



Town of Oakville Council

AGENDA

Date: Monday, March 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>.

	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, FEBRUARY 18, 2025	5 - 10
4.2 Minutes of the Regular Session of Council, FEBRUARY 24, 2025	11 - 20
4.3 Confidential Minutes of the Closed Session of Council, FEBRUARY 24, 2025	
4.4 Minutes of Regular Session of the Planning and Development Session of Council, MARCH 3, 2025	21 - 28
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)

8.1 Public Notice and Engagement Policy and Procedure

29 - 60

Recommendation:

1. That the updated Public Notice and Engagement Policy be approved.
2. That the updated Public Notice and Engagement Procedure be received.

8.2 Housekeeping Amendments to the Sign By-law 2018-153 and Parking Administrative Penalties By-law 2015-071 respecting EV Charging Stations (By-law 2025-008 and By-law 2025-009)

61 - 68

Recommendation:

1. That By-law 2025-008, a by-law to amend Sign By-law 2018-153, as amended, attached as Appendix A to the report from Municipal Enforcement Services dated March 11, 2025 be passed.
2. That By-law 2025-009, a by-law to amend Parking Administrative Penalties By-law 2015-071, as amended, attached as Appendix B to the report from Municipal Enforcement Services dated March 11, 2025 be passed.
3. That the fees labeled as “Park Vehicle in EV Charging Station without Charging” and “Stop Vehicle in EV Charging Station without Charging” in the Rates and Fees Schedule be changed to “Park Vehicle in EV Charging Station without Being Attached to Charging Equipment” and “Stop Vehicle in EV Charging Station without Being Attached to Charging Equipment” effective immediately, and such change be included in the Rates and Fees Schedule.

8.3 2024 Statement of Remuneration and Expenses paid to Members of Council and Committees

69 - 73

Recommendation:

That the annual statement of remuneration and expenses paid to members of Council and appointed members of the Committee of Adjustment prepared by the Finance Department, in accordance with Section 284 of the *Municipal Act, 2001*, be received.

8.4 Teo's Law – Request to consider a Pool Safety By-law and amendments to the Pool Enclosure By-law 74 - 80

Recommendation:

That the report dated March 11, 2025, from Municipal Enforcement Services, be received.

9. Confidential Consent Item(s)

There are no Confidential Consent Items listed for this agenda.

10. Discussion Item(s)

Item 10.3 see Addendum to be distributed.

10.1 OEC Quarterly Update – March 24, 2025 81 - 82

Recommendation:

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

10.2 Flooding Preparedness 83 - 91

Recommendation:

That the report from Roads and Works Operations entitled Flooding Preparedness, dated March 11, 2025, be received for information.

10.3 Tariff Task Force Update

11. Confidential Discussion Item(s)

There are no Confidential Discussion Items listed for this agenda.

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 February 12 - March 11, 2025 92 - 95

14.2 INTERNAL MEMO - Clerk's Department RE: Corporate Procedure Updates - Q1 2025 96 - 97

14.3	INTERNAL MEMO - Finance Department RE: Affordable Housing Exemptions under the Development Charges Act, 1997	98 - 99
14.4	INTERNAL MEMO - Finance Department RE: Annual Indexing of Development Charge Rates	100 - 101
14.5	INTERNAL MEMO - Parks and Open Space RE: Bronte Waterfront Strategy	102 - 103
15.	Status of Outstanding Issues	104 - 119
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:	
19.1	By-law 2025-008 A by-law to amend Sign By-law 2018-153 (RE: Item 8.2)	
19.2	By-law 2025-009 A by-law to amend Parking Administrative Penalties By-law 2015-071 (RE: Item 8.2)	
19.3	By-law 2025-079 A by-law to confirm the proceedings of a meeting of Council	120 - 120
20.	Adjournment	



Town of Oakville
Planning and Development Council
MINUTES

Date: February 18, 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
- P. Damaso, Commissioner of Community Services
- M. Mizzi, Commissioner of Community Development
- D. Carr, Town Solicitor
- G. Charles, Director of Planning Services
- J. Stephen, Director of Transportation and Engineering
- N. Chandra, Assistant Town Solicitor
- J. Huctwith, Assistant Town Solicitor
- R. Diec Stormes, Director Economic Development
- C. Mark, Director Parks and Open Space
- K. Biggar, Manager of Policy Planning and Heritage
- L. Musson, Manager of Planning Services, East District

K. Parker, Manager of Development Services
S. von Kursell, Manager of Midtown Oakville Program
G. Abma, Senior Planner
A. Holland, Acting Town Clerk
J. Radomirovic, Council and Committee Coordinator

The Town of Oakville Council met in regular session to consider planning matters on this 18 day of February, 2025 in the Council Chamber of the Oakville Municipal Building, 1225 Trafalgar Road, commencing at 6:30 p.m.

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 McNeice

Seconded by Councillor Haslett-Theall

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

CARRIED

4. Consent Items(s)

There were no Consent Items.

5. Confidential Consent Item(s)

There were no Confidential Consent Items.

6. Public Hearing Item(s)

There were no Public Hearing Items.

7. Discussion Item(s)

**7.1 Recommendation Report – Midtown Oakville and Community
Planning Permit System Official Plan Amendment**

The following delegates spoke :

Jonathan Sprawson congratulated Mayor, Councillors and the Town staff for their amazing work, concerned regarding deleting the development charges, would like to see the neighborhood that has the right number of people and cars, suggested to have 5 storey buildings instead of high rise.

Aidan Tracey, speaking on behalf of growing number of local residents, excited to see the approval of the OPA, asked Councillors to make sure that the community will be protected, what is immediate step after the approval of the OPA, how they plan to intervene and review the facts that have been presented, does the Town have a protective plan that starts tomorrow and are they mobilizing resources.

Douglas McKirgan, TRCA, supports the OPA, thanked to Town Staff on their professionalism and hard work, to Mayor and Councillors on their endurance and patience and to residents for their engagement, suggested to count on residents help in the future.

Jim Goodfellow, congratulated Mayor, Councillors and the Town Staff on a good work, delighted with the staff recommended statement for the density above the threshold, suggested to take an immediate first step to ensure the alignment between OPA and TOC,

Anya Dunning, We love Oakville, congratulated Mayor, Councillors, Staff for hard work in developing this OPA, hoped that OPA will be approved, suggested an immediate contact with Ministry of Municipal Affairs to prioritize the final review of the OPA.

Elizabeth Chalmers, JCRA, supported the proposed OPA and asked Councillors to approve it, appreciated the extensive public engagement that has taken place over a number of years, thanked the Planning Staff for their considerable and comprehensive work on OPA that will develop Midtown as a livable and complete community, asked the Mayor and Councillors to actively advocate for the Province's Ministry of Municipal Affairs to approve OPA.

Derek Zapp, president of CRA, supported the approval of OPA, thanked the Councillors, asked if there is anything that they can do to support as a Resident Association.

Moved by Councillor Haslett-Theall

1. That Council adopt the recommended town-initiated Official Plan Amendment (OPA 70) for Midtown Oakville which provides area-

specific and town-wide policies regarding related matters including the use of a Community Planning Permit System.

2. That By-law 2025-37, a by-law to adopt OPA 70 to the *Livable Oakville* Plan, be passed.
3. That notice of Council's decision to adopt OPA 70 reflect that Council has fully considered all written and oral submissions relating to this matter and that those comments have been appropriately addressed.
4. That staff prepare the prescribed record and submit OPA 70 to the Minister of Municipal Affairs and Housing for approval.

For (15): 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, and Councillor Xie

CARRIED (15 to 0)

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 O'Meara

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 Discussion Item 7.1.

Moved by Councillor Grant

Seconded by Councillor Elgar

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

CARRIED

11. New Business

(Emergency, Congratulatory or Condolence)

12. Consideration and Reading of By-laws

12.1 By-law 2025-036

A by-law to declare that certain land is not subject to part lot control
(Blocks 10, 22, 26 and 37, Plan 20M-1275 – GG Redoak Inc.)

12.2 By-law 2025-037

A by-law to amend the Livable Oakville Official Plan to incorporate new policies for the Midtown Oakville Protected Major Transit Station Area and Community Planning Permit System. (Re: Item 7.1)

12.3 By-law 2025-048

A by-law to declare that certain land is not subject to part lot control
(Blocks 277 and 278, Plan 20M-1288 – Mattamy (Joshua Creek) Limited)

12.4 By-law 2025-047

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

Moved by Councillor Knoll

Seconded by Councillor Xie

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 8:13 p.m.

Planning and Development Council Minutes February 18, 2025

Andrea Holland, Acting Town
Clerk



Town of Oakville

Council Minutes

Date: February 24, 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
- P. Damaso, Commissioner of Community Services
- M. Mizzi, Commissioner of Community Development
- D. Carr, Acting Commissioner of Corporate Services
- J. Clarke, Director of Corporate Strategy and Government Relations
- V. Tytaneck, Town Clerk
- N. Coric, Council and Committee Coordinator

The Town of Oakville Council met in regular session this 24th day of February, 2025 in the Council Chamber of the Oakville Municipal Building, 1225 Trafalgar Road, Oakville commencing at 6:30 p.m.

1. O Canada

2. Regrets

As noted above.

3. Declarations of Pecuniary Interest

Councillor Knoll declared a pecuniary interest with respect to Item 8.2 - 2025 Budgets for Business Improvement Areas subsection (3) as he is the owner and director of a corporation that is a member of the Kerr Village BIA.

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

4.1 Minutes of the Regular Session of the Planning and Development Session of Council, JANUARY 20, 2025

4.2 Minutes of the Regular Session of Council, JANUARY 27, 2025

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

Moved by Councillor Nanda

Seconded by Councillor Longo

1. That the minutes of the Regular Session of Planning and Development session of Council dated January 20, 2025 be approved.
2. That the minutes of the Regular Session of Council dated January 27, 2025 be approved.
3. That the confidential minutes of the Closed Session of Council dated January 27, 2025 be approved.
4. That the minutes of the Regular Session of Planning and Development session of Council February 3, 2025 be approved.

CARRIED

5. Public Presentation(s)

There were no public presentations.

6. Standing Committee Report(s)

There were no Standing Committee reports.

7. Committee of the Whole

Moved by Councillor Haslett-Theall

Seconded by Councillor Lishchyna

That this meeting proceed into Committee of the Whole.

CARRIED

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

8. Consent Item(s)

8.1 2025 Halton Court Services Business Plan and Budget

Moved by Councillor Adams

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

CARRIED

8.2 2025 Budgets for Business Improvements Areas

Moved by Councillor Adams

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.

CARRIED

Councillor Knoll having declared a pecuniary interest did not vote.

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

Moved by Councillor Adams

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.

CARRIED

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

Moved by Councillor Adams

That the report entitled Prioritization of the Short-Term Parks, Recreation and Library Master Plan Actions, dated February 18, 2025, be received.

CARRIED

8.3 2023-2026 Council Strategic Action Plan Progress Report

Moved by Councillor Adams

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

CARRIED

9. Confidential Consent Item(s)

9.1 Corporate Services Commission Human Resources Matter

Moved by Councillor Longo

That the confidential recommendation in the Office of the Chief Administrative Officer's confidential Corporate Services Commission Human Resources Matter report dated February 18, 2025, be approved as follows:

That Andrea Holland be appointed as Acting Clerk and that By-law 2025-058, a by-law to appoint Andrea Holland as Acting Clerk of The Corporation of the Town of Oakville and to repeal By-law 2014-097, be passed.

CARRIED

10. Discussion Item(s)

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

Moved by Councillor O'Meara

That this item be withdrawn.

CARRIED

10.2 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.

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)

10.3 Customer Experience in Building Services and Planning and Development Departments

Moved by Councillor O'Meara

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

CARRIED

11. Confidential Discussion Item(s)

11.1 Cybersecurity Update

Moved by Councillor Knoll

CLOSED SESSION

That Council resolve into a closed session for the purpose of dealing with security of the property of the municipality or local board; with respect to Item 11.1 - Cybersecurity Update

CARRIED

Council resolved into closed session at 7:02 p.m.

Council resolved back into open session at 8:21 p.m.

Moved by Councillor Gittings

That the Cybersecurity presentation from the Information Technology Solutions department be received.

CARRIED

12. Advisory Committee Minutes

There were no Advisory Committee Minutes for this meeting.

13. Rise and Report to Council

Moved by Councillor Xie

That this Committee rise and report.

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, Confidential Consent Item 9.1, Discussion Items 10.1, 10.2, 10.3, Confidential Discussion Item 11.1 as noted by the Clerk.

CARRIED

14. Information Items (Circulated Electronically)

15. Status of Outstanding Issues

16. New Business

There was no new business.

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

18. Requests for Reports

19. Consideration and Reading of By-Laws

19.1 By-law 2025-038

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

19.2 By-law 2025-039

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

19.3 By-law 2025-040

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

19.4 By-law 2025-041

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

19.5 By-law 2025-042

A by-law to amend Towing Without the Vehicle Owner's Consent By-law 2024-187 (RE:Item 8.4)

19.6 By-law 2025-043

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

19.7 By-law 2025-044

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

19.8 By-law 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

19.9 By-law 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

19.10 By-law 2025-049

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

19.11 By-law 2025-058

A by-law to appoint Andrea Holland as Acting Clerk of The Corporation of the Town of Oakville and to repeal By-law 2014-097

Moved by Councillor Chisholm

Seconded by Councillor Adams

That the by-laws noted above be passed.

CARRIED

The Mayor gave written approval of the by-laws noted above that were passed during the meeting.

20. Adjournment

The Mayor adjourned the meeting at 8:25 p.m.

Vicki Tytaneck, Town Clerk



Town of Oakville
Planning and Development Council
MINUTES

Date: March 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
- P. Damaso, Commissioner of Community Services
- D. Carr, Town Solicitor
- M. Mizzi, Commissioner of Community Development
- G. Charles, Director of Planning Services
- J. Stephen, Director of Transportation and Engineering
- K. Biggar, Manager of Policy Planning and Heritage
- R. Kaminski, Director and Chief Building Official
- R. Diec Stormes, Director Economic Development
- S. Campbell, Director Municipal Enforcement Services
- L. Musson, Manager of Planning Services, East District
- K. Parker, Manager of Development Services

P. Barrette, Manager of Planning Services, West District
K. Cockburn, Senior Planner
B. Hassan, Senior Planner
C. Buckerfield, Senior 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 3 day of March, 2025 in the Council Chamber of the Oakville Municipal Building, 1225 Trafalgar Road, commencing at 6:30 p.m.

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 Elgar
Seconded by Councillor Xie

That this meeting proceed into Committee of the Whole session.

CARRIED

4. Consent Items(s)

There were no Consent Items.

5. Confidential Consent Item(s)

5.1 OLT appeal 2652508 Ontario Inc (627 Lyons Lane)

Moved by Councillor Elgar

1. That the confidential direction provided in the Legal report “ OLT APPEAL 2652508 ONTARIO INC (627 LYONS LANE)” dated February 26, 2025 be approved, and

2. That staff be authorized to attempt to settle the appeal in accordance with the policy direction for Midtown in OPA 70, to the satisfaction of the Director of Planning and Town Solicitor.

CARRIED

6. Public Hearing Item(s)

6.1 Public Meeting Report for Draft Plan of Subdivision and Zoning By-law Amendment, 1156 Burnhamthorpe Road East, Mattamy (Joshua Creek) Limited, 24T-24005/1309 and Z.1309.08

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

Erika Lindsay, Mattamy (Joshua Creek) Limited presented the proposed Plan of Subdivision on behalf of applicant.

Mayor Burton transferred the chair to Councillor Knoll.

Moved by Mayor Burton

1. That comments from the public with respect to the proposed Draft Plan of Subdivision and Zoning By-law Amendment submitted by Mattamy (Joshua Creek) Limited (File No.: 24T-24005/1309 and Z.1309-08) be received.
2. That staff consider such comments as may be provided by Council:
 - a. Appropriate sizing and shape of the Village Squares, including any credit that may be applied by the Town.
 - b. Design and alignment of roads.
 - c. Supplemental parking for rear-lane parking.
 - d. Snow storage areas.
3. That the Street Names for Public Roads Procedure, under the Municipal Roads Policy, be waived to permit one of the roads within this future subdivision be named "Sybil Rampen Way".

