lot “Lower Lot F” after “F” as follows:

	<b><u>COLUMN 1</u></b> <b><u>Parking Lot Number &amp; Location</u></b>	<b><u>COLUMN 2</u></b> <b><u>Periods When Fees to be Paid</u></b>	<b><u>COLUMN 3</u></b> <b><u>Maximum Periods Covered by Fees</u></b>	<b><u>COLUMN 4</u></b> <b><u>Fee</u></b>	
Lower Lot F)	125 Randall Street (access from Water Street) Overnight Parking by Permit Daily Space Rental by Permit Cost to replace or amend permit	Monday to Saturday 9:00 a.m. to 6:00 p.m.  2:00 am to 6:00 am	9 hours	Note <sup>1</sup>  Note <sup>1</sup>	Lower Lot F)

13. Schedule B to By-law 1979-59 be amended by adding new (A) and (B) before the table of municipal carparks and locations as follows:

(A) All Town parking lots where fees are not charged for parking; and

(B) The following municipal carparks and locations:

14. The table of municipal carparks and locations in Schedule B to By-law 1979-59 be amended by deleting municipal carpark 6A.

15. The table of municipal carparks and locations in Schedule B to By-law 1979-59 be amended by adding the following new municipal carpark 13 in numerical order:

13 Water Street, west side, north of Lot 14 and Randall Street Bridge

16. The table of municipal carparks and locations in Schedule B to By-law 1979-59 be amended by deleting the location of municipal carpark F and substituting “161 Water Street” therefor.

17. The table of municipal carparks and locations in Schedule B to By-law 1979-59 be amended by adding the following new municipal carpark Lower Lot F after municipal carpark F:

Lower Lot F 125 Randall Street (access from Water Street)

18. That all other provisions of By-law 1979-59 hereby remain in force and effect.

19. This By-law comes into force and effect on February 28, 2025 at 12:01 a.m.

PASSED this 24th day of February, 2025

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MAYOR

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CLERK



**THE CORPORATION OF THE TOWN OF OAKVILLE**

**BY-LAW NUMBER 2025-049**

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 24<sup>th</sup> day of February, 2025

\_\_\_\_\_  
Rob Burton

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Vicki Tytaneck

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Town Clerk