For (15): 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, and Councillor Xie

CARRIED (15 to 0)

Councillor Knoll transferred the chair to Mayor Burton.

7. Discussion Item(s)

7.1 Recommendation Report for Official Plan Amendment and Zoning By-law Amendment - 15 Loyalist Trail, Rowhedge Construction Ltd., File Nos.: OPA.1215.05 and Z.1215.05

Moved by Councillor Nanda

1. That the Official Plan Amendment and Zoning By-law Amendment applications submitted by Rowhedge Construction Ltd. (File Nos.: OPA 1215.05 and Z.1215.05) be refused;
2. That the notice of Council's decision reflect that Council has fully considered all of the written and verbal submissions relating to these matters and that those comments have been appropriately addressed; and
3. That, in accordance with Section 34(17) of the *Planning Act*, no further notice is determined to be necessary.

CARRIED

7.2 Recommendation Report - Town-initiated Official Plan Amendments, Neyagawa Urban Core Review, File No. 42.15.60 – March 3, 2025

RECESS

The Mayor recessed the meeting at 8:27 p.m. and resumed at 8:37 p.m.

Moved by Councillor O'Meara

1. That the recommended town-initiated Official Plan Amendment Number 45 (OPA 45) and Official Plan Amendment Number 326 (OPA 326) be adopted on the basis that they are consistent with the Provincial Planning Statement, conform or do not conflict with

applicable Provincial Plans, the Halton Region Official Plan, the Livable Oakville Plan and 1984 Official Plan, have regard for matters of Provincial interest, and represent good planning for the reasons set out in the report “Recommendation Report - Town-initiated Official Plan Amendments, Neyagawa Urban Core Review, File No. 42.15.60 – March 3, 2025” from the Planning and Development department;

2. That By-law 2025-005, a by-law to adopt Official Plan Amendment Number 45 (OPA 45) to amend the Livable Oakville Plan Schedule A1 and Official Plan Amendment Number 326 (OPA 326) to amend the North Oakville East Secondary Plan to update schedules to identify Neyagawa Urban Core Strategic Growth Area and designate the lands as “Neyagawa Urban Core Area” and introduce enabling land use, functional and implementation policies, be passed; and
3. That notice of Council’s decision reflects that Council has fully considered all written and oral submissions relating to this matter and that those comments have been appropriately addressed.
4. That the report titled “Recommendation Report - Town-initiated Official Plan Amendments, Neyagawa Urban Core Review, File No. 42.15.60 – March 3, 2025” be forwarded to the Ministry of Transportation, Halton Region, Town of Milton and NOCBI to support the implementation of the 407 Transitway station at Neyagawa Boulevard and Highway 407.

For (12): Mayor Burton, Councillor Chisholm, Councillor Duddeck, Councillor Elgar, Councillor Gittings, Councillor Grant, Councillor Haslett-Theall, Councillor Knoll, Councillor Lishchyna, Councillor Longo, Councillor McNeice, and Councillor O'Meara

Against (3): Councillor Adams, Councillor Nanda, and Councillor Xie

CARRIED (12 to 3)

8. Confidential Discussion Item(s)

There were no Confidential Discussion Items.

9. Advisory Committee Minutes

9.1 Heritage Oakville Advisory Committee Minutes February 25, 2025

Moved by Councillor Gittings

That the following recommendation pertaining to Items 4.2 and 4.3 of the Heritage Oakville Advisory Committee minutes from its meeting on February 25, 2025, be approved and the remainder of the minutes be received:

4.2 Heritage permit application HP005/25-42.20T – 65 Thomas Street – Construction of new rear additions:

1. That Heritage Permit Application HP005/25-42.20T for the construction of new rear additions at 65 Thomas Street, as attached in Appendix B to the report dated February 11, 2025, from Planning and Development, be approved subject to the following:
 - a. That final details on the new cladding, windows and doors be submitted to Heritage Planning staff for final approval; and,
2. That this heritage permit expires two years from the date of final approval by Council.

4.3 Heritage permit application HP004/25-42.20R – 358 Reynolds Street – Demolition of medical building and parking lot:

1. That Heritage Permit Application HP004/25-42.20R for the demolition of the medical building and parking lot at 358 Reynolds Street, as attached in Appendix B to the report dated February 11, 2025, from Planning and Development, be approved subject to the following:
 - a. That the owners seed and fence the property post-demolition and that final details on this work be submitted to Heritage Planning staff for approval;
 - b. That the property owners allow for salvage of materials from the building; and,
2. That this heritage permit expires two years from the date of final approval by Council.

CARRIED

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 Confidential Consent Item 5.1, Public Hearing Item 6.1, Discussion Items 7.1 and 7.2, and Advisory Committee Minutes 9.1.

Moved by Councillor Knoll

Seconded by Councillor Chisholm

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

CARRIED

11. New Business

O'Meara invited Councillors to attend Big Brothers and Big Sisters bowl for kids' tournament on March 26th.

Nanda invited Councillors to attend a third Annual International Women's Day on March 6th at the Town Hall.

12. Consideration and Reading of By-laws

12.1 By-law 2025-005

A by-law to adopt Official Plan Amendment No. 326 to the 1984 Oakville Official Plan to establish policies for the Neyagawa Urban Core strategic growth area, and to adopt Official Plan Amendment No. 45 to the Livable Oakville Plan to update the town's urban structure accordingly (Town of Oakville, Neyagawa Urban Core Review, File No. 42.15.60) **(Item 7.2)**

12.2 By-law 2025-051

A by-law to declare that certain land is not subject to part lot control (Blocks 14 and 21, Plan 20M-1275 – GG Redoak Inc.)

12.3 By-law 2025-057

A by-law to declare that certain land is not subject to part lot control (Blocks 272, 273, 274, 275, 279, 280 and 282, Plan 20M-1288 – Mattamy (Joshua Creek) Limited)

12.4 By-law 2025-052

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

Moved by Councillor Xie

Seconded by Councillor Elgar

That the by-laws noted above, be passed.

CARRIED

The Mayor gave written approval of the by-laws noted above that were passed during the meeting.

13. Adjournment

The Mayor adjourned the meeting at 8:45 p.m.

Andrea Holland, Acting Town
Clerk

REPORT

Council

Meeting Date: March 24, 2025

FROM: Corporate Strategy and Government Relations Department

DATE: March 11, 2025

SUBJECT: **Public Notice and Engagement Policy and Procedure**

LOCATION: Town Hall

WARD: Town-wide

Page 1

RECOMMENDATION:

1. That the updated Public Notice and Engagement Policy be approved.
2. That the updated Public Notice and Engagement Procedure be received.

KEY FACTS:

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

- On [June 17, 2024](#), staff presented a revised Public Notice and Engagement Policy and Procedure to Council. Council deferred the report and requested staff to evaluate the notice distance requirement for statutory public meetings and the timeframe to inform Council members of the matters within their wards.
- On [November 18, 2024](#), staff reported back to Council on the outstanding matters requested at the June 17th meeting.
- At the November 18, 2024 Council meeting, Council deferred the staff report and requested staff further review procedures to ensure that Council members are informed of local issues in advance of the public when permitted by law.
- Staff held a number of follow-up consultation meetings with Members of Council to obtain their feedback and discuss their concerns related to the draft policy and procedure.

BACKGROUND:

On November 18, 2024, staff [reported](#) back to Council on two matters related to the Public Notice and Engagement Policy (previously presented to Council on [June 17,](#)

[2024](#)). The two matters were the public notice distance requirements for statutory public meetings and the timeframe to inform Council members of the matters within their ward.

At the November Council meeting, Council directed staff to review procedures to ensure that Council members are informed of local issues in advance of the public when permitted by law.

COMMENT/OPTIONS:

Staff held four follow-up consultation meetings with Members of Council to obtain their feedback and discuss their concerns related to the draft policy and procedure. Edited versions of the policy and procedure are attached as Appendix A and B respectively.

The general feedback received included:

- Clarifying the intent of public meetings so members of the public understand that no decisions have been made, especially for information meetings or open house sessions
- Clarify that public input is one input in the public engagement process and that recommendations are made based on all feedback received
- Concern over meetings initiated and held by developers with the public, but notification of these meetings is not always sent to the local councillors by the developer
- Contentious issues should be flagged to Councillors in advance of public notice
- Two-way communication with Members of Council and staff; intentional sharing of information when it's available
- Comments made by members of the public should be accurately reflected in the report back to Council
- Understanding that in some instances it may be difficult for staff to provide advanced notice of public notice, but when staff have lead-time, commitment to notify councillors of matters

Changes made to the draft policy:

- “Transparent and accountable” guiding principle amended to reference a report back to council on public feedback and to clarify that input is considered but not treated as direction to staff.
- Additional minor edits have been made to provide greater clarity to statements.

Changes made to the draft procedure:

- Added language to ensure reporting comments back to Council are “accurate and transparent”

- Statement to clarify that informal engagement should clearly indicate the intent and objective of the session and make clear that no decisions have been made or will be made at the session
- Statement to ensure every effort is taken by staff to notify Councillors of local matters with as much advanced notice as possible
- Information on “Content of Notice” and “Notice of Subsequent Meetings” elevated from Appendix A to the Procedure
- Additional minor edits have been made to provide greater clarity to statements.

The plan to cascade the policy and procedure to staff, once approved by Council, includes:

- Internal communications:
 - Profile policy, procedure and guide on Portico page
 - Tip sheet on staff obligations contained in the policy and procedure
 - Send communications out to senior leadership to share with their staff who are responsible for engagement
 - Profile in next CAO Town Hall
 - Profile in newsletter to staff
 - Utilize working team to share/promote within their departments
- Discuss with HR more in-depth training on engagement to be provided to staff responsible for engagement activities

CONSIDERATIONS:

(A) PUBLIC

The Public Notice and Engagement Policy and Procedure provides guidance and instructions on how staff will conduct engagement activities and provide notice to the public.

(B) FINANCIAL

There are no financial impacts as a result of this report at this time.

(C) IMPACT ON OTHER DEPARTMENTS & USERS

All departments and staff responsible for conducting public engagement are responsible for reading and understanding this policy and procedure.

(D) COUNCIL STRATEGIC PRIORITIES

This report addresses Council’s strategic priorities: Community Belonging and Accountable Government.

(E) CLIMATE CHANGE/ACTION

There is no direct impact to climate change or action as a result of this report.

APPENDICES:

Appendix A: Public Notice and Engagement Policy

Appendix B: Public Notice and Engagement Procedure

Prepared by:

Shahada Khan, Corporate Strategy Program Advisor

Recommended by:

Swaraj Mann, Manager, Corporate Strategy

Submitted by:

Julie Clarke, Director, Corporate Strategy and Government Relations



Public Notice and Engagement

Policy number:	G-COM-001
Section:	Governance
Sub-section:	Communications
Author:	Strategy, Policy and Communications
Authority:	Council
Effective date:	2010-08-30
Review by date:	2021
Last modified:	2016-11-14

Policy statement

The Corporation of the Town of Oakville (the town) values and encourages public engagement and is committed to open two-way communication to develop and deliver quality programs and services that meet the needs of the community.

The town shall give public notice in accordance with the Public Notice and Engagement Procedure and as required by applicable statute or regulation.

Purpose

The purpose of this policy is to establish how the town provides public notice and engagement that promotes community belonging and accountable government.

The town will consider public engagement when:

1. Designing or implementing a new policy, program, project or service;
2. Evaluating, changing or ending an existing policy, program, project or service;
3. Fulfilling a legislated or regulated requirement; or
4. Responding to a Council initiated request (scope of request will determine level of engagement).

Staff must abide by all notice requirements set out in statutes, regulations thereunder and Town of Oakville by-laws, as well as town notice requirements outlined in this policy and related procedures.

Public Notice and Engagement Guiding Principles

The town's commitment to public notice and engagement shall be guided by the following guiding principles:

1. Inclusion and mutual respect — ensuring public notice and engagement is based on building trust and relationships that seek to involve all members of the community.
2. Indigenous engagement – ensuring substantive consultation with Indigenous peoples for matters of significant interest to them.
3. Early involvement and timely communication — communicating as early as possible in the engagement process and ensuring that the information needed to meaningfully engage and understand the issue or project is available in a timely manner, so the community has sufficient time to actively participate and Council members have time to understand the issues.
4. Options for participation – providing a variety of opportunities for interested parties and the community to participate in engagement events where appropriate, such as in person and/or virtual events, with consideration for timing (e.g. day and evenings) and at locations easily accessible by participants and close to or within the neighbourhood(s) being affected.
5. Open interactive communication — working with the community in a co-operative and collaborative way to share information and provide opportunities for open and constructive dialogue.
6. Clear and accessible communication — ensuring the use of plain language and a wide variety of formats and channels of communication.
7. Transparent and accountable — sharing information, ~~and having~~ open public engagement processes, ~~including~~ careful consideration and evaluation of all feedback received and reporting back to Council before final decisions and outcomes are reached. Public input will be seriously considered but not treated as direction to staff.

7.8. Fiscally sustainable — ensuring methods and resources for public notice and engagement reflect the magnitude and complexity of the initiative.

8.9. Environmentally sustainable — ensuring the use of environmentally friendly public notice and engagement methods.

9.10. Technology - using technology including the town's website, e-Alert feature, social media platforms and other mediums to ensure there are different options available for people to access town information and notices.

10.11. Continuous improvement — evaluating and seeking better ways of engaging the community and providing efficient and effective public notice and engagement processes.

Scope

This policy applies to all types of public notice and engagement initiated by the town, which may be influenced by legislation, cost, emergency situations, timeframes, geographic areas of impact, types of notification and the degree of potential impacts on affected parties. Persons, organizations, and companies contracted by the town to do work which fits the "Purpose" of this Policy or to develop or lead engagement on behalf of the town will abide by this Policy and related procedures.

Staff that have been delegated duties, powers, and responsibilities by Council, which trigger the "Purpose" of this Policy and/or require statutory, regulated, or by-law notice provisions or notice requirements in previous Council directives for the carrying out of such duties, powers, and responsibilities, must ensure they comply with all provisions.

This Policy shall apply except where:

- The subject matter is deemed minor or administrative in nature and/or Council has authorized that no public notice is required; or
- Council directs an alternative form of public notice as Council considers appropriate to give reasonable notice under the provision of any statute or regulation, or by by-law; or
- The Mayor determines that notice should be waived due to emergency, urgency, time sensitive situations, situations which could affect the health and well-being of the residents of Oakville, or a declaration of Emergency is issued.

Council shall be informed if an exemption is applied.

References and related documents

Public Engagement Procedure

[Public Engagement Guide](#)

Accessibility for Ontarians with Disabilities Act, 2005

Municipal Act, 2001

Accessibility Policy

Accountability and Transparency Policy

Communications Procedure

Customer Service Standards

Corporate Gifts Procedure

Translation and Interpretation Procedure

Code of Conduct for Members of Council and Local Board Members

Employee Code of Conduct

Respectful Conduct Policy

RZone Procedure

Town of Oakville Procedure By-law 2020-011, as amended

[Oakville Inclusion Lens](#)

[Municipal Powers and Duties By-law](#)

[Delegation of Municipal Powers and Duties Policy](#)

All other relevant town policies and procedures

Definitions

Community – represents the most general and inclusive term for participants in public engagement in the municipal context. This term includes but is not limited to residents, companies, individuals, businesses, not-for-profit organizations, interested parties, and Resident Associations.

Interested parties – refers to individuals, groups, or organizations that have a vested interest in a particular policy, program, project or service.

Public engagement – a process whereby the town facilitates information sharing and interactive discussion with the community and interested parties on a policy, program, project, service or legislative requirement with the aim to collect input and feedback used to inform staff recommendations and Council decision-making. The process includes various methods by which information is exchanged and collected from the community. Types of public engagement include but are not limited to online channels (e.g. websites, social media, online chats), public meetings (e.g. in-person and virtual), open houses, focus groups, and surveys.

Public Notice and Engagement

Procedure number:	G-COM-001-001
Parent policy number:	G-COM-001
Section:	Governance
Sub-section:	Communications
Author(s):	Strategy, Policy and Communications []
Authority:	CAO
Effective date:	2010-08-30
Review by date:	2021
Last modified:	2016-11-14

Purpose statement

This procedure establishes guidelines for public notice and engagement undertaken on behalf of the Corporation of the Town of Oakville (town).

Scope

This procedure applies to all forms of public engagement undertaken on behalf of the town.

The town shall give public notice in accordance with Appendices A and B attached to this procedure and as required by applicable statutes or regulations or by-laws.

Procedure

The town is committed to the public notice and engagement guiding principles, established in the Public Notice and Engagement Policy. In every process, regardless of the scope, the principles should guide all public engagement activities.

Types of public engagement

Public engagement efforts undertaken on behalf of the town should reflect the magnitude and complexity of the issue/initiative and the desired goal or outcome. The International Association for Public Participation (IAP2) Federation has developed a spectrum of

engagement to help define the community's role in any public participation process. It includes five stages: inform, consult, involve, collaborate, and empower. The five broadly recognized types of public engagement are:

- To inform – provide balanced and objective information to assist in understanding the issue/initiative, alternatives, opportunities and/or solutions, in a timely manner
- To consult – obtain input, advice and feedback on analysis, alternatives and/or decisions
- To involve – work directly with the community throughout the process to ensure concerns and aspirations are understood
- To collaborate – partner with the community in the development of options and/or a preferred solution
- To empower – place final decision-making in the hands of the community

The town considers applying one or more of these types of engagement depending on the type of issue/initiative. The order of engagement is not necessarily sequential. The spectrum outlines what is involved at each level and helps staff consider the most appropriate type(s) of engagement and tactics to use depending on the objectives and complexity of the issue/initiative. Although “empower” is listed on the spectrum, the town's governance structure leaves final decision-making to Council and Council delegates. An example of empower is voting in a municipal election.

Approach to Public Engagement

The purpose for public engagement and the extent of engagement should be clearly articulated to the public and Council early in the process. The purpose should address why staff are undertaking the policy, program, project, service, by-law initiative and establish the scope of work (i.e. is this town initiated, a result of new or changed legislation or regulations, is there a mandated timeline for which the work needs to be completed, etc.). For those matters presented before Council, staff will ensure their “ask of Council” is clear regarding whether the item is for: a decision, information, to call a public meeting or other request.

For larger, more complex issues/initiatives staff should develop a public engagement plan that explains the purpose for engaging with the public, explains the public engagement process and when and how the public can become involved including timelines. Adequate timelines should be given to allow participants reasonable time to prepare, provide input and, in some cases, consult others within their organizations and community. Staff should also establish a budget and resources for public engagement work.

Depending on the initiative, it may be necessary to engage with councillors and the community before beginning to clarify the scope and purpose and to get their feedback on these areas. Informal education sessions at the beginning of the initiative should be

considered to provide details of the engagement plan and the opportunities for engagement throughout the duration of the initiative.

Policy, program, project, service and by-law initiatives that include public engagement activities should be reported on and included in reports to Council in a timely manner after the engagement occurs. The report should include a fulsome, accurate, and transparent assessment of what was heard during the engagement sessions, including themes that emerged, conflicting opinions, how and why the staff recommendation(s) may have changed based on the feedback received, etc.

Informal engagement, such as public open house events, should clearly indicate the intent and objective of the session, particularly that no decisions have been made or will be made at the session and that the purpose is to share and collect information.

Use of the town's website and town approved social media channels should be used to promote engagement activities. Additional information on notice requirements ~~Use of additional tactics~~ are detailed in Appendices A and B.

Indigenous Engagement

The Town of Oakville is committed to building its relationship with Indigenous peoples.

For those matters where the duty to consult with Indigenous peoples is a duty of the Provincial government, the Provincial government may delegate procedural aspects of this duty to project proponents at the town while retaining oversight of the consultation process. Staff will be required to adhere to instructions from the Province will be when provided ~~and staff will be required to adhere to them.~~

Public Notice

In notifying the public, staff will consider the following factors:

- Statutory requirements – legislation that specifies notice requirements
- Financial considerations – budget availability/allocation will be a high priority consideration
- Geographic area of impact – town-wide or area-specific impacts
- Community impact – town-wide impact or impact limited to certain groups
- Target audience – individuals who are directly or indirectly affected
- Timeframe of notification – ensure sufficient lead time and recognize seasonal constraints
- Council decisions – as it relates to form and/or timing (e.g. standard 14-day notice requirement reduced to 7-days for notice to residents of a noise exemption for Film Pilot Program)
- Nature of issue/initiative – may be high profile, controversial or routine in nature
- Type of engagement – inform, consult, involve and collaborate

- Form of notice – online and electronic means will be used as the primary form of notification; other forms of notification may be considered to reflect the scope of the issue/initiative
- Health and public safety risk – demand the highest standard
- Accessibility – in accordance with the *Accessibility for Ontarians with Disabilities Act, 2005* requirements

All town public notices will be posted on the Town of Oakville website under the [News & Notices](#) section. Departments may also choose to place a digital public notice ad in an Oakville online news outlet in addition to posting on the town's website. While online news outlets will be preferred, if a department determines there is a requirement for a printed newspaper notice, staff will contact Corporate Communications for placing the notice in an area newspaper, subject to department budget availability. The use of town approved social media outlets is also encouraged.

Public notices shall incorporate the following strategies to enhance participatory opportunities for the public:

- Ability to scan for information: Make use of short sentences and paragraphs, and headers.
- Readability: Use simple sentence structure and grammar.
- Plain language: Use simple everyday words with limited technical language. Use active voice rather than passive voice.
- Target audiences: Anticipate their interests and address potential enquiries. Provide notice in an accessible manner.
- Images: Use images, especially if it helps readers understand the message and provide written descriptions of the images.

All Members of Council will be informed for matters of town-wide interest and the Mayor and Ward Councillors will be informed for matters that are area/location specific at the time the notice is released to the public on the town's website. Every effort will be taken by staff to notify Councillors of local matters with as much advance notice as possible.

Content of Notice

At a minimum, unless otherwise prescribed in the *Municipal Act, 2001* or its Regulations, a notice of the intention to pass a by-law or notice of a public meeting, other than an information sign, shall include the following information:

- A description of the purpose and effect of the proposed by-law or matter
- The date, time and location of the meeting at which the matter will be considered
- A description of how and where comments and/or objections may be made
- Contact information for the purposes of submitting written comments prior to the meeting including any submission deadlines
- If applicable, a key map or other description of the lands affected by the proposal.

Information signs shall at a minimum include the following information:

- A description of the purpose of the notice
- The date and location of the proposed meeting, if applicable
- Contact information for the purpose of obtaining additional information.

Notice of Subsequent Meetings

If a decision is not made at the meeting specified in the public notice, a statement may be made at the meeting specifying the date, time, location and type (if known) of any subsequent meeting where the matter will be considered.

No additional prescribed notice will be required for subsequent meetings where a matter has been deferred for consideration unless otherwise determined by Council.

In the case of service disruptions, notice shall be provided in accordance with the town's Accessible Customer Service procedure and service disruption guidelines.

Staff will use the town approved notice templates that adhere to the town's Corporate Identity Standards.

Exemption: This policy applies except where, the Mayor determines that notice should be waived due to emergency, urgency or time sensitivity situations or situations which could affect the health and well-being of the residents of Oakville.

Council shall be informed by email if an exemption is applied.

References and related documents

Appendix A – Municipal Act Public Notice Requirements

Appendix B –Public Engagement Level of Impact and Notice Guidelines

Public Notice and Engagement Policy

[Public Engagement Guide](#)

Accessibility Policy

Planning Accessible Meetings Procedure

Communications Procedure

Council Remuneration, Resources and Expenses Policy

Council Remuneration, Allowances, Benefits, Expenses, Conferences and Seminars Procedure

Customer Service Standards Procedure

Corporate Identity Standards Procedure

Translation and Interpretation Procedure

Rzone Procedure

Town of Oakville Procedure By-law 2020-011, as amended

Corporate Grants, Sponsorship, Naming Rights and Advertising Sales policy

[Oakville Inclusion Lens](#)

Ontario Human Rights Code

Municipal Act, 2001

Municipal Freedom of Information and Protection of Privacy Act

Accessibility for Ontarians with Disabilities Act, 2005

Other relevant applicable legislation including the *Planning Act* and the *Ontario Heritage Act* and their Regulations

Oakville Official Plan(s) Alternative Notice Procedures

[Council Code of Conduct Policy](#)

Definitions

Community – represents the most general and inclusive term for participants in public engagement in the municipal context. This term includes but is not limited to residents, companies, individuals, businesses, not-for-profit organizations, interested parties, and Resident Associations.

Digital public notice ad – means a town notice provided on an Oakville online news outlet.

Information sign – means a sign erected securely by stakes or other means in the vicinity of, or on site, containing a printed message that should be visible to both pedestrian and motor traffic in the area.

Interested parties – refers to individuals, groups, or organizations that have a vested interest in a particular policy, program, project or service.

Newspaper – means printed publication in sheet form, intended for general circulation, published regularly at intervals of not longer than a week, consisting in great part of news of current events of general interest and sold to the public and to regular subscribers in accordance with the *Interpretation Act*.

Notice by mail/email – unless otherwise specified, notice by mail means notification forwarded through Canada Post first class delivery service and courier to the last known address of the person being notified, which shall be deemed to be effective on the date sent. Notice by email may be used where interested parties have requested notice by email or where someone has given the town permission to send information related to a matter to their email address.

Public engagement – a process whereby the town facilitates information sharing and interactive discussion with the community and interested parties on a policy, program, project, service or legislative requirement with the aim to collect input and feedback used

to inform staff recommendations and Council decision-making. The process includes various methods by which information is exchanged and collected from the community. Types of public engagement include but are not limited to online channels (e.g. websites, social media, online chats), public meetings (e.g. in-person and virtual), open houses, focus groups, and surveys.

Responsibilities

Participants are responsible for:

- Following the town's Rzone procedure when attending or participating in town public engagement activities

Departments are responsible for:

- Complying with this procedure
- Meeting accessibility requirements for public engagement activities
- Following the town's Customer Service Standards and Customer Conduct Policy and procedures when leading town public engagement activities
- Leading engagement initiatives as required
- Representing the interests of the corporation
- Complying with the Employee Code of Conduct
- Complying with legislative requirements

Members of Council:

- As a best practice, Members of Council should clearly identify where they are expressing individual views, and not necessarily the views of the town or Council
- Abide by the Council Code of Conduct Policy

Appendix A – Municipal Act Public Notice Requirements

Pursuant to Section 270 (1) of the *Municipal Act*, a municipality shall adopt and maintain policies concerning the circumstances in which the municipality shall provide notice to the public and, if notice is to be provided, the form, manner and times notice shall be given as well as the manner in which the municipality will try to ensure that it is accountable to the public for its actions, and the manner in which the municipality will try to ensure that its actions are transparent to the public.

The information below sets out the minimum notice requirements for a number of matters the town is involved in and outlines the form and manner in which notice is to be given, and the minimum time for giving such notice.

There are two types of notice contained within this appendix:

- Notice prescribed directly by the *Municipal Act, 2001*
- Notice required in the *Municipal Act, 2001* but the town decides on the form, manner and timing

All other types of notice and public engagement undertaken by the town shall be provided based on the town's public notice and engagement guidelines in Appendix B.

~~Staff will inform all Members of Council for matters of town-wide interest and the Mayor and Ward Councillors will be informed for matters that are area/location specific.~~

Content of Notice

~~At a minimum, unless otherwise prescribed in the *Municipal Act, 2001* or its Regulations, a notice of the intention to pass a by-law or notice of a public meeting, other than an information sign, shall include the following information:~~

- ~~• A description of the purpose and effect of the proposed by-law or matter~~
- ~~• The date, time and location of the meeting at which the matter will be considered~~
- ~~• A description of how and where comments and/or objections may be made~~
- ~~• Contact information for the purposes of submitting written comments prior to the meeting including any submission deadlines~~
- ~~• If applicable, a key map or other description of the lands affected by the proposal.~~

~~Information signs shall at a minimum include the following information:~~

- ~~• A description of the purpose of the notice~~
- ~~• The date and location of the proposed meeting, if applicable~~
- ~~• Contact information for the purpose of obtaining additional information.~~

Notice of Subsequent Meetings

~~If a decision is not made at the meeting specified in the public notice, a statement should be made at the meeting specifying the date, time, location and type (if known) of any subsequent meeting where the matter will be considered.~~

~~No additional prescribed notice will be required for subsequent meetings where a matter has been deferred for consideration unless otherwise determined by Council.~~

Notice Requirements

No deviations are permitted from the prescribed notice where required by the *Municipal Act, 2001*. When the form, time, and manner of notice is not prescribed by the *Municipal Act 2001*, deviations shall be brought to the attention of Council.

The following tables list all the notice requirements as per the *Municipal Act*, along with the form, manner and timing in which the notice is to be given and the town representative responsible. For those matters where discretion is given to the town to determine the form, manner and time, the tables indicate the town's minimum requirements. Form refers to the tool to be used (what will be used). Manner refers to the how the tool will be shared. Time refers to the number of consecutive days for which the notice is to be posted before the meeting or event, not including the day of the meeting or event.

Business Improvement Areas

Subject of notice	F-Form / M-Manner / T-Time	Responsibility
Business Improvement Areas Section 204-210, <i>Municipal Act</i> A municipality may designate an area as an improvement area and may establish a board of management.	Establishing or Restructuring of Boundaries F - As required by the Act M - As required by the Act T - Written notice of the proposed by-law sent at least 60 days prior to passage of by-law	Town Clerk
Repeal of By-law Section 211, <i>Municipal Act</i> Council shall give notice of a proposed by-law to repeal a by-law establishing a business improvement area.	Repeal of By-law F - As required by the Act M - As required by the Act T - As required by the Act	Town Clerk

Council

Subject of notice	F-Form / M-Manner / T-Time	Responsibility
Composition of Council of Local Municipality Section 217, <i>Municipal Act</i> A municipality may change the composition of its Council.	F - Town website M - Post on Internet T - 14 days prior to consideration of by-law	Town Clerk

Enforcement

Subject of notice	F-Form / M-Manner / T-Time	Responsibility
Conditions Governing Power of Entry Section 435, <i>Municipal Act</i> A municipality may exercise a power of entry under the Act.	F - As required by the Act M - As required by the Act T - As required by the Act	Relevant department director

Finance (Administration)

Subject of notice	F-Form / M-Manner / T-Time	Responsibility
Yearly Budget, Local Municipalities Section 290, <i>Municipal Act</i> Multi Year Budget Section 291(1), <i>Municipal Act</i> Other Years, Mandatory Review of Annual Budget Section 291 (4), <i>Municipal Act</i> Advertising a budget or amending the budget.	F - Town website M - Post on Internet T - 14 days prior to Council consideration of the matter Amendments to budget over \$1 Million F - Town website M - Post on Internet T - 14 days prior to Council consideration of the matter	Town Treasurer, or designate Town Treasurer, or designate
Publication of Financial Statements, etc. Section 295 (1), <i>Municipal Act</i>	F - As required by the Act M - As required by the Act T - As required by the Act	Town Treasurer, or designate

Subject of notice	F-Form / M-Manner / T-Time	Responsibility
Audited financial statements, the notes to the financial statements, the auditor's report and the tax rate information for the current and previous year as contained in the financial review.		

Finance (Debt and Investment)

Subject of notice	F-Form / M-Manner / T-Time	Responsibility
<p>Debt Section 401, <i>Municipal Act</i></p> <p>Notice Section 402, <i>Municipal Act</i> A municipality may apply to the Ontario Land Tribunal to incur a debt beyond the obligation limits. Upon receipt of application of a municipality to incur a debt, the Ontario Land Tribunal may direct the municipality to give notice of the application to such persons and in such manner as the Board determines.</p>	<p>F - As required by the Act M - As required by the Act T - As required by the Act</p>	Town Treasurer, or designate

Finance (Fees and Charges)

Subject of notice	F-Form / M-Manner / T-Time	Responsibility
<p>By-laws re: Fees and Charges Section 391, <i>Municipal Act</i></p> <p>Regulations Section 400, <i>Municipal Act</i></p> <p>Section 391 gives the municipality the authority to impose fees and charges. Under Section 400, the Minister may make regulations regarding fees and charges.</p>	<p>F - As required by the Act M - As required by the Act T - As required by the Act</p>	Relevant department director and/or Town Treasurer, or designate

Local Boards

Subject of notice	F-Form / M-Manner / T-Time	Responsibility
Power to dissolve or change local boards. Section 216, <i>Municipal Act</i> Power to dissolve or change Local Boards	F – Written notice M - By mail T - 14 days prior to Council consideration	Town Clerk

Municipal Restructuring

Subject of notice	F-Form / M-Manner / T-Time	Responsibility
Proposal to Restructure Section 173(1), <i>Municipal Act</i> Consultation Section 173(3), <i>Municipal Act</i> The Council of a municipality votes on whether to support or oppose a restructuring proposal.	F - Town website M - Post on Internet T - 14 days prior to public meeting and F - Written notice M - Mail to persons prescribed by Minister T - 14 days prior to consideration of by-law	Town Clerk

Municipal Restructuring (Change of Name)

Subject of notice	F-Form / M-Manner / T-Time	Responsibility
Change of Name Section 187 (1), <i>Municipal Act</i> Notification Section 187(3), <i>Municipal Act</i> Changing the name of a municipality.	F - Town website M - Post on Internet T - 14 days prior to public meeting Notification of Passing F - As required by the Act M - As required by the Act T - As required by the Act	Town Clerk Town Clerk

Policies and Procedures

Subject of notice	F-Form / M-Manner / T-Time	Responsibility
Adoption of Policies Section 270, <i>Municipal Act</i> A municipality shall adopt and maintain policies with respect to: <ul style="list-style-type: none"> • Sale and other disposition of land • Hiring of employees • Procurement of goods and services • Public Notice (form, manner, time) • Accountability and transparency • Delegation of powers and duties 	F - Town website M - Post on Internet T - Upon adoption of policy Where the subject matter of a policy requires public notice it shall be provided in accordance with the adopted policy	Town Clerk

Subject of notice	F-Form / M-Manner / T-Time	Responsibility
Procedure By-Law Section 238(1), <i>Municipal Act</i> Procedure By-laws Respecting Meetings Section 238(2), <i>Municipal Act</i> A municipality shall pass a procedure by-law for governing the calling, place, proceedings and providing public notice of meetings of Council and Committees of Council.	F - Town website M - Post on Internet T - 14 days prior to its passage	Town Clerk
Notice Section 238(2.1), <i>Municipal Act</i> The Procedure by-law shall provide for public notice of meetings.	F - Town website M - Post on Internet T - 48 hours prior to consideration of matter	Town Clerk

Roads and Highways

Subject of notice	F-Form / M-Manner / T-Time	Responsibility
Temporary Road Closings Section 23(2) of the <i>Municipal Act</i>	F - Town website and written notice M - Post on Internet and personal delivery or by mail to abutting owners	Director, Transportation and Engineering

Subject of notice	F-Form / M-Manner / T-Time	Responsibility
Temporary road closings for maintenance and/or construction of roads	T - 14 days prior to temporary road closures And F - Information sign M - Post on property T - 14 days prior to temporary road closures	
<p>Temporary Road Closings By-law 2007-135, under section 23.2 of the <i>Municipal Act</i></p> <p>Temporary road closings for community events, street parties and/or filming</p>	<p>Community Events F - Town website and information sign M - Post on Internet and sign posted in a location determined by the Director of Transportation and Engineering T - 14 days prior to event *****</p> <p>Filming and street parties F - Town website and written notice M - Post on Internet and personal delivery or by mail to affected area T - 7 days prior to filming start date or street party</p>	Director, Transportation and Engineering
<p>Highway Closing Procedures Section 34(1) – <i>Municipal Act</i></p> <p>Before passing a by-law for permanently closing a highway, a municipality shall give public notice of its intention to pass the by-law.</p>	<p>F - Information sign M - Sign to be posted on side of highway and visible to all traffic using the highway T - 14 days prior to consideration of by-law</p>	Director, Transportation and Engineering
<p>Permanently Altering a Highway Subsection 34(2), <i>Municipal Act</i></p> <p>Before passing a by-law for permanently altering a highway, if the alteration is likely to deprive any person of the sole means of motor vehicle access to and from the person's land over any</p>	<p>F - Town website and written notice M - Post on Internet and personal delivery or by mail to abutting owners T - 14 days prior to consideration of the by-law And F - Information sign</p>	Director, Transportation and Engineering

Subject of notice	F-Form / M-Manner / T-Time	Responsibility
<p>highway, a municipality shall give public notice of its intention to pass the by-law.</p>	<p>M – Post on property T - 14 days prior to consideration of by-law</p>	
<p>Closing of Private Roads Subsection 34 (3), <i>Municipal Act</i></p> <p>If a municipality requires the owner of any land to permanently close up any private road, entrance, gate or other structure that is constructed or is being used as a means of access to a controlled access highway or other highway in contravention of a by-law, it shall give notice.</p>	<p>F - Town website and written notice M - Post on Internet and personal delivery or by mail to land owner and abutting owners T - 14 days prior to consideration of by-law And F - Information sign M - Post on property T - 14 days prior to consideration of by-law</p>	<p>Director, Transportation and Engineering</p>
<p>Changing the Name of a Highway Section 37, <i>Municipal Act</i></p> <p>Before passing a by-law changing the name of a highway, a municipality shall give public notice of its intention to pass the by-law.</p>	<p>F - Town website and written notice M - Post on Internet and personal delivery or by mail to land owner and abutting owners T - 14 days prior to consideration of the by-law And F - Information sign M - Post on property T - 14 days prior to consideration of by-law</p>	<p>Director, Transportation and Engineering</p>

Subject of notice	F-Form / M-Manner / T-Time	Responsibility
<p>Naming or Changing the Name of Private Roads Section 48, <i>Municipal Act</i></p> <p>A local municipality may name or change the name of a private road after giving public notice of its intention to pass the by-law.</p>	<p>Naming of a Private Road F - Town website notice and email to registered interested parties M - Post on Internet and email to registered interested parties T - 14 days prior to naming Changing the Name of a Private Road F - Town website and written notice M - Post on Internet and personal delivery or mail to land owner and abutting owners T - 14 days prior to naming And F - Information sign M - Post on property T - 14 days prior to naming</p>	<p>Director, Transportation and Engineering</p> <p>Director, Transportation and Engineering</p>

Tax Collection

Subject of notice	F-Form / M-Manner / T-Time	Responsibility
<p>Notice of Tax Exemption by-law Section 110(8), <i>Municipal Act</i></p> <p>The municipality may exempt from taxation for municipal and school purposes land or a portion of it on which municipal capital facilities are or will be located (under specific conditions).</p>	<p>F - As required by the Act M - As required by the Act T - As required by the Act</p>	Town Clerk
<p>By-laws re: Installments Section 342, <i>Municipal Act</i></p> <p>Tax Bill Section 343, <i>Municipal Act</i></p>	<p>F - As required by the Act M - As required by the Act T - As required by the Act</p>	Town Treasurer, or designate

Subject of notice	F-Form / M-Manner / T-Time	Responsibility
Payment of taxes. The treasurer shall send a tax bill to every taxpayer.		
Determination of Tax Status Section 348, <i>Municipal Act</i> Notification to each taxpayer that owes taxes from a preceding year.	F - As required by the Act M - As required by the Act T - As required by the Act	Town Treasurer, or designate
Obligations of Tenant Section 350(1), <i>Municipal Act</i> Where taxes are owed in respect of any land occupied by a tenant, the treasurer may give the tenant notice in writing requiring the tenant to pay the rent in respect of the land to the treasurer as it becomes due up to the amount of the taxes due and unpaid plus costs, and the tenant shall comply with the notice.	F - As required by the Act M - As required by the Act T - As required by the Act	Town Treasurer, or designate
Division Into Parcels Section 356, <i>Municipal Act</i> Upon application by the treasurer of a municipality or to the treasurer by an owner of land, the municipality may divide land into two or more parcels; apportion unpaid taxes; and direct part payment of taxes to each of the parcels.	F - As required by the Act M - As required by the Act T - As required by the Act	Town Treasurer, or designate
Cancellation, Reduction, Refund of Taxes Section 357, <i>Municipal Act</i> Upon receipt of an application, and subject to certain conditions, the	F - As required by the Act M - As required by the Act T - As required by the Act	Town Treasurer, or designate

Subject of notice	F-Form / M-Manner / T-Time	Responsibility
municipality may cancel, reduce or refund all or part of taxes levied.		
<p>Overcharges Section 358, <i>Municipal Act</i></p> <p>Upon receipt of an application, and subject to certain conditions, the municipality may cancel, reduce or refund all or part of taxes which were overcharged due to a gross or manifest error in the preparation of the assessment roll.</p>	<p>F - As required by the Act M - As required by the Act T - As required by the Act</p>	<p>Town Treasurer, or designate</p>
<p>Increase of Taxes Section 359, <i>Municipal Act</i></p> <p>Upon receipt of an application by the treasurer, the municipality may increase the taxes levied when the taxes were undercharged due to a gross or manifest error.</p>	<p>F - As required by the Act M - As required by the Act T - As required by the Act</p>	<p>Town Treasurer, or designate</p>
<p>Rebates for Charities Section 361(1), <i>Municipal Act</i></p> <p>Change of Assessment Section 361(10.1), <i>Municipal Act</i></p> <p>Property assessment – tax collection</p>	<p>F - As required by the Act M - As required by the Act T - As required by the Act</p>	<p>Town Treasurer, or designate</p>
<p>Cancellation, Reduction or Refund of Taxes Section 365 (1), <i>Municipal Act</i></p> <p>Notice to Upper-Tier Municipality, etc. Section 365 (2), <i>Municipal Act</i></p>	<p>F - As required by the Act M - As required by the Act T - As required by the Act</p>	<p>Town Treasurer, or designate</p>

Subject of notice	F-Form / M-Manner / T-Time	Responsibility
<p>.....</p> <p>Cancellation of Taxes, Rehabilitation and Development Period Section 365.1, <i>Municipal Act</i></p>	<p>.....</p> <p>F - As required by the Act M - As required by the Act T - As required by the Act</p>	Town Treasurer, or designate

Taxes (limitations)

Subject of notice	F-Form / M-Manner / T-Time	Responsibility
<p>Taxes on Eligible Property Section 331, <i>Municipal Act</i></p> <p>The municipality shall determine the taxes for municipal and school purposes for each eligible property for the year or portion of the year.</p>	<p>F - As required by the Act M - As required by the Act T - As required by the Act</p>	Town Treasurer, or designate

Taxes (municipal taxation)

Subject of notice	F-Form / M-Manner / T-Time	Responsibility
<p>Establishment of Tax Ratios Section 308, <i>Municipal Act</i></p> <p>Regulations Section 308 (22)(b), <i>Municipal Act</i></p> <p>The Minister may make regulations requiring municipalities that establish tax ratios to give notice of the tax ratios to such persons and in such manner as prescribed.</p>	<p>F - As required by the Act M - As required by the Act T - As required by the Act</p>	Town Treasurer, or designate

Taxes (sale of land for tax arrears)

Subject of notice	F-Form / M-Manner / T-Time	Responsibility
<p>Notice of Registration Section 374 (1), <i>Municipal Act</i></p> <p>Spouse of Owner Section 374 (2), <i>Municipal Act</i></p> <p>Limitation Section 374 (5), <i>Municipal Act</i> Tax arrears certificate.</p>	<p>F - As required by the Act M - As required by the Act T - As required by the Act</p>	Town Treasurer, or designate

Subject of notice	F-Form / M-Manner / T-Time	Responsibility
Public Sale Section 379, <i>Municipal Act</i> Sale of property for tax arrears.	F - As required by the Act M - As required by the Act T - As required by the Act	Town Treasurer, or designate
Application of Proceeds Section 380 (1), <i>Municipal Act</i> Payment Into Court Section 380 (2), <i>Municipal Act</i> Notice Section 380 (3), <i>Municipal Act</i> Proceeds from sale of property for tax arrears.	F - As required by the Act M - As required by the Act T - As required by the Act	Town Treasurer, or designate
Power of Entry Section 386.1 (1), <i>Municipal Act</i> Inspection without Warrant Section 386.2, <i>Municipal Act</i> A municipality may enter a property to carry out an inspection without a warrant. Inspection Warrant Section 386.3, <i>Municipal Act</i> The municipality may apply to a provincial judge or a justice of the peace for a warrant authorizing a person named in the warrant to inspect land.	F - As required by the Act M - As required by the Act T - As required by the Act F - As required by the Act M - As required by the Act T - As required by the Act	Town Treasurer, or designate Town Treasurer, or designate

Wards

Subject of notice	F-Form / M-Manner / T-Time	Responsibility
Establishment of Wards Section 222, <i>Municipal Act</i> A municipality may divide or re-divide the municipality into wards or dissolve existing wards.	Before passing of the by-law F - Town website M - Post on Internet T - 14 days prior to public meeting	Town Clerk
	After passing of the by-law F - Town website M - Post on Internet T - As required by the Act	Town Clerk

Appendix B –Public Engagement Level of Impact and Notice Guidelines

This appendix provides a framework to allow staff, or anyone undertaking public engagement on behalf of the town, to assess the level of impact they wish to achieve through engagement and the appropriate notice requirements for each. The level of community impact of the project or initiative is an important component to determine the appropriate public notice.

The table below sets out the notice requirements for initiatives undertaken by the town that are not stipulated in the *Municipal Act, 2001* as listed in Appendix A. Public engagement for any policy, program, project, service and by-law initiative that has related notice requirements contained in Appendix A – Municipal Act Public Notice Requirements, shall comply with the notice requirements referenced in Appendix A.

Public notice requirements for *Planning Act* applications are determined through the *Planning Act* and recommendations from Council. Statutory public meetings for Draft Plans of Subdivision, Official Plan Amendments, and Zoning By-law Amendments require a mail-out notice to all properties within 240 metres of the subject property, which exceeds the statutory requirements.

This appendix applies to all town-initiated policies, programs, projects, services and by-laws that require public engagement, including public meetings and notice requirements as stated in applicable legislation (other than the *Municipal Act, 2001*).

~~Staff will inform all Members of Council for matters of town-wide interest and the Mayor and Ward Councillors will be informed for matters that are area/location specific.~~

The table below lists the level of impact for engagement. Staff are responsible for determining the appropriate level of impact for their respective type of project or initiative. The criteria used to determine the level of impact is listed in the second column. The required public notice and optional notice are also indicated for each level in the third and fourth columns. Timeframe, in the fifth column, refers to the number of consecutive days the notice is to be posted before the meeting or event, not including the day of the meeting or event.

Level of impact	Criteria (one or more of the following)	Required public notice	Optional notice, in addition to required notice	Timeframe to provide notice (min.)
Level 1				
Low impact Local area/group Inform stakeholders <u>interested parties</u> of the issue or project	<ul style="list-style-type: none"> • Lower level of real/perceived impact or risk on local area, small community or user group(s) of a specific program, service or facility • Small change or improvement to a program, service or facility in local area • Low or no risk of controversy or conflict in local area • Issues or initiatives that are routine 	<ul style="list-style-type: none"> • Town website and notification subscriptions • Email to registered interested parties • Confirm notice requirements per applicable legislation 	Written notice to affected area, minimum 120 metres from the subject site	14 days
Level 2				
Low impact Town-wide Inform stakeholders <u>interested parties</u> of the issue or project	<ul style="list-style-type: none"> • Lower, although still some real or perceived risk across the town • Potential for some controversy or conflict • Potential for some impact, although not significant 	As required in level 1	Printed newspaper or Oakville online news outlet Social media	14 days
Level 3				
High impact Local area/group Inform and Involve,	<ul style="list-style-type: none"> • High level of real/perceived impact or risk on local area, small community or user group(s) of a specific service or facility 	<ul style="list-style-type: none"> • Town website and notification subscriptions • Social media • Email to registered interested 	Written notice to affected area, minimum 120 metres	14 days

Level of impact	Criteria (one or more of the following)	Required public notice	Optional notice, in addition to required notice	Timeframe to provide notice (min.)
Consult, Collaborate with <u>stakeholders interested parties</u> on the issue or project	<ul style="list-style-type: none"> • Loss of or significant change to any facility, program or service to a local community • Potential high degree of controversy or conflict • Any impact on health, safety or well-being 	parties, target resident's associations, target business associations <ul style="list-style-type: none"> • TV screens and/or posters in town facilities and properties • Confirm notice requirements per applicable legislation 	from the subject site And/or Mobile sign	
Level 4				
High impact Town-wide Inform and Involve, Consult, Collaborate with <u>stakeholders interested parties</u> on the issue or project	<ul style="list-style-type: none"> • High level of real/perceived impact or risk across the town • Significant impact on attributes that are of high value to the town, such as Council's strategic goals • Any impact on health, safety <u>or well-being</u> • Potential high level of interest across Oakville • Potential high impact at provincial or national level 	As required in level 3	Printed newspaper or Oakville online news outlet And/or Mobile sign	14 days



REPORT

Council

Meeting Date: March 24, 2025

FROM: Municipal Enforcement Services Department

DATE: March 11, 2025

SUBJECT: Housekeeping Amendments to the Sign By-law 2018-153 and Parking Administrative Penalties By-law 2015-071 respecting EV Charging Stations (By-law 2025-008 and By-law 2025-009)

LOCATION: Town-wide

WARD: Town-wide

Page 1

RECOMMENDATION:

1. That By-law 2025-008, a by-law to amend Sign By-law 2018-153, as amended, attached as Appendix A to the report from Municipal Enforcement Services dated March 11, 2025 be passed.
2. That By-law 2025-009, a by-law to amend Parking Administrative Penalties By-law 2015-071, as amended, attached as Appendix B to the report from Municipal Enforcement Services dated March 11, 2025 be passed.
3. That the fees labeled as "Park Vehicle in EV Charging Station without Charging" and "Stop Vehicle in EV Charging Station without Charging" in the Rates and Fees Schedule be changed to "Park Vehicle in EV Charging Station without Being Attached to Charging Equipment" and "Stop Vehicle in EV Charging Station without Being Attached to Charging Equipment" effective immediately, and such change be included in the Rates and Fees Schedule.

KEY FACTS:

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

- Under Zoning By-laws 2014-014 and 2009-189, electric vehicle (EV) chargers are generally permitted as equipment accessory to the principal land-use/building on a lot such as a retail commercial complex

- A mark such as a logo or other branding that is located or displayed on an electric vehicle (EV) charging station is a sign under Sign By-law 2018-153 (the Sign By-law)
- The Sign By-law currently includes signs on electric vehicle charging stations in the definition of fuel pump signs. Fuel pump signs are only permitted in motor vehicle service station land use designations
- By-law 2025-008 attached as Appendix A to this report amends the Sign By-law to exclude electric vehicle charging station signs from the definition of fuel pump signs, permits electric vehicle charging station signs on all properties in Oakville, limits marks or branding on the sign to no more than 20% on each face of the charging station and provides that electric vehicle charging station signs do not require a sign permit
- Parking Administrative Penalties By-law 2015-071 (the “AP By-law”) provides for an administrative penalties system for the contravention of by-laws respecting the parking, standing or stopping of vehicles
- EV Charging Station By-law 2020-084 (the “EV Charging Station By-law”) regulates the parking and stopping of vehicles at electric vehicle charging stations
- Section 2 of the EV Charging Station By-law prohibits the parking or stopping of a vehicle at an electric vehicle charging station unless the vehicle is an electric vehicle and is attached to the station’s charging equipment
- By-law 2025-009, attached as Appendix B to this report, amends the short form wording found in Table 11 to better reflect the provisions of Section 2 of the EV Charging Station By-law

BACKGROUND:

Municipal Enforcement Services has received inquiries about the installation of electric vehicle charging stations on private property that contain logos or other branding. Such logos or branding are signs under the Sign By-law. The Sign By-law includes signs displayed on electric vehicle charging stations in the definition of fuel pump signs. Fuel pump signs are only permitted in motor vehicle service station land use designations and require a sign permit. Locating a fuel pump sign in a different land use designation would require a site-specific amendment to the Sign By-law.

The current sign regulations restrict the ability for EV chargers to be placed with logos or branding in locations that would otherwise be permitted under Town of Oakville Zoning By-laws 2014-014 and 2009-189. EV chargers are generally permitted as equipment accessory to the principal land-use/building on a lot (i.e., retail commercial complex), provided that the location of the equipment meets the applicable regulations, such as setbacks and landscaping requirements.

In addition, Section 2 of the EV Charing Station by-law provides that that vehicles parked or stopped at an EV charging station must be attached to the charging equipment, as follows:

“No person shall park or stop a vehicle in an electric vehicle charging station that is identified by an authorized sign unless the vehicle is an electric vehicle, and the vehicle is attached to the station’s charging equipment.”

This requirement is not accurately reflected in the Parking Administrative Penalties By-law, prompting the proposed amendment to align the two regulations.

COMMENT/OPTIONS:

The Sign By-law

Including electric vehicle charging stations in the definition of fuel pump sign is limiting to businesses that would like to install charging stations outside of motor vehicle service station land use designations. To encourage the installation of electric vehicle charging stations, cut red tape and streamline the process, staff propose to amend the Sign By-law to:

- Define an electric vehicle charging station sign as a sign erected or displayed by the owner of the electric vehicle charging station to identify the electric vehicle charging station service;
- Exclude electric vehicle charging station signs from the definition of fuel pump sign; and
- Add electric vehicle charging station signs to Part 11 of the Sign By-law. (Signs Not Requiring a Permit) with the following provisions:
 - electric vehicle charging station signs may be located on all properties within Oakville;
 - the signs can only display markings (e.g., logos) or branding of the owner of the charging station and/or an entity responsible for building, operating and/or maintaining electric vehicle charging infrastructure;
 - each face of the charging station can incorporate no more that 20% of marking or branding (instructions for use and contact information is not considered as part of the 20%); and
 - the sign must comply with the Highway Traffic Act and Town by-laws.

The Parking Administrative Penalties By-law

Table 11 of Schedule A of the Parking Administrative Penalties By-law includes a penalty for the contravention of Section 2 of the EV Charging Station By-law. The violation states that vehicles must be charging while parked or stopped at an EV charging station, rather than being attached to the charging equipment, as required by the EV Charging Station By-law. By-law 2025-009, attached as Appendix B to this report, amends the short form wording of the violation to provide that vehicles parked or stopped at an EV charging station must be attached to the charging equipment. The penalty of \$125 remains unchanged as it is set by the *Highway Traffic Act*, R.S.O. 1990, c. H.8.

As a result of the amendment to the AP By-law, the title of the entries in the parking program's Rates and Fees Schedule for EV charging stations must be updated to read as follows:

- Park vehicle in EV Charging Station without being attached to charging equipment; and
- Stop vehicle in EV Charging Station without being attached to charging equipment.

EV Charging Review

Corporate Strategy and Government Relations staff are actively engaged in an EV charging review to support sustainable transportation initiatives. In partnership with multiple departments, the review has two phases and will consider:

Phase1:

- EV charging station procedure for public and town fleet use

Phase 2:

- Current and future EV charging needs
- Integrating EV infrastructure into transportation planning
- Developing policies to promote EV adoption and aligning EV initiatives with the town's environmental goals, ensuring that EV infrastructure supports sustainability objectives

This collaborative effort will ensure that Oakville's approach to EV charging is comprehensive, addressing technical, environmental, financial, and accountable government aspects to effectively meet the growing demand for EV infrastructure.

CONSIDERATIONS:

(A) PUBLIC

Three charging station companies and one charging station owner were consulted on the proposed amendments to the Sign By-law. They were provided with a link to this report and by-law.

(B) FINANCIAL

There is no financial impact proposed.

(C) IMPACT ON OTHER DEPARTMENTS & USERS

Municipal Enforcement Services, Planning and Legal were involved in the review and development of the amending by-laws.

(D) COUNCIL STRATEGIC PRIORITIES

This report addresses Council's strategic priorities: Environmental Sustainability and Accountable Government.

(E) CLIMATE CHANGE/ACTION

The proposed amendment to the Sign By-law will cut red tape and encourage the installation of electric vehicle charging stations town-wide. Electric vehicle charging stations can help to reduce greenhouse gas emissions and their availability on all properties in Oakville signals to residents and visitors that the town is committed to climate action.

APPENDICES:

Appendix A – By-law 2025-008 A by-law to amend Sign By-law 2018-153

Appendix B – By-law 2025-009 A by-law to amend Parking Administrative Penalties By-law 2015-071

Prepared and recommended by:

Margaret Boswell, Manager Enforcement, Municipal Enforcement Services

Submitted by:

Selena Campbell, Director, Municipal Enforcement Services

THE CORPORATION OF THE TOWN OF OAKVILLE

BY-LAW NUMBER 2025-008

A by-law to amend Sign By-law 2018-153

WHEREAS Section 11 of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended permits municipalities to pass by-laws respecting signs;

WHEREAS Sign By-law 2018-153, as amended, was approved by Council for the Corporation of the Town of Oakville ("Council") on December 10, 2018;

WHEREAS Council wishes to amend By-law 2018-153, as amended, respecting electric vehicle charging station signs as set out in this By-law;

COUNCIL ENACTS AS FOLLOWS:

1. The following new definitions 38.1 and 38.2 be added to Part 1 – Definitions of By-law 2018-153:

	Term	Definition
38.1	Electric Vehicle Charging Station	means a publicly or privately owned parking space that provides access to equipment that supplies a source of electricity for charging electric vehicles.
38.2	Electric Vehicle Charging Station Sign	means a sign erected or displayed by the owner of the electric vehicle charging station to identify the electric vehicle charging station service.

2. Definition 44 – Fuel Pump Sign under Sign By-law 2018-153 be deleted and the following substituted therefor:

	Term	Definition
44	Fuel Pump Sign	means a permanent or temporary double or single-faced sign erected or displayed on, or attached to a fuel pump that displays, in whole or in part, static copy, electronic static copy or electronic moving copy (video), excluding an electric vehicle charging station sign.

3. Part 11 – Signs Not Requiring a Permit under By-law 2018-153 be amended by the addition of new number 2.1 as follows:

	Sign Type	Location/Zone	Regulations
2.1	Electric Vehicle Charging Station Sign	All Property	<ul style="list-style-type: none">• marking or branding by an owner and/or an entity responsible for building, operating, and/or maintaining electric vehicle charging infrastructure only• no more than 20% of marking or branding on each face of the charging station is permitted (instructions for use and contact information will not be considered as part of the 20%)• must comply with the Highway Traffic Act and Town by-laws

4. All other provisions of Sign By-law 2018-153 remain in force and effect.

PASSED this 24th day of March, 2025

MAYOR

CLERK

THE CORPORATION OF THE TOWN OF OAKVILLE

BY-LAW NUMBER 2025-009

A by-law to amend Parking Administrative Penalties By-law 2015-071

WHEREAS By-law 2015-071, as amended, establishes a system of administrative penalties respecting the stopping, standing or parking of vehicles in the Town of Oakville;

WHEREAS By-law 2015-071, as amended, was approved by Council for the Corporation of the Town of Oakville ("Council") on July 20, 2015 ;

WHEREAS Council wishes to amend Table 11 of Schedule A to By-law 2015-071, which sets out an administrative penalty for the contravention of Section 2 of EV Charging Station By-law 2020-084, as set out in this By-law;

COUNCIL ENACTS AS FOLLOWS:

1. Table 11 of Schedule A to By-law 2015-071 titled "By-law 2020-084 EV Charging Station" be deleted and the following substituted therefor:

By-law 2020-084 – EV Charging Station		
Violation	Section	Penalty
PARK OR STOP VEHICLE IN EV CHARGING STATION WITHOUT BEING ATTACHED TO CHARGING EQUIPMENT	Section 2	\$125.00

2. All other provisions of By-law 2015-071 hereby remain in force and effect.

PASSED this 24th day of March, 2025

MAYOR

CLERK

REPORT

Council

Meeting Date: March 24, 2025

FROM: Finance Department

DATE: March 11, 2025

SUBJECT: 2024 Statement of Remuneration and Expenses paid to
Members of Council and Committees

LOCATION:

WARD: Town-wide

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RECOMMENDATION:

That the annual statement of remuneration and expenses paid to members of Council and appointed members of the Committee of Adjustment prepared by the Finance Department, in accordance with Section 284 of the *Municipal Act, 2001*, be received.

KEY FACTS:

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

- All expenses reported are in accordance with approved corporate policies and have been provided for in the 2024 approved budget.
- The budget provision for the “Community Outreach & Professional Development” related expenses was increased in the 2018 approved budget to \$9,000 per Council member and \$33,700 for the Mayor and now includes funding for communication and newsletters.
- Overall, the budget provision for the Community Outreach & Professional Development was under spent.
- An annual training and development budget of \$25,000 was included in the 2024 budget for councillors to attend Federation of Canadian Municipalities (FMC) and Association of Municipalities of Ontario (AMO) conferences. These expenses are not part of this report.
- Variances in salary and benefits costs are related to individual benefit coverage and to payments received in accordance with the Ontario Municipal Board, Order No. E88-4 while on Conservation Halton business.

- A monthly technology communication allowance was implemented with the new term of Council in December 2022. Halton Region reimburses 50% of this expense for regional council members.
- The Municipal Election Compliance Audit Committee did not meet in 2024.

BACKGROUND:

Section 284 of the *Municipal Act, 2001* requires that the Treasurer prepare “an annual itemized statement of remuneration and expenses paid in the previous year to each member of council in respect of his or her services as a member of the council or any other body, including a local board, to which the member has been appointed by council or on which the member holds office by virtue of being a member of council” (Appendix A). The *Municipal Act, 2001* also requires the Treasurer to prepare “an itemized statement on remuneration and expenses paid in the previous year to each person, other than a member of council, appointed by the municipality to serve as a member of any body, including a local board, in respect of his or her services as a member of that body”. This second requirement applies to two committees, the Committee of Adjustment and the Municipal Election Compliance Audit Committee (Appendix B).

COMMENT/OPTIONS:

Appendices A and B, as attached, provide itemized statements of remuneration and expenses paid to each Member of Council and the members of the Committee of Adjustment in 2024. All payments were made in accordance with Corporate Policy and provided for in the 2024 approved budget.

CONSIDERATIONS:

(A) PUBLIC

This report meets the requirements of the *Municipal Act* for public disclosure. As well, it is in accordance with the Town of Oakville’s own standard of public accountability

(B) FINANCIAL

All remuneration and expenses incurred are in compliance with the approved Council remuneration and expense policy, accounting and reporting procedures and the 2024 budget.

(C) IMPACT ON OTHER DEPARTMENTS & USERS

N/A

(D) CORPORATE STRATEGIC GOALS

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

- be accountable in everything we do
- be fiscally sustainable

(E) CLIMATE CHANGE/ACTION

N/A

APPENDICES:

Appendix A – Council Remuneration and Expenses for the year ended December 31, 2024

Appendix B – Summary of Expenses paid to Appointed Committee Members for the year ended December 31, 2024

Prepared by:
Angela Crane
Manager, Payroll & Benefits

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

TOWN OF OAKVILLE
Council Remuneration and Expenses
For the Year Ended December 31, 2024

		Salary & Benefits	Vehicle & Technology Communication Allowances	Community Outreach & Professional Development	Grand Total
		(Note 1 & 4)	(Note 2)	(Note 3)	
		\$	\$	\$	\$
Mayor	Rob Burton	160,117.07	10,650.00	4,063.12	174,830.19
Councillors	Tom Adams	77,923.33	1,650.00	4,033.20	83,606.53
	Ray Chisholm	67,785.61	3,300.00	3,739.95	74,825.56
	Cathy Duddeck	80,646.44	1,650.00	3,827.36	86,123.80
	Allan Elgar	68,825.94	1,650.00	4,353.28	74,829.22
	David Gittings	77,429.22	3,300.00	8,175.32	88,904.54
	Marc Grant	76,773.81	3,300.00	-	80,073.81
	Janet Haslett- Theall	77,908.84	1,650.00	8,471.50	88,030.34
	Jeff Knoll	77,923.32	1,650.00	8,692.83	88,266.15
	Natalia Lishchyna	70,352.72	3,300.00	4,183.20	77,835.92
	Peter Longo	76,772.48	3,300.00	849.72	80,922.20
	Jonathan McNeice	76,772.48	3,300.00	7,856.94	87,929.42
	Navjot Nanda	77,917.83	1,650.00	3,500.40	83,068.23
	Sean O'Meara	77,917.83	1,650.00	6,916.37	86,484.20
	Scott Xie	76,772.48	3,300.00	5,026.26	85,098.74
	Total	1,221,839.40	45,300.00	73,689.45	1,340,828.85

Note 1 Variations due to individual benefit coverage and payments from Conservation Halton

Note 2 In 2024 Halton Region reimbursed the town for 50% of the technology allowance for Regional Councillors

Note 3 Includes expenses incurred in 2024 but paid in 2025

Note 4 Includes pay for salary adjustment retroactive to January 1 2023

APPENDIX B

TOWN OF OAKVILLE
Summary of Expenses paid to Appointed Committee Members
For the Year Ended December 31, 2024

COMMITTEE OF ADJUSTMENT

Committee Members	Meeting Allowance	Mileage	Total
S. Dickie	\$ 1,600.00	\$ 531.30	\$ 2,131.30
J. Hardcastle	\$ 1,760.00	\$ 606.80	\$ 2,366.80
S. Mikhail	\$ 1,520.00	\$ 28.00	\$ 1,548.00
M. Telawski	\$ 1,680.00	\$ 437.50	\$ 2,117.50
TOTAL	\$ 6,560.00	\$ 1,603.60	\$ 8,163.60

REPORT

Council

Meeting Date: March 24, 2025

FROM: Municipal Enforcement Services Department

DATE: March 11, 2025

SUBJECT: Teo's Law – Request to consider a Pool Safety By-law and amendments to the Pool Enclosure By-law

LOCATION: Town-wide

WARD: Town-wide

Page 1

RECOMMENDATION:

That the report dated March 11, 2025, from Municipal Enforcement Services, be received.

KEY FACTS:

- At the Council meeting on August 15, 2023, Council requested that staff report back on the feasibility of implementing a by-law for additional regulations regarding pool safety.
- The proposal (Teo's Law) seeks to regulate the use of swimming pools, including the following:
 - All private/residential swimming pools shall be required to have a dedicated fence separating the immediate pool area from the remainder of the rear yard, akin to City of Toronto requirements.
 - An owner of a private/residential property with a swimming pool shall ensure that a licensed lifeguard is in attendance for the duration of a social gathering (pool party).
 - If the homeowner fails to adhere to relevant by-laws, they will be liable for negligence for any injury or death that has occurred in their pool.
- The Town of Oakville Pool Enclosure By-law 2006-071 regulates private pool enclosures within the municipality.
- The Town has no requirement that a certified lifeguard shall be in attendance for social gatherings at a private/residential swimming pool.
- The Town of Oakville Licensing By-law 2015-075 does not license lifeguards.

- The Town does not and cannot set guidelines associated with criminal or civil liability.

BACKGROUND:

Teodor Petrisca

The proposal (Teo's Law) arises from the tragic death of a 3-year-old that occurred on May 27, 2023, during a private pool party.

Purpose

This report is in response to Council's request that staff comment on the feasibility of implementing a by-law for pool safety when hosting guests at their home where there is an unsecured pool present, including mandating licensed lifeguards for private pool parties and additional requirements under the Pool Enclosure By-law. Council requests that staff explore the options proposed and evaluate their necessity and feasibility. This exploration is in the interest of mitigating the inherent safety risks associated with private swimming pools, with particular emphasis to their heightened impact on toddlers.

Legislative Overview

Town of Oakville Pool Enclosure By-law (2006-071)

The Pool Enclosure By-law regulates all pool enclosures constructed, existing or replaced within the town. Swimming pools are required to be fully enclosed by a pool enclosure, with the By-law setting minimums for height, distance from water's edge and requirements for locking gates and entranceways.

Section 24 – When a wall or portion thereof of any building located on the same property as the pool forms part of the pool enclosure, no entrances to the enclosed pool area are permitted through such wall, unless

- (a) the entranceway is equipped with doors which are equipped with a bolt or a chain latch at a minimum height of 1.83 metres (6 feet) above the inside floor level;
- (b) the care, control and maintenance of any such entranceway and safety latch described in clause (a) of this subsection are provided by the owner; and
- (c) the entranceway is located no closer than 1.20 metres (4 feet) from the edge of the water contained in the swimming pool and containing no stairs or steps within.

Section 16(c) – No owner shall fail to ensure that all gates forming part of a pool enclosure are locked when the area is not in active use.

Section 7 – The provisions of this by-law shall not prevent the use of an existing pool enclosure if that pool enclosure was constructed prior to the effective date of this by-law in accordance with the regulations of By-law 1991-20, or any predecessor to that by-law and has been maintained continuously in accordance with those regulations.

City of Toronto Municipal Code Chapter 447 – Fences

Section 1.3 C(1): Subject to Subsection C(2), a swimming pool enclosure shall be designed and constructed so that all entrances to any building are located outside the enclosed area.

Section 1.3 C(6)(c)[2]: Every gate in a swimming pool enclosure shall, if it is a single gate, be kept locked at all times except when the enclosed area is in use.

Health Protection and Promotion Act, R.R.O. 1990, Regulation 565 Public Pools

Section 17(6) – Every lifeguard shall

- (a) be at least 15 years of age; and
- (b) be the holder of a current lifeguard certificate that is dated not more than two years prior to the date on which he or she is acting as a lifeguard.

Section 17(8) – “lifeguard certificate” means a lifeguard certificate issued by the Lifesaving Society, Canadian Red Cross or another organization that provides equivalent training in lifeguarding and that is approved by the Minister for the purpose.

O. Reg. 109/23, s. 1 (2) (Proposal 23-HLTC038 – April 13, 2023, effective date June 2, 2023) – “... the proposed amendment would lower the legal age requirement for lifeguards, assistant lifeguards and aquatic instructors/coaches to be fifteen (15) years of age. This change is intended to address staffing shortages and retention issues in the aquatic sector.”

Occupier's Liability Act

Occupier's duty

3(1) An occupier of premises owes a duty to take such care as in all the circumstances of the case is reasonable to see that persons entering on the premises, and the property brought on the premises by those persons are reasonably safe while on the premises.

Risks willingly assumed

4(1) The duty of care provided for in subsection 3(1) does not apply in respect of risks willingly assumed by the person who enters on the premises, but in that case the occupier owes a duty to the person to not create a danger with the deliberate intent of doing harm or damage to the person or his or her property and to not act with reckless disregard of the presence of the person or his or her property.

COMMENT/OPTIONS:

Amendment to the Pool Enclosure By-law

Considerations

The Town of Oakville Pool Enclosure By-law explicitly outlines provisions for entrances to the interior of a pool enclosure through a building. Staff recognize the safety concern associated with an exterior door exiting to the interior of a pool enclosure and have therefore included provisions that require the door to meet a heightened safety standard that is consistent with those established for the remainder of the enclosure. The approach adopted by the City of Toronto requires a pool enclosure to separate the pool area from an exterior door, while the Town of Oakville has opted to subject the exterior door itself to the pool enclosure requirements.

Similar to the City of Toronto, in Oakville, pool enclosure gates are not required to be locked when the pool area is in active use.

The Town of Oakville awards legal non-conforming status to those enclosures that predate the by-law with the requirement that the enclosure be maintained in accordance with the provisions of the applicable by-law during the time it was constructed.

Assessment

The Town of Oakville and the City of Toronto have each addressed the safety concern associated with an exterior door of a building that enters to the interior of a pool enclosure. The parameters under each by-law limit accessibility to a swimming pool in a manner consistent with municipal by-laws throughout the province. In the

event that a property owner in Oakville was to elect to forgo the by-law requirements for the exterior door, under the existing Pool Enclosure By-law, an enclosure and gate separated from the dwelling would be required, just as it would be with the City of Toronto.

Regardless of the prescribed enclosure characteristics for either municipality, enclosure gates are not required to be locked when the swimming pool area is actively in use, thereby continuing to subject all those in the pool's vicinity to its inherent risks.

An amendment to the Pool Enclosure By-law may be subject to legal non-conforming status. Given the abundance of properties with swimming pools in Oakville, legal non-conforming status would limit the adoption of the proposed change. If such status was removed, there may be a substantial strain on various staff and resources in order to facilitate retrofits for all existing pool enclosures. In this instance, residents and property owners with private pools would incur the costs and associated responsibility to ensure the proper modification of existing enclosures to comply with a new by-law.

New pool and enclosure installations under the proposed amendment will be subject to substantially increased setbacks, acting in a prohibitive manner to prospective pool owners based on property size and dimensions.

Recommendations

Staff recommend that the Pool Enclosure By-law be maintained in its current form with regards to the matters proposed. Instituting a requirement that would either be inapplicable to an abundance of properties or would present an overwhelming strain on Town and public resources, to address a safety concern already addressed in the current version of the By-law, would not assist in substantially mitigating the inherent safety risks associated with swimming pools.

Required Licensed Lifeguard(s)

Considerations

The Province of Ontario recognizes the Lifesaving Society, the Canadian Red Cross and similar organizations as the authority for the training and issuance associated with lifeguard certifications. Additionally, the Province lowered the minimum age for a lifeguard in 2023 to address lifeguard shortages and retention issues.

Assessment

Given that the Province of Ontario has recognized the shortages and difficulties with retention in relation to staffing for lifeguards at public pools, the institution of a municipal by-law that is reliant upon an infrastructure of lifeguards that may not exist may be considered unreasonable to expect residents to comply.

Further, qualifications for lifeguards are determined through organizations recognized by the Province. The institution of a municipal licensing program may present redundancy, may limit residents' options for lifeguards, and would further present a hurdle for lifeguards to qualify to work in Oakville. Increasing the requirements for workers within an already strained industry would see the increase of disparity between the supply and the prospective spike in demand.

The service requests for staff for a matter of this nature may see highly concentrated spikes (i.e., an abundance of service requests for Municipal Enforcement Services during summer weekends), potentially causing major strain on resources during already resource-tightened times (i.e., Canada Day). In addition to concerns related to a concentrated volume of service requests, Municipal Enforcement Services would be presented with a number of enforcement-related challenges, including managing large groups of people, accounting for patrons, identification of individuals, dealing with minors.

A prospective lack in lifeguard access/availability as well as associated costs for services may act as a prohibition for property owners and residents seeking to utilize their own private swimming pool as they choose, particularly in instances of spontaneity.

Negligence

Ontario municipalities do not have the authority to set parameters for matters of criminal or civil liability.

Recommendation

Public education can play a key role in preventing accidents and ensuring a safe environment for swimmers of all ages. Drowning can happen quickly and silently, making it critical to promote supervision, proper barriers, and water safety education. Raising awareness about pool safety and promoting cardiopulmonary resuscitation training and emergency preparedness supports accident prevention and empowers residents to respond effectively in case of an incident. By reinforcing these safety measures, communities can enjoy pools responsibly while minimizing hazards.

Conclusion

Recognizing the importance of pool safety staff recommend that the Town promote backyard pool safety through social media in the spring and summer months. However, staff do not recommend the implementation of added regulations considering the barriers to compliance for residents, implementation and enforcement challenges and the potential impact to the reasonable use of private property.

CONSIDERATIONS:

(A) PUBLIC
NA

(B) FINANCIAL
There is no financial impact as a result of this report.

(C) IMPACT ON OTHER DEPARTMENTS & USERS
There is no impact on Town of Oakville staff or its partners. Existing resources and infrastructure will continue to manage the processes surrounding pool enclosures and pool safety.

(D) COUNCIL STRATEGIC PRIORITIES
This report supports the strategic priority of Accountable Government, with a focus on service delivery and responsible management of resources.

(E) CLIMATE CHANGE/ACTION
N/A

APPENDICES:

N/A

Prepared by:
Phillip Dollimore, Supervisor,
Enforcement Services

Submitted by:
Selena Campbell, Director, Municipal
Enforcement Services

REPORT

Council

Meeting Date: March 24, 2025

FROM: Corporate Services Commission

DATE: March 11, 2025

SUBJECT: OEC Quarterly Update – March 24, 2025

LOCATION:

WARD: Town-wide

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RECOMMENDATION:

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

KEY FACTS:

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

- On a quarterly basis, Council is provided with progress reports from Oakville Enterprises Corporation (OEC).

BACKGROUND:

The Corporation of the Town of Oakville (“the Town”) is 90% shareholder of the Oakville Enterprises Corporation (“Oakville Enterprises, OEC”). The unanimous shareholder agreement requires Oakville Enterprises to make periodic reports to Council.

COMMENT/OPTIONS:

Oakville Enterprises Corporation President and CEO, Rob Lister, will present the OEC Quarterly Update.

CONSIDERATIONS:

(A) PUBLIC

There are no public considerations with this report.

(B) FINANCIAL

The town share of Oakville Enterprises Corporation is an important asset of the town.

(C) IMPACT ON OTHER DEPARTMENTS & USERS

n/a

(D) COUNCIL STRATEGIC PRIORITIES

This report addresses Council's strategic priority: Accountable Government.

(E) CLIMATE CHANGE/ACTION

The matter addressed in this report does not directly affect climate change, however, Oakville Enterprises Corporation is an important asset of the town and it is important to ensure its growth as our community grows and energy demands change.

Prepared and Submitted by:

Doug Carr

Town Solicitor

Acting Commissioner, Corporate Services

REPORT

Council

Meeting Date: March 24, 2025

FROM: Roads and Works Operations

DATE: March 11, 2025

SUBJECT: Flooding Preparedness

LOCATION: Town-wide

WARD: Town-wide

Page 1

RECOMMENDATION:

That the report from Roads and Works Operations entitled Flooding Preparedness, dated March 11, 2025, be received for information.

KEY FACTS:

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

- On July 15 and 16, Oakville and Halton Region experienced a severe rain event in localized areas.
- Staff provided an update of the flood event to Council on August 13, 2024, and staff were to create an education/promotional program related to flooding.
- The public awareness campaign includes hosting a Public Open House on April 24, 2025, at Town Hall, and use existing communication channels and paid advertising to promote ongoing education and seasonal reminders year-round.
- Education focus areas will help our residents better understand the various responsibility of stakeholders, role of the resident, and who to contact.

BACKGROUND:

Oakville and Halton Region experienced a severe rain event in localized areas.

On Monday July 15, and Tuesday July 16, 2024, severe thunderstorms occurred in Halton Region, with Oakville receiving varied levels of rainfall. The heaviest storm activity occurred in South Oakville. On July 16, the Queens Elizabeth Park

Community Centre area received the equivalent of a 10 to 25-year event and the Halton Region Southwest Waste Water Treatment Plant, near Coronation Park, received the equivalent of a 100-year event.

Due to consecutive rainfall on the five (5) days preceding Monday July 15, the ground was already saturated which resulted in heavier than normal stormwater runoff on July 15/16. The severity of the storm on July 16, 2024, and the cumulative impact of the previous heavy rainfalls, caused damage to some town assets and resulted in temporary interruptions to some services. To date, most issues have been resolved.

Service Oakville and the Region of Halton (311) received a total of 339 calls related to the storm ranging from public right-of-way/property damage to private residential flooding.

The town's response during a severe storm focuses on the safe operations of the town's right-of-way and maintaining the function of our stormwater network. Staff promptly assessed the Town's infrastructure stability and addressed immediate safety concerns. Through these assessments, staff completed rehabilitation and replacement of assets in 2024 and continue with planning additional capital projects in 2025.

On August 13, 2025, an information report was provided to council on impact of the storm event, town's recovery efforts, plans to mitigate future flood risk, flood response and communication.

The purpose of this report is to describe communication improvements related to flooding preparedness and the initiation of a public awareness campaign.

COMMENT/OPTIONS:

Flood response protocol with communication triggers and a "Flooding" website was created in 2024 to enhance information available to the public.

In 2024, there were a few notable accomplishments to share. Staff from Roads and Works Operations, Parks and Open Space, Facility Services, Corporate Communications, ServiceOakville, and Oakville Fire met to review the lessons learned from a communication perspective regarding this storm.

Staff developed a Flood response protocol using different levels of warnings and prepared associated communication with consideration of emergency management. The protocol stipulates the applicable web banner notifications that would apply to relevant levels of warning.

Further, staff reviewed the town's website and determined that there were numerous pages related to stormwater; however, they are mostly related to studies and technical information about stormwater assets. Town website team quickly created a Flood information webpage that now includes flood prevention tips and basement flooding information. Additional work resulted in creation of a more resident-friendly website to address "what should I do when my house is flooded".

The "Public Awareness Campaign" includes a launch in the Spring and continuous communication through the year.

The educational approach of a flood protection public awareness begins with a proactive campaign to help residents prepare before seasonal rainy weather begins.

The Public Awareness Campaign has four (4) main objectives:

1. Deliver an educational campaign about flood protection to help the community prepare for potential flood incidents.
2. Inform the community about flood protection resources, and where to find them, and how to prepare in case of flooding.
3. Clarify roles so residents know their responsibilities and that of the town, region, and conservation authorities.
4. Encourage the community to make simple, impactful enhancements to flood-proof their property.

There are several key messages to be communicated with the public, including:

- Flood resilience is a priority for everyone
 - Flooding can damage homes, displace residents and put pressure on stormwater infrastructure. Collective action is important.
- Flood preparedness and response are shared responsibilities
 - The town, region, conservation authorities and the public, each have a specific role to play to be flood prepared.
- Who to contact
 - Knowing who to contact for what type of flood concern can help with timely response.

The above-noted objectives and goals will be achieved through a "Phased" approach:

- Phase 1 – Staff will host a Public Open House on April 24, 2025 at Town Hall.
- Phase 2 – Staff will provide ongoing education during the year before and during seasonal rain events.

During the Public Open House on April 24, 2025, several Town departments will be present with educational information and available to answer questions from the public. There will be staff on hand from Fire and Emergency Services & Climate Change to discuss climate risks, preparation for floods and what to include in emergency kits. ServiceOakville staff will be available to discuss call/inquiry triage process, roles and responsibilities, and resources available on the website. Also, staff from Roads & Works Operations, and Parks & Open Space will discuss their role when dispatched to a home/park, provide information about culverts and ditch maintenance.

Along with online and printed resources that will be made available, the Town is collaborating with key partners whose role in flood prevention and response is important. Invites have been extended to our key partners who will be represented at the upcoming Public Open House. Halton Region, will discuss their role in response, flood subsidy program, flood prevention advice. Similarly, Conservation Halton staff will provide additional information on the online alerts, difference between flood alert, watch and warning, and how best to check if a property is on a floodplain. The Insurance Bureau of Canada, will discuss the different types of flood insurance, “do’s” and “don’ts”, and claims process. Finally, Oakville Ready Community group will be available to offer support and resources to members of the public.

Following the launch, Phase 2 includes providing on-going communication and promoting flooding preparedness and awareness to the public utilizing cross promotion opportunities:

- Issue flood / rain related communication in March and August each year using the town’s existing communication channels ahead of the rain season (typically occurring during in the months of April and September).
- Include the prepared promotional / education material at other town events and initiatives such as May 5 to 11 - Emergency Preparedness Week; Mid-June to end of September – Home Fire Safety Awareness program; August/September – Seniors Open House etc.
- Posters at town facilities; tax bill flyers and others.

Significant content will be developed to meet the objectives of the public awareness campaign.

Out of the four objectives of the campaign, the following are highlights of the information that will be shared with the public.

Roles and Responsibilities – Agencies

The key responsibility areas for the Town, Halton Region, Conservation Halton, the resident, and developers will provide the context for the education focus areas and will be included in the public awareness campaign information provided.

Residents will be directed to contact the Town of Oakville (905-845-6601 or service@oakville.ca) for the following responsibility areas:

- Catch basin, ditch or culvert flooding
- Stormwater management ponds
- Creek blockage
- Road or sidewalk water pooling
- Property flooding due to neighbouring construction
- Park, trail, or town facility drainage concerns
- Harbours

Also, the town's response to flooding (as documented on the town website), and how staff triage calls and track "Hotspot" areas will be effectively communicated and explained in greater detail.

Residents will be directed to contact Halton Region (311 or 905-825-6000 or accesshalton@halton.ca) for the following responsibility areas:

- Basement flooding
- Enhanced basement flooding program
- Waste-water flooding
- Watermain courses
- Fire hydrants

The Conservation Authorities, which include Conservation Halton (CH) and Credit Valley Conservation (CVC), have several areas of responsibility for flooding and flooding emergencies, but act in an advisory capacity to:

- Support municipal flood emergency planning by providing technical advice pertaining to flood risk (e.g. hydrology, hydraulics, flood vulnerable areas, etc.) and where applicable, engage in flood mitigation projects to reduce flood risk prior to flood events.
- Maintain a local monitoring network, collect data, and monitor watershed and weather conditions daily in order to provide timely warning of anticipated or actual flood conditions (i.e., operate a flood forecasting and warning system). Provide local watershed condition details and updated forecast information as well as other supporting technical and/or advisory data pertaining to flood conditions to municipalities within their jurisdiction during an event.

- Issue flood messages to municipalities, including the media and the public, to advise of potential flooding when appropriate.
- Monitor and operate Conservation Authority dams and flood control structures, in accordance with operating plans, to reduce the effects of flooding when appropriate.
- Maintain communications with municipalities and the MNR Surface Water Monitoring Centre (SWMC) during a flood event.

Roles & Responsibilities – Residents

Knowing about flood risks and how to prepare for them (before, during and after a flood) will help keep our residents safe and minimize damage to property. Our Town of Oakville residents can help by doing the following:

- **Before the Event**
 - Watch for alerts issued by CH and CVC.
 - Ensure street catch basins are not blocked and keep their eavestroughs clear.
 - Move electrical appliances and other belongings above ground level.
 - Make sure all basement windows are closed.
- **During the Event**
 - Keep the radio on to find out what areas are affected.
 - Stay away from streams, drainage channels, creeks, lake shoreline, stormwater management ponds and other areas known to flood suddenly.
 - If water rises above electrical outlets, baseboard or furnace, call Oakville Hydro at 905-825-9400 to report it.
 - Take the emergency kits with you if evacuated.
- **After the Event**
 - Return home only when authorities indicate it is safe.
 - Roads may still be closed if they have been damaged or are covered by water. If you come upon a barricade take another route.
 - Stay out of buildings surrounded by floodwaters.
 - Use extreme caution when entering buildings due to hidden damage.

Driveway Culvert and Roadside Ditches

Another education focus area includes understanding how driveway culverts and roadside ditches are important parts of the town's drainage system, and how homeowners are responsible for maintaining the roadside ditches and driveway culvert (including headwalls) on their property if their home is located in an area with a ditched roadway drainage system.

Staff provided a Council Information memo on Town Practices – Ditches and Driveway Culverts (on December 16, 2024 Council Agenda) that outlines town's work related to ditches, property owner responsibilities, standards for ditches and driveway culverts, and related communications that will be part of the public awareness campaign.

In order for the homeowner to maintain a clear and unobstructed flow path through the culvert, this may require occasional clearing of leaves, branches, dirt, debris which may build up in the culvert from time to time. This also requires that any landscaping materials such as retaining walls or stones do not block inlets or outlets. Inspecting culverts regularly will ensure they are in good working order. Property owners, as per the current Property Maintenance By-law, are also responsible for routine maintenance of the ditches which includes grass cutting.

Private Site Drainage, Site Alteration, and Infill Developments

The last education focus area will focus on maintaining private site drainage per original design and changes to the property (e.g. site alteration and infill developments).

It is the responsibility of the property owner to maintain the property's grading and surface drainage. Any work carried out that changes the original approved grades or the historically existing grades, must not impair the land's ability to drain properly or create adverse impact to the adjacent properties, including the municipal right-of-way and town infrastructures.

Changes that do impact properties could result in numerous issues, such as flooding, negative impact to adjacent properties, natural environmental features and municipal infrastructures, costly repairs, negative feelings with your neighbours, and possible charges under the town's by-laws. The Public Awareness Campaign will provide information on town's requirements and available tools (Grading and Servicing Plan Guide, Town of Oakville Development Engineering Procedures and Guidelines, the Stormwater Master Plan, and the Site Alteration By-law) to help make a resident infill development or project a success, and to minimize the risk of flooding on neighbouring properties.

The potential grading and drainage impacts of the proposed redevelopment of single-lot residential lots are currently reviewed through the site alteration (pools and tear down/rebuild) process or scoped site plan process if the property is within the Ontario Regulation Bill 97 buffers. While the site plan process is considered "applicable law" under the Building Code, the site alteration permit process is not, meaning building permits can be issued without an approved site alteration permit. Regardless of the process, the availability of tools, including zoning provisions for a minimum landscape requirement, side yard and rear yard drainage setbacks, and/or

stormwater management requirement, is paramount to protecting neighbouring properties and town-owned infrastructure.

Town staff continue to enhance town's communication, maintain town's stormwater infrastructure, plan for the future, and continuously improve on processes / practices to mitigate the impact of flooding.

Through the Public Awareness Campaign, the town will continue to improve our website, promotional material and collaborate with our partners on increasing awareness.

The town completed a number of stormwater studies/assessments and through the Rainwater Management Financial Plan, long-term improvement plans, and sustainable funding source will be developed. The implementation of the stormwater improvements to improve resiliency to climate change and protect our stormwater infrastructure and assets will include green infrastructure assessment with green infrastructure being the preferred option.

Staff continues to monitor lake levels and through advocacy efforts have requested the International Joint Commission (IJC) to thoroughly review Plan 2014, and other alternatives, to regulate discharges from Lake Ontario in order to minimize flooding of public and privately owned lands and infrastructure along Lake Ontario. Poor management of Lake Ontario levels could increase the risk associated with both public and private property such as cost increases in emergency response and infrastructure improvement. Ideally, Lake Ontario management strategies will help to minimize costs for waterfront communities through better forecasting and/or management tools. The Town of Oakville recognizes that it is challenging for the IJC when it comes to responding to extreme weather conditions and Lake Ontario water levels as communities and other interests both upstream and downstream of the Moses-Saunders Dam can be negatively impacted by extreme conditions.

The town is currently exploring regulations that address the hardening of front and rear yards to prevent flooding impacts on neighbouring properties and town lands through the review of Zoning By-law. Excessive hardscaping increases surface runoff, preventing rainwater absorption which can overwhelm stormwater systems and/or direct excess water onto adjacent lots. By balancing development with sustainable water management, the town aims to reduce flooding risks while supporting responsible urban development.

Lastly, staff are reviewing our pool permit process to introduce an expedited approval for applications with minimal hardscaping and no significant grade changes. For applications proposing extensive hardscaping or alterations to grading, a more detailed review will be required to minimize the risk of flooding on neighbouring properties.

CONSIDERATIONS:

(A) PUBLIC

Information and educational material related to flooding protection and preparedness will be updated to assist members of the public with their questions on how to improve their property's resiliency and adapt to the impacts of climate change.

(B) FINANCIAL

Any financial implications would be related to advertising and promotion of the material and workshop and there is sufficient funding in the roads and works budget to cover the costs.

(C) IMPACT ON OTHER DEPARTMENTS & USERS

Asset Management, Transportation and Engineering, Parks and Open Space, Roads and Works, Planning and Development, and Communications and Customer Experience were consulted in the preparation of this report.

(D) COUNCIL STRATEGIC PRIORITIES

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

- Environment – Effective management of the overall rainwater related infrastructure network helps to protect Oakville residents while preserving our natural environment and increase our resiliency against climate change.

(E) CLIMATE CHANGE/ACTION

Severe storms can cause property damage and have harmful effects on the environment. Appropriate management of the town's stormwater assets and providing resources to the public regarding flooding will support the town's efforts to adapt to the impacts from more frequent and severe rainstorms resulting from climate change.

Prepared by:

Sam Inchasi, MBA, P. Eng., PMP, FEC
Director, Roads and Works Operations

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Memo

To: Members of Council
From: Andrea Coyne, Manager, Elections, Policy, Print Services
CC: Vicki Tytaneck, Town Clerk, Lily Lei, Manager, Right-of-Way Management
Date: February 14, 2024
Subject: Corporate Procedure Updates – Q1 2025

As part of the ongoing policy and procedure review, this memo is to provide an update of the corporate procedures under the authority of the CAO, or delegate, that have been introduced, updated, or reconfirmed. All policies and procedures are reviewed in accordance with established review periods and all policies continue to be submitted to Council for approval.

This report addresses the procedures which have been addressed by the Policy Review Administration Group since January 15, 2025.

Municipal Services / Permits

At the Policy Review Administrative Group (PRAG) meeting of January 15, 2025, updates to the [Use of Municipal right of Ways and Municipal Parking Lots Policy](#) and related procedures were reviewed.

The following procedures have been updated, under the authority of the CAO:

[Driveway Permits Procedure](#), [Encroachment Agreement Permits Procedure](#), [Excavation Permits Procedure](#), and [Newspaper Box Permit Procedure](#).

The following new procedures have been established, under the authority of the CAO:

[Temporary Street Occupation Permits Procedure](#) was established to outline the Temporary Street Occupation (TSO) Permit process and address public safety, traffic egress and ingress and the availability of the proposed location in conjunction with other approved Town of Oakville (town) activities or other uses of the right of way. This procedure was previously combined with the Excavation Permits Procedure.

(continued on next page)

[Oversize/Overweight Vehicle Permit on a Municipal Right of Way Procedure](#) was established to outline the oversize/overweight vehicle permit process and address public safety, traffic egress and ingress and the availability of the proposed location in conjunction with other approved Town of Oakville (town) activities or other uses of the right of way.

Should you have any questions, please feel free to contact me.

Andrea Coyne
Manager, Elections, Policy, Print Services
Clerk's Department

Council Information Memo

To: Members of Council
From: Finance Department
CC: Jane Clohecy, Chief Administrative Officer
Date: February 20, 2025
Subject: Affordable Housing Exemptions under the *Development Charges Act, 1997*

New statutory exemptions from the town's growth funding tools (GFT's) of development charges, community benefits charges, and parkland dedication are now in force for developments that include residential units that meet the criteria for affordable residential units under the *Development Charges Act, 1997* (DCA).

The province released an Affordable Residential Units bulletin ([Municipal development and community benefits charges, and parklands | ontario.ca](https://www.ontario.ca/government/municipal-development-and-community-benefits-charges-and-parklands)) effective June 1, 2024 that defines what meets the definition of an affordable residential unit for the purposes of these exemptions. For Oakville, the current thresholds for affordable residential units are as follows:

Ownership (Income Based)	All Unit Types	\$ 564,100
Rental (Market Based)	Bachelor	\$ 1,299
	1 Bedroom	\$ 1,680
	2 Bedroom	\$ 1,989
	3+ Bedroom	\$ 2,096

The DCA includes a provision that the landowner shall enter into an agreement with the local municipality and that this agreement may be registered on title. For the purposes of the exemption, the unit must remain an affordable unit for 25 years from the time the unit is first rented or sold. Town staff have worked with staff from the Region of Halton and the other local municipalities to create an agreement and administrative process for the purpose of these exemptions.

Included in the agreement are terms and conditions that are intended to assist in the ongoing monitoring of units that are granted these exemptions and the enforcement should they fail to remain affordable for the full 25-year term prescribed in the DCA. The Region's [staff report](#) provides an overview of the established process and agreement terms.

As discussed in the Region's report, the town and region will enter into a memorandum of understanding (MOU) for the administration of affordable exemptions. Similar to the collection of DCs, the exemption process will be administered by the town, with a duty to consult the region if any issues arise that are not specifically contemplated in the agreement.

Managing the exemption process will have an administrative impact for staff. The extent of this, and any necessary impacts to the budget, will depend on the volume of affordable units and staff will report back to Council if needed. While the legislation came into force on June 1, 2024, there have yet to be any affordable residential unit exemptions in Oakville.

Memo

To: Members of Council

From: Matt Day, Manager, Development Financing & Investments
Jonathan van der Heiden – Treasurer and Director of Finance

CC: Jane Clohecy, Chief Administrative Officer
Doug Carr, A/Commissioner- Corporate Services and Town Solicitor

Date: February 20, 2025

Subject: Annual Indexing of Development Charge Rates

This memo is to provide the change in the Town of Oakville's Development Charge (DC) rates that will take place, effective April 1, 2025.

The town's DC By-law 2022-068 contains a provision that DC rates be indexed annually on April 1st in accordance with the most recent twelve-month change in the Statistics Canada Quarterly, Construction Price Statistics (Non-residential Building Construction Price Index). The index for the Toronto area has increased by 4.0% from the fourth quarter of 2023 to the fourth quarter of 2024. The provision to index rates annually is intended to reflect the impact of inflation on the cost of providing growth related infrastructure.

The Region of Halton will be indexing their DC rates as well on April 1, 2025 subject to approval by regional council. The school boards do not index their DC rates in accordance with the *Education Act*.

DCs for the town and region are calculated at the rate in effect at the time of building permit issuance. For developments proceeding through a site plan or zoning amendment application, DC rates are calculated using the rates on the day of the complete application (if the building permit is issued within two years of the application approval) and are subject to interest.

A comparative schedule illustrating the impact of the rate change is provided in Table 1.

Table 1: Town of Oakville Development Charge Rates

	April 1, 2024	April 1, 2025
RESIDENTIAL		
Single and Semi-Detached Dwelling	\$ 54,807	\$ 56,999
Multiples	\$ 40,569	\$ 42,192
Apartments - 2 Bedrooms +	\$ 27,508	\$ 28,608
Apartments - Bachelor and 1 Bedroom	\$ 20,738	\$ 21,568
Special Care/Special Dwelling Units	\$ 16,365	\$ 17,020
NON-RESIDENTIAL		
(per sq.ft. of Gross Floor Area)	\$ 15.09	\$ 15.69

Note: Rates for Rental Housing developments are discounted by: 1 Bedroom (15%), 2 Bedroom (20%), 3 Bedroom (25%).

Council Information Memo

To: Mayor Burton and Members of Council

From: Chris Mark, Director Parks and Open Space

CC: Jane Clohecy, CAO,
Paul Damaso, Commissioner Community Services

Date: February 28, 2025

Subject: Bronte Waterfront Strategy

As part of the 2025 capital budget, a project entitled *Bronte Waterfront Strategy* was approved and will be implemented by the Parks and Open Space department. The intent of the project is to deliver actions that are well defined, achievable, enhance community connectivity, and tangible such they can be referred to the 10-year capital forecast and implemented in accordance with Council priorities and available budgets. Hence, it is important the project is well scoped to achieve the maximum results. The scope for the Bronte Waterfront Strategy includes;

Study Scope

1. Connection of the Inner and Outer Harbours to the Village.
2. Four season activation of the Bronte Heritage Waterfront Park (i.e., skating loop, winter lights, public market, arts, culture, and heritage uses such as installing a replica lighthouse at the pier).
3. Confirming a preferred use for the Metro Marine building and the space immediately around the building. Included in this item is a consideration of relocating OMSAR and some Town Marina services to the Metro Marine building and identifying any cost and marina operation impacts if current uses are changed. (ie working marina vs recreational marina)
4. Confirm whether the Bronte Boathouse Building can support other uses or amenities in addition to the current restaurant and banquet facility.

5. Investigate improved wayfinding signage to connect the Bronte Harbour to Bronte Village. Ensure alignment of this process with the Bronte Streetscape Study recommendations.

Area of Study

The study area is limited to the public realm edges of the waterfront (West River Street to East Street).

Out of Scope

- Consideration of the Bronte Harbour Yacht Club will be reviewed as part of the Harbours Business Plan in 2027.


Expected Study Outcomes

Recommendations Related to:

- A range of options, with order of magnitude cost estimates, to connect the inner and outer harbour in Bronte.
- A list of feasible amenities and programming options to animate the Bronte waterfront year-round, including order of magnitude cost estimates and identified PMR's (People Most Responsible) to advance the initiatives.
- Confirmation of a preferred use for the Metro Marine Building and the space immediately surrounding it, with order of magnitude cost implications for any recommendations (i.e., lost revenue from marina storage operations) and any other potential impacts to Marina and Harbour operations.
- Confirmation of preferred 'permanent uses' for the Bronte Boathouse with consideration for the uses that are currently supported within the facility.
- A list of recommendations to improve visitor awareness of the Bronte Waterfront amenities and Village through an improved Wayfinding signage program in alignment with the recommendations from the Bronte Streetscape Study.

If you have any questions or comments regarding the scope of the project, please do not hesitate to contact the undersigned at your convenience.

Thank you



C. Mark
Director, Parks and Open Space
Ext. 3111
chris.mark@oakville.ca

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. Further revisions to be considered 1st quarter 2024.	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
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	Community Development Commission
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	Community Development Commission
Tasks before Escribe	6/23/25	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	Community Services

Agenda Item	Due Date	Description	Meeting Type	Meeting Date	Department
Tasks before Escribe	11/30/24	<p>WHEREAS Regional Governance review by the Province has begun and is moving quickly; and</p> <p>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.</p> <p>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.</p>	Council	1/1/20	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
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
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

Agenda Item	Due Date	Description	Meeting Type	Meeting Date	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	Legal 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
Tasks before Escribe	9/29/25	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
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
Notice of Motion: Election Sign Regulations	9/29/25	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	3/24/25	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

Agenda Item	Due Date	Description	Meeting Type	Meeting Date	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	9/29/25	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
Sale and Discharge of Consumer Fireworks Response to Staff Direction	4/28/25	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	9/29/25	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
Roles and Responsibilities in Managing Protests	4/28/25	That staff be directed to engage in virtual public consultation and engage experts as may be necessary on the development of a by-law to regulate certain forms of protests near vulnerable social infrastructure, recognizing that nothing in the by-law should prevent peaceful protests or demonstrations, and report back to Council with a draft by-law in the first quarter of 2025, including the following: Clear Definition: The regulated conduct should be limited, properly defined and focused on activities impeding access to vulnerable social infrastructure, without encroaching on criminal law powers, ie: violence or hate speech. Access Zone: Establishing an access zone from the property line of vulnerable social infrastructure that does not exceed what is reasonably necessary. Penalty: Maximum penalties must be rational and proportionate.	Council	12/16/24	Municipal Enforcement Services Department

Agenda Item	Due Date	Description	Meeting Type	Meeting Date	Department
Election Sign By-law 2025-016	9/29/25	<p>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:</p> <p>That Staff perform additional consultation with the public in the form of a survey with questions that include restricting signs to private property.</p> <p>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 feedback.</p> <p>That staff continue to monitor for legal cases that involve the restricting of the placement of election signs.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>That staff explore the dispensation that can be given for those with boundary fences.</p> <p>A report that clearly outlines the feasibility and challenges associated with election sign by-law enforcement.</p> <p>That staff provide a measurable breakdown of usable public space in each ward for election signage.</p> <p>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.</p> <p>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.</p> <p>That staff explore and report back on enforcement fines and if they are counted as an election expense.</p> <p>That staff collaborate with the Region of Halton regarding election sign placement and enforcement on Regional Roads.</p> <p>That staff explore sign material usage and whether or not some materials should be banned.(e.g. wire signs, and T bars).</p> <p>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.</p>	Council	1/27/25	Municipal Enforcement Services Department

Agenda Item	Due Date	Description	Meeting Type	Meeting Date	Department
Tasks before Escribe	6/23/25	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
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	5/26/25	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
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
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

Agenda Item	Due Date	Description	Meeting Type	Meeting Date	Department
48 Bronte Road	1/19/26	<p>Staff be directed to report on the potential public ownership of the former Greb Property in order to address such issues as:</p> <p>Potential threats to this section of the Bronte Creek due to extreme weather events/flooding, in consultation with Conservation Halton;</p> <p>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;</p> <p>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;</p> <p>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,</p> <p>The ability to access any available Federal, Provincial, and Regional funding and other programs for climate proofing.</p>	Council	11/20/23	Parks and Open Space Department
Region Pumping Station in Bronte Beach August 9, 2022	7/7/25	<p>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.</p> <p>5. That staff report back to Council once discussions have been completed.</p>	Council	8/9/22	Parks and Open Space Department
Oakville Marine Search and Rescue - Relocation to Bronte Harbour	6/22/26	<p>That this matter be referred back to staff to develop more options, conduct public consultation and produce a recommendation to Council.</p> <p>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.</p>	Council	7/9/24	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
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

Agenda Item	Due Date	Description	Meeting Type	Meeting Date	Department
Recommendation Report FCHT Holdings (Ontario) Corporation Z.1612.14 and OPA	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
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
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
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

Agenda Item	Due Date	Description	Meeting Type	Meeting Date	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
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
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

Agenda Item	Due Date	Description	Meeting Type	Meeting Date	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	<p>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.</p> <p>That the analysis of the following matters of interest to Council be included as part of the recommendation report:</p> <p>Identification of any properties that may experience a significant amount of shadow, resulting from the proposed development</p> <p>Confirm that the Natural Heritage System has been delineated appropriately and that the lands are zoned NHS.</p> <p>Consider carbon and lifecycle assessment as potential climate change mitigation.</p> <p>Confirm the amount of commercial space on the ground floor and whether institutional uses could be incorporated into the development.</p> <p>Explore opportunities for at-grade parking for the live/work units.</p> <p>Assess operational issues related to below-grade visitor parking and access to commercial uses.</p> <p>Evaluate the provision of loading facilities for the proposed commercial uses and identify measures to mitigate noise.</p> <p>Identify the number of people and jobs per hectare associated with the development.</p> <p>Calculate the Floor Space Index (FSI) and compare the proposed development to other developments in the vicinity.</p>	Planning and Development Council	1/20/25	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	<p>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.</p> <p>That staff consider such comments as may be provided by Council.</p> <p>That the analysis of the following matters of interest to Council be included as part of the recommendation report:</p> <p>Density of the proposal</p> <p>Traffic and parking impacts</p> <p>Waste collection</p> <p>Height and privacy considerations</p> <p>Conformity with D6 Guidelines related to potential future uses</p> <p>Suitability of the lands for commercial retail uses</p>	Planning and Development Council	2/3/25	Planning and Development Department
Public Meeting Report Official Plan Amendment, Rose Corporation, File Number OPA.1612.19	12/31/25	<p>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>That staff consider such comments as may be provided by Council.</p> <p>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 Oakvilles 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

Agenda Item	Due Date	Description	Meeting Type	Meeting Date	Department
PublicMeeting Report for Draft Plan of Subdivision and Zoning By-law Amendment, 1156Burnhamthorpe Road East, Mattamy (Joshua Creek) Limited, 24T-24005/1309 andZ.1309.08	12/31/25	That comments from the public with respect to the proposed Draft Plan of Subdivision and Zoning By-law Amendment submitted by Mattamy (Joshua Creek) Limited (File No.: 24T-24005/1309 and Z.1309-08) be received. That staff consider such comments as may be provided by Council: Appropriate sizing and shape of the Village Squares, including any credit that may be applied by the Town. Design and alignment of roads. Supplemental parking for rear-lane parking. Snow storage areas. 3. That the Street Names for Public Roads Procedure, under the Municipal Roads Policy, be waived to permit one of the roads within this future subdivision be named "Sybil Rampen Way".	Planning and Development Council	3/3/25	Planning and Development 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

Agenda Item	Due Date	Description	Meeting Type	Meeting Date	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
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
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
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

Agenda Item	Due Date	Description	Meeting Type	Meeting Date	Department
Official Plan Amendment and Zoning By-law Amendment, Dhan Baba Budha Ji Gurdward Sahib, File Numbers OPA.1430.34 and Z.1430.34	12/31/25	<p>That the analysis of the following matters of interest to Council be included as part of the recommendation report:</p> <p>Provide for the history and rationale related to the potential extension of Barronwood Drive</p> <p>Examine the parking rate proposed to confirm there will be sufficient space to accommodate the expansion of the existing use</p> <p>Provide for clarification on whether the height is appropriate in the context of the existing neighbourhood</p> <p>Review potential impacts on traffic</p> <p>Explore opportunities to measure where patrons are travelling from</p> <p>Report back on who will be responsible for the maintenance of potential easements</p>	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	<p>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.</p> <p>That the analysis of the following matters of interest to Council be included as part of the recommendation report:</p> <p>Identification of any properties that may experience a significant amount of shadow, resulting from the proposed development</p> <p>Confirm that the Natural Heritage System has been delineated appropriately and that the lands are zoned NHS.</p> <p>Consider carbon and lifecycle assessment as potential climate change mitigation.</p> <p>Confirm the amount of commercial space on the ground floor and whether institutional uses could be incorporated into the development.</p> <p>Explore opportunities for at-grade parking for the live/work units.</p> <p>Assess operational issues related to below-grade visitor parking and access to commercial uses.</p> <p>Evaluate the provision of loading facilities for the proposed commercial uses and identify measures to mitigate noise.</p> <p>Identify the number of people and jobs per hectare associated with the development.</p> <p>Calculate the Floor Space Index (FSI) and compare the proposed development to other developments in the vicinity.</p>	Planning and Development Council	1/20/25	Planning and Development Department

Agenda Item	Due Date	Description	Meeting Type	Meeting Date	Department
Old Oakville Heritage Conservation District Statutory Public Meeting	12/31/25	That comments from the public with respect to Appendix A - Old Oakville Heritage Conservation District, Plan and Guidelines, DRAFT December 2024 be received. That staff considers such comments provided by Council: Consideration should be given to the feedback from the Oakville Lakeside Residents Association regarding height, scale and massing. Susan Schappert should be included in the report author section of the report.	Planning and Development Council	2/3/25	Planning and Development 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
Public Meeting Report Official Plan Amendment, Rose Corporation, File Number OPA.1612.19	12/31/25	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. That staff consider such comments as may be provided by Council. 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 Oakvilles 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.	Planning and Development Council	2/3/25	Planning and Development Department

Agenda Item	Due Date	Description	Meeting Type	Meeting Date	Department
PublicMeeting Report for Draft Plan of Subdivision and Zoning By-law Amendment, 1156Burnhamthorpe Road East, Mattamy (Joshua Creek) Limited, 24T-24005/1309 and Z.1309-08	12/31/25	<p>That comments from the public with respect to the proposed Draft Plan of Subdivision and Zoning By-law Amendment submitted by Mattamy (Joshua Creek) Limited (File No.: 24T-24005/1309 and Z.1309-08) be received.</p> <p>That staff consider such comments as may be provided by Council:</p> <p>Appropriate sizing and shape of the Village Squares, including any credit that may be applied by the Town.</p> <p>Design and alignment of roads.</p> <p>Supplemental parking for rear-lane parking.</p> <p>Snow storage areas.</p> <p>3. That the Street Names for Public Roads Procedure, under the Municipal Roads Policy, be waived to permit one of the roads within this future subdivision be named "Sybil Rampen Way".</p>	Planning and Development Council	3/3/25	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
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
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



THE CORPORATION OF THE TOWN OF OAKVILLE

BY-LAW NUMBER 2025-079

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 24th day of March, 2025

Rob Burton

Mayor

Andrea Holland Acting Town Clerk